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.

<u>Supplementary Trips</u> - 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, the Continental United States, or a Foreign Country - Trips that involve one or more overnight stops within Minnesota, the Continental United States, or a Foreign Country and may be instructional or supplementary and are voluntary in nature. Extended field trips require school board approval prior to the trip.

INSTRUCTIONAL TRIP ACTIO Principal:		Approved	Name:
		Not Approved	Date:
SUPPLEMENTAL TRIP ACTION	ON		
Principal:		Approved	Name:
		Not Approved	Date:
Instruc	tiona	I/Supplemental Trips ne	ed not be sent to District office.
EXTENDED TRIP ACTION			
Principal:	Ŕ	Recommended	Name: / Augul Kir 1 -
		Not Recommended	Date:
Assistant Superintendent:	[]	Recommended	Name
Assistant Superinterioent.			Milling and it is
		Not Recommended	Date:
School Board:		Approved	Name:
		Not Approved	Date:
All extended trip propo			stant Superintendent's Office to be placed on the ing agenda for approval.

FIELD TRIP REQUEST FORM

Date	e of Submission: 12/16/11								
Туре	e of Trip: Instructional Supplementary Extended								
1.	Organization/Grade/Course Planning Trip: East Orchestras 10-	12							
2.									
3.	Field Trip Date(s): $\frac{4/4 - 10/2012}{2012}$ Destination: Seattle								
4.	Field Trip Overview (Include events, establishments and locations):								
5.	Field Trip Departure from School (Date and Time): $\frac{4/4}{12}$ $\frac{12:30}{7}$								
6	Objectives of Field Trip: Perform, experience diverse culture								
6.	study music = master class Sep Th	nor							
7.	Relationship to Curriculum or Student Learning: <u>Perform</u> , <u>reflect</u> , exp music.	2014							
8.	Planned Follow-up Field Trip Activities: Evaluate trip in class di	<u>сия</u>	<u>519</u> 4 -						
9.	Field Trip Budget Request								
	Estimated Expenses								
	Total Admission/Fees	\$ 7	60 / pe						
	Total Meals	\$ 1	V						
	Total Lodging	\$							
	Total Transportation	\$							
	School District Vehicle(s) School District Vehicle(s) Commercial Transportation Carrier ~ Name:								
	Total Additional Stipends:	\$ \	/						
	Othor	\$							
	Other:	Ψ							

		lues	
District Budget	Code:		\$ _
Booster Group		,	\$ _
Donations			\$
Student Fees			\$
Total Additional Stipends:			\$
Total			\$

Students payfor this.

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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 tood 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 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
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