DISTRICT 709 FIELD TRIP REQUESTS

In accordance with School District Policy District 6160, District 709 recognizes properly planned, well conducted, and carefully supervised field trips may be a vital part of the curriculum. School field trips are encouraged within available resources and requirements outlined below.

DIRECTIONS: All staff are required to submit a Field Trip Request **prior** to the field trip being finalized with the involved students and to:

- > Receive administrative and/or extra-curricular coordinator approval for all instructional and supplementary field trips
- > Receive administrative reviewal and school board approval for all extended trips (Exceptions may be granted by the school board chair to accommodate emergencies.)

DEFINITIONS:

<u>Instructional Trips</u> - Trips that take place during the school day, relate directly to a course of study, and require student participation. Fees may not be assessed against students.

<u>Supplementary Trips</u> - Trips in which students voluntarily participate in and which often take place outside the regular school day, but do not include overnight stays. Financial contributions may be requested of students.

<u>Extended Trips Within Minnesota and Continental United States</u> - Trips that involve one or more overnight stops within Minnesota or the Continental United States and may be instructional or supplementary and are voluntary in nature. Extended field trips require school board approval prior to the trip.

ON Approved	Name:
• •	Date:
	Date.
	Name:
☐ Not Approved	Date:
tional/Supplemental Trips no	eed not be sent to District office.
	24 24 241
Recommended	Name: Cher Obst Obob Date: 13
☐ Not Recommended	Date: Pagl 6·13
Recommended	Name:
☐ Not Recommended	Date:
☐ Approved	Name:
☐ Not Approved	Date:
	Approved Not Approved Not Approved Not Approved Not Approved tional/Supplemental Trips not Recommended Not Recommended Recommended Approved Approved

FIELD TRIP REQUEST FORM

Date	e of Submission:				
Тур	e of Trip:	entary 💢 Ex	tended		
1.	Organization/Grade/Course Planning Trip:Homecroft	5th Graders			
2.	Contact Person (Responsible for Checklist Completion): John Bushey – Instructional Coach Homecroft				
3.	Field Trip Date(s): 2/10/14-2/12/14 Destination: Wolf Ridge ELC -				
4.	Field Trip Overview (Include events, establishments a	and locations): All	events occur on the Wo	If Ridge campus.	
	We stay in dormitories with 6-8 people/room All food is served on campus in the cafeteria. All classes (3/ day) take place on the Wolf Ridge property near Finland, MN.				
5.	Field Trip Departure from School (Date and Time): 21'	10/14- leave 9:15	iam		
	Field Trip Return to School (Date and Time): 2/12/1	4 return to school	ol @1:45pm	_	
6.	Objectives of Field Trip: To provide students a learn	ing opportunity	in a natural setting and ir	a hands-on manner.	
<u>_</u> T	he classes we take tie into our MN state Science, P	hysical Educatio	n, and language arts sta	ndards	
7.	Relationship to Curriculum or Student Learning: Our	district science	curriculum is not current	ly well aligned with the	<u> </u>
Sta	te Standards. This trip involves a great deal of learn				
	ndards, helping prepare our students and assuring				
	sonal growth for the students and builds teamwork				-
8.	Planned Follow-up Field Trip Activities: We use the				
0.	the year. We will do Windows Movie Maker project	<u> </u>			
	_ 	<u> </u>	_		uip to
^	create enthusiasm for learning, science, and cons	ervation of our re	esources.		
9.	Field Trip Budget Request				
	Estima	ated Expenses			
	Total Admission/Fees (includes 66 students, 3 staff	f members, and @	17 chaperones)	11.008	
	Total Meals *included in above fees			\$ included	
	Total Lodging *included in above fees			\$ included	
	Total Transportation ☐ School District Vehicle(s) ☐ Commercial Transportation Carrier ~ Name:				
	Private Vehicle (requires certificate of insurance) ~ Name:				
Total Additional Stipends: (snacks for everyone both evenings we are there) \$100					
	Other:			\$	
	Total			\$12,132.67	
	Revenues				
	District Budget Code:	\$			
	Fundraising-calendar sale & PTA spaghetti dinner	\$5250		•	
	Donations Student & shapes Tool	\$2500			
	Student & chaperone Fees Total Additional Stipends: Wolf Ridge Grant	\$2883 \$1500			
	Total	\$12133			
	1 Otal	412100			

