

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: John Harris
 Not Recommended Date: _____

Assistant Superintendent: Recommended Name: Christina Arzochi
 Not Recommended Date: 4/14/16

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 CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

- Develop and Communicate Student Discipline Expectations *Mtz. planned*
- 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 *(parent meeting)*
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 *Print from IC*
Example: Home phone numbers, emergency contacts, medical information
- Additional Information
Note: Provide any additional information

Signature of Contact Person: *[Handwritten Signature]*

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: 4th Grade
2. Contact Person (Responsible for Checklist Completion): Troy Erie
3. Field Trip Date(s): 4-20-16 → 4-22-16 Destination: Wolf Ridge ELC
4. Field Trip Overview (Include events, establishments and locations): Wolfridge will house & provide educational programming.
5. Field Trip Departure from School (Date and Time): 4-20-16 9:00
Field Trip Return to School (Date and Time): 4-22-16 3:15
6. Objectives of Field Trip: Science education & team building, self confidence.
7. Relationship to Curriculum or Student Learning: Science Curr.
8. Planned Follow-up Field Trip Activities: Journal & discussion of topics learned.
9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$
Total Meals	\$
Total Lodging	\$
Total Transportation	\$
<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:	\$
Total	\$

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

Fundraised through parents

11. Reviewed/Completed Request Checklist: Yes No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

Thursday

Sample Itinerary

Quiet time until 6:30AM, 6:45 AM get up
Store luggage on beds, make sure windows are closed and lights are turned off.

Time	Green	Orange	Blue	Red	Purple	Pink
6:45						
7:00			Dorm Duty - Eat		KP Duty- Eat	
7:30	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:30-11:30	Earth Works ED1	Geology SC4	Skyview Adv Ropes Dyrm A	Ridgetop Adv Ropes ED6	Indoor Rock Climbing ED2	GPS & GeoCache SC5
11:45	KP Duty - Eat					Dorm Duty - Eat
12:15	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
1:30 - 4:30	Geology SC4	Indoor Rock Climbing SC 6	Beavers ED4	Earthworks ED1	GPS & Geocache SC5	Skyview Adv Ropes ED 6
4:45	Dorm Duty - Eat		KP Duty - Eat			
5:15	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
5:30-6:15				Store	Store	Store
6:30-7:15	Indoor Rock Climbing ED2	Eve Presentation	Eve Presentation	Indoor Rock Climbing ED1	Eve Presentation	Eve Presentation
7:30-9:00	Climbing until 9:15	Owl Pellets SC1	Owl Pellets SC5	Climbing until 9:15	Dream Catchers ED9	Dream Catchers ED4
9:00	Snack	Snack	Snack	Snack	Snack	Snack
	Shower	Shower		Shower		
9:30	Quiet	Quiet	Quiet	Quiet	Quiet	Quiet
10:00	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep

DORM DUTY:

BREAKFAST: Rebecca Reno, Jacob Dobosenski

LUNCH: Susan Schmidt, John Kurth

DINNER: Tracy Petrich, Lee Regas

SNACK DUTY: Kelly Chastey, Gary Trebil

LOUNGE DUTY: Trizah Pop

KP DUTY:

BREAKFAST: PURPLE GROUP

LUNCH: GREEN GROUP

DINNER: BLUE GROUP

RECYCLING DUTY:

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- 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:

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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: Janet P
 Not Recommended Date: 4/11/2010

Assistant Superintendent: Recommended Name: Q. Jensen
 Not Recommended Date: 4/14/10

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: April 11, 2016

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: Physics Department, East H.S.

2. Contact Person (Responsible for Checklist Completion): Ted J. Ford, Physics Teacher

3. Field Trip Date(s): April 28-30, 2016 Destination: Chicago, Ill

4. Field Trip Overview (Include events, establishments and locations): Please see attached Itinerary

5. Field Trip Departure from School (Date and Time): 5:00 AM, April 28

Field Trip Return to School (Date and Time): 10:00 PM April 30

6. Objectives of Field Trip: The objective of the trip it to provide the opportunity for my physics students to take a fantastic field trip to Chicago. Students from past trips have come back with great experiences; seeing first hand physics, science, technology, along with diversified activities which round out the entire trip. Please look over the flyer for specifics on the trip. With traveling by coach there and back and only being gone for three long days, we pack a lot into the trip for lowest possible cost.

7. Relationship to Curriculum or Student Learning: Physics shows how the world works and puts relationships into proper perspective by using equations and math. By visiting United States premiere high particle physics proton accelerator, FermiLab, the students will see and understand the application of much of what we have been covering this last year. Topics such as particle acceleration, centripetal forces, electrostatic Van de Graaff generator, antimatter, electrostatic force fields, sub atomic particles, neutrinos, and a whole lot more. They also will see the wonders of science at the museum of science and industry where physics is being applied in the real world

8. Planned Follow-up Field Trip Activities: _____

Student evaluation of trip, classroom slide presentation of the trip with all students.

