

Red Wing Public Schools

## Student Overnight Field Trip Request

Revised July, 2012

This form must be completed for any proposed student overnight field trip request. To ensure that school district officials and the school board can review the request in a timely manner, please submit the completed form to the Activities Director or building principal at least 45 calendar days prior to the planned trip. Do NOT make any financial commitments until the request has been approved by the school board.

### **Basic Information:**

Date of Application: 12/4/22

Group Name: 4<sup>th</sup> Grade Teachers Building: All Elementary Buildings

Event: Eagle Bluff Environmental Learning Center residential experience

Number of Students: ~ 180 (all 4<sup>th</sup> graders) Grade Levels: 4<sup>th</sup>

Justification of Trip (include goals and objectives of the trip. Attach detailed itinerary and description.):

The goals of this endeavor would be to have students participate in a unique experiential program which offers the following:

- (1) Participation by students in environmental science lessons based on the Minnesota Department of Education Science Standards. This is tied to the district's need to increase science education, and therefore science achievement, as measured by the Minnesota Comprehensive Assessments in Science (MCA III), at the fifth grade level.
- (2) Increase in environmental awareness and stewardship for students
- (3) Development of problem-solving and team-building skills for students
- (4) Increase in feelings of competence and self-esteem in students

Eagle Bluff has done an outstanding job integrating the Minnesota Science Standards into their class offerings. Our students would receive a review of third grade standards, an extension

**Timing:**Contemplated Departure:      Date: 5/30/23      Time: ~6:45 AMExpected Return:      Date: 5/31/23      Time: ~3:15 PMNumber of School Days Missed: 2**Supervision:**

All non-students accompanying the trip must have background checks completed prior to the trip. Forms are available at the district office or on the district's website. Background check forms should be turned in 10+ days prior to the trip, so please plan ahead.

**Names of Organizer(s) who are responsible for the Trip:**

Name of Organizer(s)	Work Phone	Work Email
Lindsay Woychek	385 – 4700 (x. 2949)	lewoychek@rwps.org

How many teachers will be chaperones? 8 grade level + ~ 6 – 8 additional elementary staff,  
depending on needs of studentsHow many other adults will be chaperoning? Approximately 6 - 8, for a total of around  
22 – 24 adult chaperones

**Transportation:**

You may not use personal vehicles at any time on the trip. All drivers must have completed a Type III vehicle check through the District Office. This process can take 10+ days, so please plan ahead.

Mode of Transportation:	How Many Will be Used?
District-Owned Vans	2
First Student Vans	
First Student Buses	3-4 (+2 trailers)
Other Contracted Vans	
Other Contracted Buses	
Airplane	
Other (Describe)	

Round Trip Miles To/From Destination: 176 miles

**Lodging:**

All student groups are required to stay in a hotel unless there is a bonafide non-monetary reason for not staying in a hotel (for example, the trip features a canoe trip sponsored by the Environmental Learning Center). Personal cabins are not allowed. Chaperones may not stay in the same room as a student unless the chaperone is the parent of the student.

Name of Hotel	City and State	Dates of Stay
Dormitory on grounds of Eagle Bluff Environmental Learning Center	Lanesboro, MN	5/30/23-5/31/23

### **Financial Information:**

If the trip is related to a student activity fund, what is the current fund balance? N/A

Check with the Director of Finance, Operations, and Human Resources to verify estimated transportation costs. Use \$125/teacher/day for substitute costs.

Estimated Costs	Cost	District Pays?	Student Activity Funds Pay?	Students and Parents Pay?	Chaperones Pay?	Others Pay?
Transportation	\$1120					*See below
Student Lodging	Included					
Chaperone Lodging	Included					
Student Meals	Included					
Chaperone Meals	Included					
Registration	\$21,614 (180+22)	\$2,310 (22)		Up to \$105 per student	\$0	*See below
Substitute Teachers	\$750	\$750				
Other						
Total	\$22,364	\$3,060		Up to \$18,900		

### **Comments About Financial Information:**

- *Cost per student/chaperone is \$105 and covers all activities, meals, and lodging*
- *The Innovative Learning Fund has covered the cost of busing the last two years, and it is our hope that it will support us this year as well.*
- *The last two years, several organizations have offered financial support in the form of grants or donations to defray overall cost or provide scholarships to assist families with a demonstrated need, including the Frontenac Sportsman Club, Prairie Island Indian Community, the Red Wing Shoe Company Foundation, 3M, and several local businesses. If*



*we receive approval for the trip, we will pursue funding from those same sources again to help reduce cost to families, to provide partial or full scholarships to families with a demonstrated need, and to offset district costs if necessary. In the past, we were able to drop the base cost of the trip for every student from \$85 to \$60 due to this generous support.*


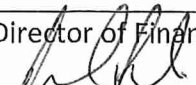
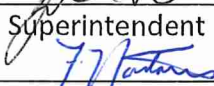
- Fourth grade staff will also pursue an optional fundraising opportunity to help defray the cost of the field trip for students. Families are not required to participate, but those who do would be able to decrease their total trip cost.*

*Eagle Bluff has revamped their programming and structures to follow recommended COVID-19 protocols.*

*"Our COVID-19 Preparedness Plan follows State of Minnesota Industry Guidance for our business, Centers for Disease Control and Prevention (CDC) Guidelines, federal Occupational Safety and Health Administration (OSHA) standards related to safety and health precautions required in response to COVID-19 and applicable executive orders. See the final section for a comprehensive list of resources through which this plan was developed."*

*We recognize that there are many uncertainties related to COVID-19 and what it will look like in the spring, but in order to begin preparing for the possibility of this trip, we want to secure the school district's approval first. We also recognize that we will have to do some problem solving on our end due to our 4<sup>th</sup> graders being in three different buildings as opposed to one building as was the case for previous trips.*

**Review and Approval:**

Position Signature	Date	Approved	Approved with Stipulations	Denied	Need More Information
Activities Director 	4/4/23	X			
Principal	12/5/23	X			
Director of Finance 	4/4/23	X			
Superintendent 	4/4/23	X			
School Board Clerk					

**Stipulations or Information Needed:**

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