11. Reviewed/Completed Request Checklist:

⋈ Yes

☐ No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL FIELD TRIP REQUEST CHECKLIST - All Field Trips DIRECTIONS: Please complete checklist. No attachments are necessary.

es,
es,
es,
e or
X-1

Itinerary;

Wolf Ridge 2/10/14---2/12/14 Homecroft School

Monday. February 10th, 2014

- Leave Homecroft School: 9:15am 3/26/14
- Arrive Wolf Ridge 11:00am 3/26/14
- 11:30am Check into dorm rooms; orientation/introduction to our liaison.
- 12:00 lunch Lake Superior Dining Hall
- 1:15-4:15 first Class
- 5:00 Dinner
- 5:15-6:05 Group A, B, go to store
- 6:15-9:15 Night Class
- 9:15-9:30 night snack
- 9:45 Bed/lights out
- 9:45-10:00 parent chaperone meeting

Tuesday, February 11th, 2014

- 6:30 wake up get ready
- 7:15 Breakfast
- 8:15 -11:15 Morning Class
- 12:00 Lunch
- 1:15-4:15 Afternoon Class
- 5:00 Dinner
- 5:15-6:05 Groups C, D, E go to store
- 6:15-9:15 Night class
- 9:15-9:40 Snack, magic show, campfire
- 9:45 lights out bed

Wednesday, February 12th, 2014

- 6:30 wake up get ready pack and gear stored in Dorm Lobby before breakfast
- 7:15 Breakfast
- 8:15-11:00am (classes end 15 min. early to get ready for departure)
- 11:45 bag lunch in dorm lobby; Wolf Ridge liaison goodbye
- 12:00 depart Wolf Ridge
- 1:45 Arrive back at Homecroft School

^{*}Students can be picked up by parents upon arrival at school

^{*}Students not picked up may leave gear in classrooms until Monday when gear can be picked up.

<u>DISTRICT 709</u> FIELD TRIP REQUESTS

In accordance with School District Policy District 6160, District 709 recognizes properly planned, well conducted, and carefully supervised field trips may be a vital part of the curriculum. School field trips are encouraged within available resources and requirements outlined below.

DIRECTIONS: All staff are required to submit a Field Trip Request **prior** to the field trip being finalized with the involved students and to:

- > Receive administrative and/or extra-curricular coordinator approval for all instructional and supplementary field trips
- > Receive administrative reviewal and school board approval for all extended trips (Exceptions may be granted by the school board chair to accommodate emergencies.)

DEFINITIONS:

<u>Instructional Trips</u> - Trips that take place during the school day, relate directly to a course of study, and require student participation. Fees may not be assessed against students.

<u>Supplementary Trips</u> - Trips in which students voluntarily participate in and which often take place outside the regular school day, but do not include overnight stays. Financial contributions may be requested of students.

<u>Extended Trips Within Minnesota and Continental United States</u> - Trips that involve one or more overnight stops within Minnesota or the Continental United States and may be instructional or supplementary and are voluntary in nature. Extended field trips require school board approval prior to the trip.

INSTRUCTIONAL TRIP ACTION Principal:	ON	Approved	Name:
·		Not Approved	Date:
SUPPLEMENTAL TRIP ACTION	ON		
Principal:		Approved	Name:
		Not Approved	Date:
Instruc	ctiona	I/Supplemental Trips n	eed not be sent to District office.
EXTENDED TRIP ACTION			Wan la
Principal:	$ \boxtimes $	Recommended	Name: Suk Marshall
>		Not Recommended	Date: $\frac{12-9-13}{20}$
Assistant Superintendent:		Recommended	Name: Name:
		Not Recommended	Date: 1813/
School Board:		Approved	Name:
		Not Approved	Date: ————
All extended trip propo			sistant Superintendent's Office to be placed on the ting agenda for approval.