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$3,800
Total Meals	\$ 900
Total Lodging	\$3,800
Total Transportation	\$3,400
<input type="checkbox"/> School District Vehicle(s)	
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: <u>LGS Coaches, Cloquet</u>	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$
Other: Substitute teachers	\$ 700
Total	\$12,600

Revenues	
District Budget	\$
Code:	\$
Booster Group	\$
Donations	\$
Student Fees	\$12,620
Total Additional Stipends:	\$
Total	\$12,620

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.

- x Develop and Communicate Student Discipline Expectations
- x Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- x Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- x Gain Access to Cell Phone for Field Trip
- x 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.
- x Plan Meal Arrangements (if necessary)
Reminder: Notify food service of non-participation.
- x Plan Administration of Student Medication and First Aid Needs (if necessary)
Guide: Contact School Nurse.
- x Develop and Communicate Action Plan if Student Gets Lost on Trip
- x 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.
- x Develop and Communicate Teacher and Adult Chaperone Expectations
Example: Supervision duties, no smoking, no alcohol
- x Planned Itinerary See attachment

TIME

LOCATION

- x Maintain Student Roster and Check-in/Check-out Procedure
- x 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.

- x Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians
Note: Attach tentative planned itinerary and copy of letter to parents
- x Arrange Funding of Expenses During Trip
- x Arrange Meal Plans
- x Arrange Lodging Plans and Room Assignments
- x Collect Family Emergency Information for Students See attached permission form
Example: Home phone numbers, emergency contacts, medical information
- x Additional Information
Note: Provide any additional information.

Signature of Contact Person: 

CHICAGO 2016 ITINERARY

April 28th to April 30th (Thur. – Sat.)

G

THURSDAY

- 5:00 AM Load bus at East HS (Front of school)
- 5:15 Leave East HS. DON'T BE LATE! (>2.5 hrs)
- 7:50 Arrive at Eau Claire for brunch. 30 min stop (>3.0 hrs)
- 11:15 Lunch at Spring Green (0.5 hr)
- 12:00 Arrive at The House on the Rock, a very unique experience. (2 hr tour)
- 2:00 Board bus for Chicago. (>3.5 hrs)
- 5:30 Arrive at the motel. Unpack, get situated. We'll go for supper 20 minutes after we arrive.
Return to hotel/rec. area: pool, hot tub, sauna, exercise facility, etc. Pool & rec area closes at 10:00 pm
- 11:00 Everyone in own room. Get some sleep. Friday is a l o n g day.

FRIDAY

- 6:30 AM Up for breakfast 6:30-7:30. The hotel's "free" breakfast is a good meal.
- 7:50 Be on bus. Leave hotel and travel to Fermi Lab (>0.5 hr) Divide into team #'s. (9:00-1:00)
- 12:00 Lunch on your own at restaurant in the atrium of the main building.
- 1:00 Meet in Atrium just inside exit doors for a photo op. We leave for the Navy Pier. (>1.0 hr)
- 2:00 Navy Pier: ride Ferris Wheel, shop, play games, , etc. **Do not leave the Pier for any reason at any time.**
Bring rain coats if bad weather.
- 2:40 Meet inside by the front entrance to walk to Shoreline Tours for tour on Chicago River. (2:45-4:30)
- 4:30 Return to Navy Pier to enjoy the rest of the time. Supper on your own at the Navy Pier's restaurants. **Be finished by 6:00.**
Friday is a busy time for the Navy Pier. Expect a long supper. Depending on the restaurant, suggest starting by 4:45.
- 6:35 Meet inside by the front entrance to walk directly to the bus and travel to the Willis Tower.
From the top leave early if you want more time at the gift shop at bottom (7:15-8:15)
- 8:15 Meet in lower (basement) floor after gift shop. Do not leave to go to the bus. After roll call we'll walk to our bus.
- 8:30 Leave for the motel and the Rec. Center. (0.5 hr) Pool & rec area closes at 11:00 pm
- 11:00 Everyone in own room. Get some sleep.

