

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: Janice Kopp
Date: 3/10/14

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: Janice Kopp
Date: 3/10/14

Assistant Superintendent: Recommended
 Not Recommended

Name: Julie Ford
Date: 3/13/14

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: _____
2. Contact Person (Responsible for Checklist Completion): Calvin Harris
3. Field Trip Date(s): 3/15 to 3/23 Destination: Mississippi
4. Field Trip Overview (Include events, establishments and locations): _____

5. Field Trip Departure from School (Date and Time): 3/15 1pm
- Field Trip Return to School (Date and Time): 3/23 NOON

6. Objectives of Field Trip: _____

7. Relationship to Curriculum or Student Learning: Civil Rights History. Thesis

8. Planned Follow-up Field Trip Activities: _____

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ —
Total Meals	\$ —
Total Lodging	\$ —
Total Transportation	\$ —
<input 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:	\$ —
Total	\$ 1343⁰⁰ = 2136

Revenues	
District Budget Code: <u>01-600-012-315 000</u>	\$
Booster Group	\$
Donations	\$
Student Fees	\$
Total Additional Stipends:	\$
Total	\$ 1343⁰⁰ = 2136

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.

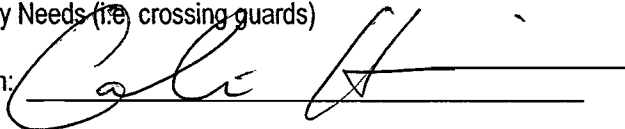
- Develop and Communicate Student Discipline Expectations
- Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- 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:



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:



March 10, 2014

**Civil Rights History Tour to Mississippi
Spring Break March 15-23, 2014
Motor coach trip (Subject to change)**

Saturday March 15, Leave Duluth 1 pm
Kirby Drive, near Bus Hub
Stop for dinner at highway fast food
Drive 20 hours to Jackson, Stop at 7 am at rest stop to clean up.
Stop at a Waffle House or similar place at 6 or 7 am

BOLD- included

Sat: Dinner on own
Sun: Early breakfast on own

**Sunday, March 16,
11am-1 pm,**

Golden Corral Restaurant, 988 Top St, Flowood, MS 39232,
(601) 420-9990, hot and cold buffet. Meet Zelpha Montgomery Whatley

Sun: Brunch, included

1-2:30 pm. Visit Old Capitol Museum in Jackson-
100 S State St., Jackson, MS 39201, civil rights exhibit
(601) 576-6920 open 1-5pm.
History: Medgar Evers. <http://mdah.state.ms.us/oldcap/>

Sun: Museum included

3.5 hours Jackson to Biloxi
6 pm, Check into hotel in Biloxi, Walk on beach
Best Western Oak Manor, Biloxi, 886 Beach Boulevard

Sun: Dinner on own

Sun night Hotel included

Monday March 17, Biloxi

Complimentary breakfast
9 -11 AM Beauvoir, Plantation home of Jefferson Davis, .
the only president of the Confederacy,
2244 Beach Blvd., Biloxi, MS 39531,
<http://www.beauvoir.org/> (228) 388-4400, 9am -5pm
AFTERNOON ON OWN Explore Biloxi and beaches on own.
Optional Shrimp boat trip, \$15, 3:30 pm, 6 blocks from hotel
<http://www.biloxishrimpingtrip.com>

Mon: Breakfast included
Mon: Museum included

Mon: Lunch and Dinner on own
Mon night Hotel included

Tuesday March 18

Complimentary continental breakfast
Biloxi to Hattiesburg, MS 1hr, 30 min. 8-10 am
Eat at USM Fresh Food dining hall
Tour University of Southern Mississippi, civil rights archive,
meet USM college students, Give presentation
Hattiesburg to Jackson, 2 hours
Hampton Inn Jackson North, 465 Briarwood Dr, Jackson

Tues: Breakfast included

Tues: USM Lunch included
Tues: Dinner on own

Tues night
Jackson Motel included

Wednesday March 19

AM tour of Tougaloo College, founded in 1869, www.tougaloo.edu
One of America's historically black colleges and universities.
Tougaloo owns and operates the Medgar Evers House.
Tougaloo buffet lunch included
Hollis Watkins, Southern Echo and Freedom Song project,
Or another Civil Rights leader. 1-2 pm
Speaker. Afternoon at current Capitol, meet legislators
Hampton Inn Jackson North, 465 Briarwood Dr, Jackson
5-7 pm cookies, hot entrée, lemonade

Wed: Hot Breakfast provided
Wed: Tougaloo Lunch included

Wed: Dinner on own

Wed night
Jackson Motel included

Thursday March 20

8:15 am Leave Jackson, Drive to Lexington, MS, Holmes County
90 miles, 1hr, 30 min, arrive 9:45 am .