FIELD TRIP REQUEST FORM

Date	e of Submission:		
Тур	e of Trip: Instructional Supplementary Extended		
1.	Organization/Grade/Course Planning Trip:Congdon Park 4th Graders		
2.	Contact Person (Responsible for Checklist Completion): John Bushey - Instructional Coach Congo	lon Park	
3.	Field Trip Date(s): 3/26/14-3/28/14 Destination: Wolf Ridge ELC -		
4.	Field Trip Overview (Include events, establishments and locations): All events occur on the Wolf R	idge campus.	
	We stay in dormitories with 6-8 people/room All food is served on campus in the cafeteria. take place on the Wolf Ridge property near Finland, MN.	All classes (3	per day)
5.	Field Trip Departure from School (Date and Time): 3/26/12 - leave 9:15am		
	Field Trip Return to School (Date and Time): 3/28/12 return to school @1:45pm		
6.	Objectives of Field Trip:To provide students a learning opportunity in a natural setting and in a l	nands-on man	ner.
	he classes we take tie into our MN state Science, Physical Education, and language arts standa	ards	
7.	Relationship to Curriculum or Student Learning: Our district science curriculum is not currently v	vell aligned wi	th the MN
S <u>ta</u>	te Standards. This trip involves a great deal of learning pertaining to our district science curricu	ulum and the N	/IN State
	ndards, bridging the gaps with our 4th and 5th grade students. It also helps develop personal gro		
	lds teamwork skills necessary to be successful in school and throughout our lives.		
8.	Planned Follow-up Field Trip Activities: We use the experience to promote interest and motivation	n to learn the	remainder of
٥.	the year and the following year. We will do Windows Movie Maker projects, a narrative about the		
	memories of the trip to create enthusiasm for learning, science, and conservation of our resou		
9.	Field Trip Budget Request		
J.	Tield Tilp Dudget Nequest		
	Estimated Expenses		
	Total Admission/Fees (includes 75 students, 4 staff members, and @18 chaperones)	\$12,000	
	Total Meals *included in above fees	\$ included	
	Total Lodging *included in above fees	\$ included \$1050	
	Total Transportation School District Vehicle(s)	\$1050	
	Commercial Transportation Carrier ~ Name: ————————————————————————————————————		
	Private Vehicle (requires certificate of insurance) ~ Name:		
	Total Additional Stipends: (snacks for everyone both evenings we are there)	\$125	
	Other:	\$	
	Total	\$13,175	
	Revenues		
	District Budget Code: \$		
	Fundraising \$7500 Donations \$2500		
	Student & chaperone Fees \$3000		
	Total Additional Stipends:		
	Total \$13, 0 00		

11. Reviewed/Completed Request Checklist:

X Yes

☐ No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL FIELD TRIP REQUEST CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

区	Develop and Communicate Student Discipline Expectations Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians				
\mathbf{X}	medications, special needs.) - Linbility & houlth forms home in December.				
	Gain Access to Cell Phone for Field Trip				
	Plan Arrangements for Early Pick-Up or Late Drop-Off Students (if necessary). Guide: May choose to leave message on school voice mail to help with late drop off.				
乙	Plan Meal Arrangements (if necessary)				
	Reminder: Notify food service of non-participation.				
لخيا	Plan Administration of Student Medication and First Aid Needs (if necessary)				
Z	Guide: Contact School Nurse School nurse - already spaken to her. Develop and Communicate Action Plan if Student Gets Lost on Trip				
図	Arrange Adult Chaperones for Field Trip (if necessary)				
•	Guide: One (1) adult for every twenty (20) students depending on field trip. Parent volunteers are encouraged when possible or				
r a	appropriate. Develop and Communicate Teacher and Adult Chanerone Expectations				
سكر	Develop and Communicate Teacher and Adult Chaperone Expectations Example: Supervision duties, no smoking, no alcohol				
Q	7/				
	TIME LOCATION				
	11:15am 3/26/14 Arrive at Wolf Ridge 6288 Cranberry Rd. Finland, MN 55603				
	12:00 pm 3/26/14 Lunch first day, they off to classes – continue classes & meals until Friday 11:15am				
	12:15 pm 3/28/14 Leave Wolf Ridge – arrive back at Congdon Park @1:45pm				
	Maintain Student Roster and Check-in/Check-out Procedure				
X	Arrangement for Safety Needs (i.e. crossing guards) - العناقة				
Sign	ature of Contact Person				
	FIELD TRIP REQUEST CHECKLIST – Extended Trip Only				
	DIRECTIONS: Please complete checklist and attach all appropriate materials.				
	Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians Note: Attach tentative planned itinerary.				
	Arrange Funding of Expenses During Trip Arrange Meal Plans - at wik - we purchase snacks at night,				
	Arrange Lodging Plans and Room Assignments				
	Collect Family Emergency Information for Students				
_	Example: Home phone numbers, emergency contacts, medical information				
لــا	Additional Information				
	Note: Provide any additional information.				
Sigr	ignature of Contact Person: W. Sunhay				

