

**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:

Kim J. Haldor

Date:

4/3/17

**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:

Kim J. Haldor

Date:

4/3/17

Assistant Superintendent:

- Recommended  
 Not Recommended

Name:

A. Sturgeon

Date:

4/5/17

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 FORM

Date of Submission:

Type of Trip:      Instructional      Supplementary      Extended

1. Organization/Grade/Course Planning Trip: Myers-Wilkins - Grade 5
2. Contact Person (Responsible for Checklist Completion): Jennifer Boyson
3. Field Trip Date(s): May 9-10 Destination: Laurentian Environmental Center
4. Field Trip Overview (Include events, establishments and locations): students participate in experiential science, inquiry and team-building activities throughout both days @ LEC in Britt, MN
5. Field Trip Departure from School (Date and Time): May 9, 2017 - 8:15 am  
Field Trip Return to School (Date and Time): May 10, 2017 - 2:00 pm
6. Objectives of Field Trip: Students will participate in hands-on science activities centered around Life Science (strand 4) and the Nature of Sci. + Engineering (Strand 1) state sci. standards
7. Relationship to Curriculum or Student Learning: all classes tied to MN science standards & community building efforts taught at Myers-Wilkin
8. Planned Follow-up Field Trip Activities: field trip is culmination of classroom science units and springboard to MCA test
9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 4800
Total Meals	\$ included
Total Lodging	\$ included
Total Transportation	\$ 900
<input type="checkbox"/> School District Vehicle(s)	
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: <u>Voyageur</u>	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$ n/a
Other:	\$ n/a
<b>Total</b>	<b>\$ 5700</b>

Revenues	
District Budget	\$
Booster Group	\$
Donations	\$
Student Fees	\$
Total Additional Stipends:	\$
<b>Total</b>	<b>\$</b>

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.

- 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). - N/A  
**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

May 9-10

### LOCATION

Laurentian Environmental Center  
8950 Peppard Rd.  
Br. H, MN 55710

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

Signature of Contact Person: Jennifer Boyson

## 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 - n/a
- 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.

-- copy of MW form  $\neq$  LEC form

Signature of Contact Person: \_\_\_\_\_



# Myers-Wilkins Elementary School

Duluth Public Schools / ISD #709

1027 North 8<sup>th</sup> Avenue East

Duluth, MN 55805

Phone (218)336-8860 / Fax (218)336-8864

---

ATTENTION 5<sup>TH</sup> GRADE PARENTS/GUARDIANS

**IMPORTANT** Information attached regarding 5<sup>th</sup>  
Grade Overnight Field Trip.

Field Trip Dates: May 9 – 10

Trip Destination: Laurentian Environmental Ctr.

**Attached requires your immediate attention.**

This is an amazing opportunity for our 5<sup>th</sup> grade students. Please read through the attached information and return it (signed) to your child's classroom teacher.

Thank you.

Elisa Maldonado - Principal

# Laurentian Environmental Center

Date: March 3, 2017

Teachers: Mrs. Rosenberg, Mrs. Boyson, and Mrs. Radzak

Topic: Laurentian Environmental Center (LEC) May 9-10

Dear Families,

As most of you now know, fifth graders at our school have the privilege of going on a major field trip during the school year. In keeping with that tradition, your child has the opportunity to go to the Laurentian Environmental Center <http://www.laurentiancenter.org/> for a two day/one-night science and cooperative learning experience.

We will leave Myers-Wilkins at 8:15 a.m. on Tuesday, May 9 and return on Wednesday, May 10. We will make every attempt to have students back to school by the end of the school day on Wednesday (approximately 2:00 p.m.). Many parents do opt to pick their children up from school that day since each child will be carrying luggage, a sleeping bag, pillow, etc.

This trip is a marvelous opportunity for our students to learn new skills, practice science inquiry, work as a community and have fun with their peers. Our 5<sup>th</sup> grade camping trip is often a trip children remember their whole lives. Over the next weeks, we expect and require that each student act responsibly, respectfully, and safely inside and outside of school in order to earn the privilege to attend the trip.

The cost of this trip is \$50 per student and includes lodging, meals, transportation, and educational classes. Please send cash or check (made out to Myers-Wilkins Elementary School) as soon as possible. We are happy to take partial payments if a payment plan is needed.

Please contact us if you have any questions or concerns @ 336-8860 or by e-mail: [jennifer.boyson@709.org](mailto:jennifer.boyson@709.org) [andrea.rosenberg@isd709.org](mailto:andrea.rosenberg@isd709.org) or [angela.radzak@isd709.org](mailto:angela.radzak@isd709.org)

Please return the bottom portion of this form and the attached health and behavior form to school ASAP.  
Myers-Wilkins Laurentian Environmental Center Permission

I give my son/daughter permission to attend the 5th Grade Laurentian Environmental Center trip May9-10. I understand this is a two-day/one-night trip. If my child's behavior becomes an issue, I will be responsible for picking my child up from Laurentian Environmental Center or paying compensation to Myers-Wilkins School for a staff member to do so.

Student: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Check one:

I am enclosing the \$50 tuition fee today.

I am enclosing a partial payment of \$\_\_\_\_\_ today. I will pay the remainder of the tuition by \_\_\_\_\_.

**Student Behavior Contract:** Please have both the student and parent/or guardian sign the behavior contract.

The behavior expectations have been discussed in class and all students have been made aware of the criteria for eligibility. Students who will be eligible to attend the field trip are those who have *not* acquired **two or more**

*referrals* for behaviors after March 1<sup>st</sup>. Our PAWS expectations include the bus, playground, lunch room, hallways, specialists or guest teachers. Any student who receives an ISS or OSS (in-school suspension or out of school suspension) will automatically be ineligible to attend and will be required to stay back.

*Please note:* This excludes any behavior issues that may have occurred before March 1<sup>st</sup>, 2017. However, any infractions after this date will be reason to not attend.

I \_\_\_\_\_ have read and understand the behavior expectations  
Parent/Guardian Signature

I understand that if my student receives two or more referrals after March 1<sup>st</sup>, my student will not be able to attend.

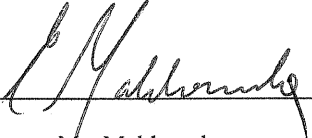
I \_\_\_\_\_ have discussed in class and have read the PAWS  
Student Signature  
expectations and understand I may not be able to go if I earn 2 or more referrals or have to serve a suspension.

Thank you for your support and cooperation.

\_\_\_\_\_  
Mrs. Boyson

\_\_\_\_\_  
Mrs. Rosenberg

\_\_\_\_\_  
Mrs. Radzak

  
\_\_\_\_\_  
Ms. Maldonado

  
\_\_\_\_\_  
Date