Presentations, 10 am. McClain High School,

11 or 11:30 am. Durant High School

1 pm, Patton Place Farm: *"Take your shoes off and sit awhile!"*

Meet with Representative Robert Clark; Mr. Walter Bruce;
other Civil Rights Pioneers; Community Leaders

1:30 pm *"Pipin-Hot Southern-Soul Cooking by Zelpha"*

"If the Colonel could cook like us, he'd probably be a General!"

Afternoon - Rest, relaxation, conversation, exploring the farm.

4:30 rest and relaxation, spending the night with Holmes County families.

Thurs: Hot Breakfast provided

Thurs: homestays included

Friday, March 21

Leave Lexington, 9 am. Drive to Memphis 3 hours

1 pm, Slavehaven, Underground Railroad Museum,

826 N 2nd St, Memphis, Shelby, Tennessee

[901\) 527-3427](tel:9015273427) [901.527.3227](tel:9015273227) / [901.527.7711](tel:9015277711)

Aft check-in Econo Lodge Downtown Memphis, 22 North 3rd Street

Walk to Beale Street for meals and entertainment

NOTE! THIS IS A BIG CITY! BUDDY SYSTEM. Watch for pickpockets, etc.

Fri: Lunch on own

Fri: Museum included

Fri: Dinner on own

Fri night Motel included

Saturday, March 22

11 am brunch provided with Chancellor Black 11am-12:30pm

Rendezvous Charles Vergos Restaurant (4 blocks from hotel)

Afternoon: The National Civil Rights Museum

450 Mulberry St, Memphis, TN 38103,

Group tour, 1-3 pm, (901) 521-9699, Motel where

Dr. Martin Luther King was staying in April, 1968

Motel Breakfast provided

Sat brunch (Chancellor Black)

**Museum Admission
provided by Dr. Black
included**

Memphis to St. Louis, MO, 4.5 hours

Stop for Dinner 7, 8-9:30 pm

10-11 pm Old Courthouse in downtown St. Louis is one of

America's most important historic sites. Here slave Dred Scott
and wife, Harriett, sued for their freedom in 1847.

12 hours drive to Duluth.

Sat: Dinner on own

Sunday, March 23

Arrive at UMD at noon.

Sun: Breakfast on own

PER JOHN ARTHUR

CLASS ASSIGNMENTS

If you are taking the trip for credit here are the assignments.

- 1) Chose one person to learn about and read that person's words in the Living History Performances. Give a short presentation to the group.
- 2) Write a reflection about Civil Rights history for each day on the trip
- 3) Participate in all of the events.

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- Receive administrative reviewal and school board approval for all extended trips (Exceptions may be granted by the school board chair to accommodate emergencies.)

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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: James HP
Date: 3/6/14

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: E. Crawford
Date: _____

Assistant Superintendent: Recommended
 Not Recommended

Name: _____
Date: _____

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.)
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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

3-28 @ 3:30 pm
3-29 12:00 pm
3-30 11 am

LOCATION

Demonstration Competition
Cooking Competition
Awards Presentation

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

Signature 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
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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: Tommy M. Brown
 Not Recommended Date: _____

Assistant Superintendent: Recommended Name: Ed Crawford
 Not Recommended Date: 3/12/14

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.

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: _____
2. Contact Person (Responsible for Checklist Completion): Phyllis Pohl
3. Field Trip Date(s): 3/24-3/28/14 Destination: Denver, CO
4. Field Trip Overview (Include events, establishments and locations): attending the National Johnson O Malley Association Conference

5. Field Trip Departure from School (Date and Time): 3/24/14
Field Trip Return to School (Date and Time): 3/28/14

6. Objectives of Field Trip: on a separate sheet of paper

7. Relationship to Curriculum or Student Learning: on a separate sheet of paper

8. Planned Follow-up Field Trip Activities: on a separate sheet of paper

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$1150.00
Total Meals	\$
Total Lodging	\$1707.50
Total Transportation	\$3000.00
<input type="checkbox"/> School District Vehicle(s)	
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: <u>Delta Airlines</u>	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$
Other:	\$
Total	\$5857.50

Revenues	
District Budget	Code: <u>01-689-012-315-000</u> \$5857.50
Booster Group	\$
Donations	\$
Student Fees	\$
Total Additional Stipends:	\$
Total	\$5857.50

11. Reviewed/Completed Request Checklist: Yes No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

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Example: Supervision duties, no smoking, no alcohol
- Planned Itinerary

TIME

3/24
3/25-3/27
3/28

LOCATION

Duluth, MN → Denver, CO
attend conference
Denver, CO → Duluth, MN

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

Signature of Contact Person: PMPOHL

FIELD TRIP REQUEST CHECKLIST – Extended Trip Only

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