Itinerary;

Wolf Ridge 3/26/14---3/28/14 Congdon Park:

Wed. March 26, 2014

- Leave Congdon park School: 9:15am 3/26/14
- Arrive Wolf Ridge 11:00am 3/26/14
- 11:30am Check into dorm rooms; orientation/introduction to our liaison.
- 12:00 lunch Lake Superior Dining Hall
- 1:15-4:15 first Class
- 5:00 Dinner
- 5:15-6:05 Group A, B, C go to store
- 6:15-9:15 Night Class
- 9:15-9:30 night snack
- 9:45 Bed/lights out
- 9:45-10:00 parent chaperone meeting

Thursday March 27, 2014

- 6:30 wake up get ready
- 7:15 Breakfast
- 8:15 -11:15 Morning Class
- 12:00 Lunch
- 1:15-4:15 Afternoon Class
- 5:00 Dinner
- 5:15-6:05 Groups D, E, F go to store
- 6:15-9:15 Night class
- 9:15-9:40 Snack, magic show, campfire
- 9:45 lights out bed

Friday March 28th, 2014

- 6:30 wake up get ready
- 7:15 Breakfast
- 8:15-11:00am (classes end 15 min. early to get ready for departure)
- 11:45 bag lunch in dorm lobby; Wolf Ridge liaison goodbye
- 12:00 depart Wolf Ridge
- 1:45 Arrive back at Congdon Park

^{*}Students can be picked up by parents upon arrival at school

^{*}Students not picked up may leave gear in classrooms until Monday when gear can be picked up.

00,00,10

DISTRICT 709 FIELD TRIP REQUESTS

In accordance with School District Policy District 6160, District 709 recognizes properly planned, well conducted, and carefully supervised field trips may be a vital part of the curriculum. School field trips are encouraged within available resources and requirements outlined below.

DIRECTIONS: All staff are required to submit a Field Trip Request **prior** to the field trip being finalized with the involved students and to:

- > Receive administrative and/or extra-curricular coordinator approval for all instructional and supplementary field trips
- > Receive administrative reviewal and school board approval for all extended trips (Exceptions may be granted by the school board chair to accommodate emergencies.)

DEFINITIONS:

<u>Instructional Trips</u> - Trips that take place during the school day, relate directly to a course of study, and require student participation. Fees may not be assessed against students.

<u>Supplementary Trips</u> - Trips in which students voluntarily participate in and which often take place outside the regular school day, but do not include overnight stays. Financial contributions may be requested of students.

Extended Trips Within Minnesota and Continental United States - Trips that involve one or more overnight stops within Minnesota or the Continental United States and may be instructional or supplementary and are voluntary in nature. Extended field trips require school board approval prior to the trip.

