

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 Name: _____
 Not Approved Date: _____

SUPPLEMENTAL TRIP ACTION

Principal: Approved Name: _____
 Not Approved Date: _____

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

EXTENDED TRIP ACTION

Principal: Recommended Name: Dave Sheldon
 Not Recommended Date: 2/18/22

Assistant Superintendent: Recommended Name: Anthony Bonito
 Not Recommended Date: 3/7/22

School Board: Approved Name: _____
 Not Approved 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.

upon things opening up. Wolf Ridge is open.

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: 5th Grade Lakewood
2. Contact Person (Responsible for Checklist Completion): Heather Kemp
3. Field Trip Date(s): 4/11-13, 2022 Destination: Wolf Ridge ELC
4. Field Trip Overview (Include events, establishments and locations): Science curriculum
5. Field Trip Departure from School (Date and Time): 4/11, 2022 @ 9:30 am
Field Trip Return to School (Date and Time): 4/13, 2022 @ 1:45 pm
6. Objectives of Field Trip: Science curriculum
7. Relationship to Curriculum or Student Learning: the class we take are tied to the MN science standards
8. Planned Follow-up Field Trip Activities: we do a writing assignment and refer back to
9. Field Trip Budget Request Specific learning in science

Estimated Expenses	
Total Admission/Fees	\$ 5460
Total Meals	\$
Total Lodging	\$
Total Transportation	\$ 1100
<input checked="" type="checkbox"/> School District Vehicle(s)	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) - Name: _____	
Total Additional Stipends:	\$
Other: <u>snack, journals from print shop</u>	\$ 200
Total	\$ 6760

Revenues	
District Budget	\$
Booster Group	\$
Donations	\$
Student Fees	\$
Total Additional Stipends:	\$
Total	\$

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).
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
- Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person: Heath Kemp

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: Heath Kemp

February 18, 2022

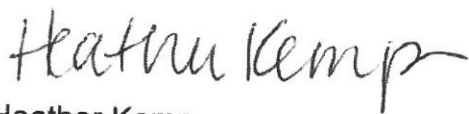
Dear Anthony Bonds,

I am sending in this extended field trip form knowing that it still may not be a possibility for our 5th graders to attend Wolf Ridge. Since you came from outside of the Duluth area, you may not know the importance of the Wolf Ridge trip to students. Wolf Ridge is a magical place where awesome science learning takes place, students create special bonds with each other since they are in a new environment, and high school seniors say it is one of their all time favorite K-12 memories. I still have parents tell me at conferences that they remember going to Wolf Ridge when they were in elementary school and the fond memories they have of it and wish for their child.

We are scheduled to attend Wolf Ridge pending district approval April 11-13, 2022. There is a lot of planning and paperwork that goes into attending the program. Wolf Ridge says we have until March 7th to either cancel our trip or say "yes" to attending. Parents would like their students to attend. I just heard that other area schools such as Stella Maris are sending overnight groups up to Wolf Ridge. I have also heard that DPS sports teams have been doing overnights for a while now.

I am asking that you allow our school to attend and give the parents the power to decide whether or not they would like their child to attend. We only have 35 fifth graders and we, as a smaller school, can make this happen, if given the opportunity.

Thanks for your time and consideration,



Heather Kemp
5th Grade Teacher
Lakewood Elementary School
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