

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:

Jen Larva

Date:

3/1/17

SUPPLEMENTAL TRIP ACTION

Principal:



Approved



Not Approved

Name: _____

Date: _____

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

EXTENDED TRIP ACTION

Principal:



Recommended



Not Recommended

Name:

Jen Larva

Date:

3/1/17

Assistant Superintendent:



Recommended



Not Recommended

Name:

A. H. Arzeeli

Date:

3/2/17

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 *Meeting 4/24/17 w/chaperones*
- Example:** Supervision duties, no smoking, no alcohol
- Planned Itinerary

TIME

See attached.

LOCATION

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

Signature of Contact Person: _____

[Handwritten Signature]

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

Signature of Contact Person: _____

[Handwritten Signature]

Wednesday April 26th, 2017

Dorm Duty Lunch: Jeff S. Erin L.	KP Lunch: Red Group
Dorm Duty Dinner: Paul K., Crystal H.	Dinner: Green Group
Snack Duty: Marina U., Mark U.	Recycling Duty: Robyn A.
Lounge Duty: Brian L.	

Time	Red	Blue	Green
9:30	Depart	Depart	Depart
11:15	Arrive WR	Arrive WR	Arrive WR
11:30	Welcome	Welcome	Welcome
11:45	KP Eat Lunch		
12:15	Lunch	Lunch	Lunch
1:30-4:30	Skyview Adv. Ropes WDML	Geology SC4	Rock Climbing SC6
4:45			KP Eat Dinner
5:15	Dinner	Dinner	Dinner
5:30-6:15	Store	Store	
6:30-7:15	Evening Pres Sc1	Evening Pres Sc1	Evening Pres Sc1
7:30-9:00	Paper Making Ed 9	Paper Making Ed 4	Block Printing Ed11
9:00	Snack	Snack	Snack
9:45	Quiet	Quiet	Quiet
10:15	Sleep	Sleep	Sleep

Thursday April 27st, 2017

Dorm Duty Breakfast: Matt F., Robyn A.	KP Breakfast: Blue
Dorm Duty Lunch: Jeremy B., Chelsa T.	KP Lunch: Green
Dorm Duty Dinner: Tim B., Justina P.	KP Dinner: Red
Snack Duty: Erin L., Paul K.	Recycling Duty: Jeff S.
Lounge Duty: Shelly A.,	

Time	Red	Blue	Green
6:45			
7:00		KP Eat Breakfast	
7:30	Breakfast	Breakfast	Breakfast
8:30-11:30	Geology SC4	Skyview Adv. Ropes WDML	Ojibwe Heritage ED 5
11:45			KP Eat Lunch
12:15	Lunch	Lunch	Lunch
1:30-4:30	Indoor Rock Climbing SC6	Ojibwe Heritage ED5	Geology SC 4
4:45	KP Eat Dinner		
5:15	Dinner	Dinner	Dinner
5:30-6:15			Store
6:30-7:15	Evening Program SC1	Evening Program SC1	Evening Program Sc1
7:30-9:00	Block Printing ED 9	Block Printing ED 11	Paper Making ED 4
9:00	Snack	Snack	Snack
9:30	Quiet	Quiet	Quiet
10:00	Sleep	Sleep	Sleep

Friday April 28th, 2017

Dorm Duty Breakfast: Joe H., Justina	KP Breakfast: Red Group
Dorm Duty Lunch: Crystal H., Tim B.	KP Lunch: Blue Group
	Recycling Duty: Matt F.

Time	Red	Blue	Green
7:00	KP Eat Breakfast		
7:30	Breakfast	Breakfast	Breakfast
8:30-11:30	Ojibwe Heritage Ed 5	Indoor Rock Climbing SC 6	Ridgetop Adv. Ropes WDML
11:45		KP Eat Lunch	
12:15	Lunch	Lunch	Lunch
12:40	Farewell	Farewell	Farewell
1:00	Load Trailer	Load Trailer	Load Trailer
1:15	Depart	Depart	Depart
3:00-3:15	Arrive @ Lowell	Arrive @ Lowell	Arrive @ Lowell