INSTRUCTIONAL TRIP ACTI	ON .	
Principal:	Approved	Name:
		Date: 12 15 13
SUPPLEMENTAL TRIP ACTI	ON	1 1
Principal:	☐ Approved	Name:
	□ Not Approved	Date:
Instruc	ctional/Supplemental Trips n	need not be sent to District office.
EXTENDED TRIP ACTION		O day o
Principal:	Recommended	Name: Name:
	☐ Not Recommended	Date: 13/13/13
		Chaufard
Assistant Superintendent:	Recommended	Name:
	□ Not Recommended	Date:
School Board:	☐ Approved	Name:
	☐ Not Approved	Date:
	non ppiorod	
All extended trip propo	sals must be sent to the Ass	sistant Superintendent's Office to be placed on the
	Education Committee mee	
	•	

FIELD TRIP REQUEST FORM

D a	te of Submission:	
Γy	pe of Trip: Supplementary Extended	
1.	Organization/Grade/Course Planning Trip: Myers Wilkins - grade 5	
2.	Contact Person (Responsible for Checklist Completion): Terry Betiewski	
3.	Field Trip Date(s): January 8-10, 2014 Destination: Deep Portage Environm	ental Learning Ce
4.	Field Trip Overview (Include events, establishments and locations): Students ave 1	hyplyed in
+.	experiential science, inquiry and community/team bases	1 a/frigities
	throughout each of the days @ beep Portage's student ar	itered faculitie
-		
5.	Field Trip Departure from School (Date and Time): January 8, 2019 8:1	
٠	Field Trip Return to School (Date and Time): January 10, 2014 2:15	•
6.	Objectives of Field Trip: Students will experience lessons guided	
	Leadenic Standards in Science - Strand 4 - "Life Science"	· • _ · · ·
	participale in positive individual ? Feam-based activiti	
7.	Relationship to Curriculum or Student Learning: Direct corvellation to scie	nce standard
	and community building efforts taught @ lyes	- WIKENS
3.	Planned Follow-up Field Trip Activities: pre : post activities take planted to experience	ace within
9.	Field Trip Budget Request	
	Estimated Expenses	
	Total Admission/Fees 65 students @ 40.00 + 14 chaperones	\$3160
	Total Meals	\$ included
	Total Lodging Total Transportation	\$ included
	Cabaci District Vahiala(a)	Ψ
	School District Venicle(s) Commercial Transportation Carrier ~ Name: Voyaguev ———————————————————————————————————	
	Private Vehicle (requires certificate of insurance) ~ Name:	1200
	Total Additional Stipends:	\$ 1) /4
	Other:	\$ N/A
	Total	\$4360
	Revenues District Budget Code: \$	
	Booster Group \$	
	Donations \$	
	Student Fees \$	
	Total Additional Stipends: \$	
	Total \$	
11.	Reviewed/Completed Request Checklist: Yes No	

FIELD TRIP REQUEST CHECKLIST - All Field Trips DIRECTIONS: Please complete checklist. No attachments are necessary.

	Develop and Communicate Student Discipline Expectations Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)				
œ	Gain Access to Cell Phone for Field Trip				
1 2	Plan Arrangements for Early Pick-Up or Late Drop-Off Students (if necessary).				
	Guide: May choose to leave message on school voice mail to help with late drop off.				
9	Plan Meal Arrangements (if necessary)				
	nerilinaer. Notify food Service of Hori-participation.				
4	Plan Administration of Student Medication and First Aid Needs (if necessary) Guide: Contact School Nurse.				
斘					
囡	Develop and Communicate Action Plan if Student Gets Lost on Trip Arrange Adult Chaperones for Field Trip (if necessary)				
,	Guide: One (1) adult for every twenty (20) students depending on field trip. Parent volunteers are encouraged when possible or				
1570	appropriate. 12 kids				
字	Develop and Communicate Teacher and Adult Chaperone Expectations Example: Supervision duties, no smoking, no alcohol				
\mathbb{Z}	Planned Itinerary				
_	,, ,, ,				
(January 8-10, 2014 Deep Portage ELC 2194 Nature Center Drivevy W Hackensack, UN 56452 218-682-2325				
	Maintain Student Roster and Check-in/Check-out Procedure Arrangement for Safety Needs (i.e. crossing guards)				
Sign	ature of Contact Person: Derry Balance				
	FIELD TRIP REQUEST CHECKLIST – Extended Trip Only DIRECTIONS: Please complete checklist and attach all appropriate materials.				
	Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians Note: Attach tentative planned itinerary. Arrange Funding of Expenses During Trip — Soup, bread fundaments Arrange Meal Plans Arrange Lodging Plans and Room Assignments				
_	Arrange Lodging Plans and Room Assignments Collect Family Emergency Information for Students collected for Myers-Wilkens & Deep Portage Example: Home phone numbers, emergency contacts, medical information Additional Information Note: Provide any additional information.				
Sign	ature of Contact Person:				



