

Wolf Ridge

4/15/20 - 4/17/20
06/08/10

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:

Instructional Trips - 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.

Supplementary Trips - 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 ACTION

Principal: Approved
 Not Approved

Name: _____
Date: _____

SUPPLEMENTAL TRIP ACTION

Principal: Approved
 Not Approved

Name: Sue Lehna
Date: 10-21-19

Instructional/Supplemental Trips need not be sent to District office.

EXTENDED TRIP ACTION

Principal: Recommended
 Not Recommended

Name: Sue Lehna
Date: 10-21-19

Assistant Superintendent: Recommended
 Not Recommended

Name: [Signature]
Date: 4/22/20

School Board: Approved
 Not Approved

Name: _____
Date: _____

All extended trip proposals must be sent to the Assistant Superintendent's Office to be placed on the Education Committee meeting agenda for approval.

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.)
- 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.
- Plan Meal Arrangements (if necessary)
Reminder: Notify food service of non-participation.
- Plan Administration of Student Medication and First Aid Needs (if necessary)
Guide: Contact School Nurse.
- 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 appropriate.
- Develop and Communicate Teacher and Adult Chaperone Expectations
Example: Supervision duties, no smoking, no alcohol
- Planned Itinerary

TIME

LOCATION

- Maintain Student Roster and Check-in/Check-out Procedure *and meal check ins*
- Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person: Erica A. Willmerz Graves

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 *Special diets/b-days*
- Arrange Lodging Plans and Room Assignments
- Collect Family Emergency Information for Students
Example: Home phone numbers, emergency contacts, medical information ** yes*
- Additional Information
Note: Provide any additional information.

Signature of Contact Person: Erica A. Willmerz Graves

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: LESTER PARK 5TH GRADE
2. Contact Person (Responsible for Checklist Completion): ERICA WITTMERS - GRAVES
3. Field Trip Date(s): APRIL 15-17 2020 Destination: WOLF RIDGE ENVIRONMENTAL CENTER
4. Field Trip Overview (Include events, establishments and locations): TRIP ENCLOSES 6 CLASSES LEAD BY ENVIRONMENTAL EDUCATION/SCIENCE BOTH INSIDE AND OUTDOORS FOCUSING ON TEAM WORK, PROBLEM SOLVING- and REFLECTION
5. Field Trip Departure from School (Date and Time): WEDNESDAY APRIL 15 9:10 am
Field Trip Return to School (Date and Time): FRIDAY APRIL 17 @ 2:00pm
6. Objectives of Field Trip: TO ENRICH SCIENCE and MATH BENCHMARKS STRENGTHEN → OBSERVATION and APPLICATION TO EXTEND LEARNING
7. Relationship to Curriculum or Student Learning: CLASSES ARE FOCUSED AROUND MIN SCIENCE STANDARDS
8. Planned Follow-up Field Trip Activities: WRITING/PRESENTATION PROJECTS APPLY ENVIRONMENTAL ED TO SCHOOL and COMMUNITY
9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees	95 students x \$143	\$13,585
Total Meals	included	\$
Total Lodging	included	\$
Total Transportation		\$1490
<input type="checkbox"/> School District Vehicle(s)		
<input checked="" type="checkbox"/> Commercial Transportation Carrier - Name: <u>Voyageur \$745/bus</u>		
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) - Name: _____		
Total Additional Stipends:		\$ 0
Other:		\$ 100
Total		\$15,175

Revenues	
District Budget Code:	\$ 0
Booster Group	\$ 0
Donations	\$ 3300
Student Fees	\$ 11,875
Total Additional Stipends:	\$ 0
Total	\$15,175

student fees will be dependent on how much is fundraised / Donated

11. Reviewed/Completed Request Checklist: Yes No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

ATTENTION 5th GRADERS AND LESTER PARK FAMILIES

5th Grade Wolf Ridge Information Night

When: Monday, October 21st

Where: Media Center @ 6:00

Please join us to learn all about the 5th grade trip to Wolf Ridge.

When: Wednesday April 15-Friday April 17

Where: Wolf Ridge Environmental Center in Finland, MN

Wolf Ridge Charge per participant: \$143

Wolf Ridge will leave your student with memories that will last a lifetime. The experience will include, environmental classes both inside and out, challenges, hiking, team building, and more.

Fundraising

Our fundraising goal is to bring the cost down to \$100-125 per person. Funds generated through fundraising will also cover the cost of snacks, supplies and scholarships.

Please let us know where you might be willing to help and what talents you might be willing to share. At our October 21 meeting we will discuss these opportunities/ideas.

Payments

The cost of the trip includes 3 days/2 nights lodging, meals, and all activities. Cost of transportation will be funded through the Lester Park Foundation.

We require a \$25 deposit for each student by Friday November 1st. Please send the deposit for this trip and **Wolf Ridge Participation Form** to school in a sealed envelope labeled Wolf Ridge with your scholars name.

Chaperones

We are in need of 20 parent chaperones who would be willing to join us at Wolf Ridge for the 3 day/2 night event. Parent chaperones will pay \$143 and a separate fee for \$20.00. Check must be made out to ISD709. This separate fee is for a background check. Chaperons will be teaching evening classes, participating in classes, staying with scholars in rooms, and in charge of a group which includes night time.. We are not able to participate in this learning opportunity without your support and help.

Mr. Davis

Mrs. Mulliner

Ms Wittmers-Graves

Principal Lehna

DATES TO REMEMBER

November 1st \$25 deposit due

December 10th Chaperone deposit, background form, and \$20 check due to Lester Park

March 5th Parent Meeting Media Center 5:30-6:30 (Final payment due)

March 5th Chaperon Meeting following the Parent meeting 6:30-7:00

April 15-17 Wolf Ridge Trip Depart 9am Wednesday Return Friday 2:00pm

ATTENTION 5th GRADERS AND LESTER PARK FAMILIES

Please Return this page with your Scholar deposit.

Wolf Ridge Scholar Participations Form

Name (student attending) _____ Teacher: _____

Name (Parent/Guardian) _____

- The down payment of \$25 per person (check-Lester Park/cash).
- I understand that this down payment and that the final payment is due March 5th.

Name (Parent/Guardian) _____

Address _____

Phone _____ E-mail _____

Check amount _____ Check number _____ Donation for scholarship Amount _____

_____ Yes, I am interested in volunteering with planning the Wolf Ridge School Dance and other fundraising activities

Do you have a community connection or resources that could help the kids get to Wolf Ridge?

Business Donation _____ Truck/Enclosed trailer _____ Fundraising _____ Scholarship Sponsorship _____

Other _____

As a volunteer, Do you have special skills to offer at Wolf Ridge (Check all that apply) We are in need of a medical professional to join us.

_____ Teacher _____ Willingness to Lead a Class _____ Medical _____ High Ropes course

_____ Yes, I would like to chaperone