Deep Portage Learning Center

About Us School Visits

Summer Camps Adult & Family Programs Renewable Energy Bird Observatory

Contact Us

Return Home

What is Deep Portage?

Our History

Deep Portage Staff

Facilities

Hiking & Skiing Trails

Watch a Video

Recipes from Our Kitchen

Road Map / Directions

Employment Opportunities

Deep Portage Trustees





Deep Portage is a great place to learn!

Deep Portage Learning Center is a residential environmental learning center, fully accredited by the North Central Association of Colleges and Schools. Thousands of students visit Deep Portage each year to take part in environmental and conservation education programs. Visit the schools section of this site to plan your class trip.

In addition, Deep Portage serves groups, organizations, area residents and visitors with weekly classes, interpretive programs; wildflower garden displays, weekend retreats and study groups, land use demonstrations, summer camps, and recreation opportunities of birding, hiking, hunting, and skiing.

Deep Portage is available for school visits, organizational meetings and training, family educational adventures, weekend retreats, and teacher workshops. Groups can conduct their own agenda, or as most do, utilize the expertise of the Deep Portage faculty and accredited curriculum.

ABOUT US | SCHOOL VISITS | SUMMER CAMP | ADULT & FAMILY PROGRAMS | RENEWABLE ENERGY | BIRD OBSERVATORY | CONTACT US

Minnesota Grade 5 Academic Standards in Science (2009)

3. Earth and Space Science	Earth Structure and Processes	object's speed and the direction it is moving. 2. The surface of the Earth changes. Some changes are due to slow processes and some changes are due to rapid processes.	Identify the force that starts something moving or changes its speed or direction of motion. For example: Friction slows down a moving skateboard. Demonstrate that a greater force on an object can produce a greater change in motion. Explain how, over time, rocks weather and combine with organic matter to form soil. Explain how slow processes, such as water erosion, and rapid processes, such as landslides and volcanic eruptions, form features of the Earth's surface.
3. Earth and Space Science	4. Human Interaction with Earth Systems	1. In order to maintain and improve their existence, humans interact with and influence Earth systems.	Identify renewable and non-renewable energy and material resources that are found in Minnesota and describe how they are used. For example: Water, iron ore, granite, sand and gravel, wind and forests. Give examples of how mineral and energy resources are obtained and processed and how that processing modifies their properties to make them more useful. For example: Iron ore, biofuels, or coal. Compare the impact of individual decisions on natural systems. For example: Choosing paper or plastic bags impacts landfills as well as ocean life cycles.
4. Life Science	1. Structure and Function in Living Systems	1. Living things are diverse with many different characteristics that enable them to grow, reproduce and survive.	Describe how plant and animal structures and their functions provide an advantage for survival in a given natural system. For example: Compare the physical characteristics of plants or animals from widely different environments, such as desert versus tropical, and explore how each has adapted to its environment.
	2. Interdependence Among Living Systems	1. Natural systems have many parts that interact to maintain the living system.	Describe a natural system in Minnesota, such as a wetland, prairie or garden, in terms of the relationships among its living and nonliving parts, as well as inputs and outputs. For example: Design and construct a habitat for a living organism that meets its need for food, air and water. Explain what would happen to a system such as a wetland, prairie or garden if one of its parts were changed. For example: Investigate how road salt runoff affects plants, insects and other parts of an ecosystem. Another example: Investigate how an invasive species changes an ecosystem.
	4. Human Interactions with Living Systems	1. Humans change environments in ways that can be either beneficial or harmful to themselves and other organisms.	Give examples of beneficial and harmful human interaction with natural systems. For example: Recreation, pollution, or wildlife management.