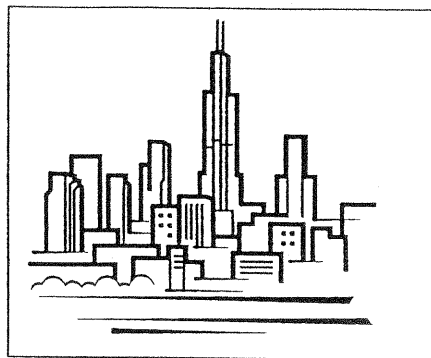
SATURDAY

- 6:15 AM Everyone up. Have breakfast 6:30-7:30. Check out of your hotel room.
- 8:00 Load up and leave for Museum of Science and Industry. We arrive there about 9:00.
If you go to the Museum Store on lower level (below escalators) be sure you come back **with one a chaperone**. 11:45-12:45
Eat lunch at one of the Museum's restaurants. **BE FINISHED BY 12:45 & START WALKING BACK TO ENTRANCE** 9:30-12:45
- 1:00 Meet in Group Room where we first entered the building. Don't be late. **Don't go out to the bus until we take roll call.**
LAST PERSON ARRIVING WILL DELAY EVERYBODY. We will then head for home. We'll stop for supper along the way.
(>Toma 5:00, 1 hr stop, 3.5 hr to Duluth)
- 10:00 - 10:30 Arrive at East HS.

You should make your own arrangements for a ride home. Call when we get close to Superior, rather than have someone wait for us.

DULUTH EAST PHYSICS PROGRAM

CHICAGO FIELD TRIP



Dear Parents/Guardians:

This coming spring, April 28th through April 30th, I will be providing the opportunity for my physics students to take a fantastic field trip to Chicago. Students from past trips have come back with great experiences and seeing first hand physics, science, technology, along with diversified activities which round out the entire trip. Past students still talk about the trip. Please look over the flyer for specifics on the trip. While traveling by coach there and back and only being gone for three long days, we pack a lot into the trip for lowest possible cost.

Eligibility: Students going on the trip must have good attendance and behavior, no U's, and 1st semester grade of a D or better in physics. To remain eligible physics students must have good attendance and behavior, no U's, and must maintain a D or better in the 2nd semester.

The total fee of \$245 is sufficient to cover all anticipated trip costs. This does cover breakfasts in Chicago but not other meals. Your son/daughter should bring sufficient money for meals and any spending money during the trip, suggest \$70 minimum. Arrangements can be made for financial difficulties. Contact me about this.

If your son/daughter must cancel this trip, please notify me as soon as possible. Due to logistics, advance notifications, payments and planning, if cancelled after March 21st, \$150 will be refunded. If cancelled after April 11th, only \$50 will be refunded, unless of course there is an emergency or illness.

Please send: MEDICAL PERMISSION FORM and the GENERAL RULES OF CONDUCT, one page, signed both sides along with the \$245 with your son/daughter to school. Checks won't be cashed for at least one month. First ones in with payment and forms filled out will be placed on the to go list. There is a limit of 48 students at this time. Any students not getting on the first to go list will be put on a waiting list. Those checks will not be cashed until room opens up and the student says he/she can still go.

Payment may be made by either cash or check. Make checks payable to East H.S.

Please do not staple check to the forms, just use a paper clip, available in the classroom.

Actual itinerary will be provided to you at a later date.

We'll be staying at : Holiday Inn, Itasca, (Suberb west of Chicago)

I estimate our return at East HS to be around 10:00 p.m. on Saturday, April 30th. Your son/daughter should secure in advance his/her own ride home. They may want to call when we get close to Superior on our return so that rides can be ready at East. The school will NOT be open.

If you have any particular questions about this trip, please feel free to give me a call at 336-8845 x 2175, or email me at: Ted.Ford@isd709.org

Yours truly,

Mr. Ted Ford

East H.S. Physics Teacher

EAST'S PHYSICS 2016 FIELD TRIP TO CHICAGO

FERMI LAB

Scientists at world renowned Fermilab carry out research in high-energy physics to answer the questions: What is the universe made of? How does it work? Where did it come from? One of Fermi Lab's particle accelerators fires neutrino's to the underground detector at Tower Sudan mine in Minnesota.

MUSEUM OF SCIENCE AND INDUSTRY

You could literally spend three days in this wonderful museum. It includes: an underground coal mine that you reach by taking an elevator ride deep into the earth, activities in chemistry, physics, earth science, food science, old WWII German submarine to walk through, science and technology at its peak. You select the areas of your interest in museum.

SEARS (WILLIS) TOWER

Take the elevator ride to the top of one of the world's tallest buildings and see for 25-50 miles around Chicago.

NAVY PIER

150 foot high Ferris Wheel, which was Chicago's 1893 World Columbian Expo.
And shops, cafes, amusement rides, arcades, museums

HOUSE ON THE ROCK

One of the most unique places in the world. It features bizarre collections of: musical mechanical orchestras, world's largest cannon, infinity room, world's largest Merry-Go-round, etc. It's all indoors and takes hours to go through.

BOAT RIDE

Architectural boat ride tour on the Chicago River of downtown Chicago.

We'll stay at Holiday Inn, Itasca, IL, a suburb west of Chicago.

Includes: pool, exercise area, etc.

APRIL 28TH (THU. 5:00 AM) – APRIL 30TH (SAT. 10:00 PM)

COST: \$245

CASH OR MAKE CHECKS OUT TO "EAST H.S."

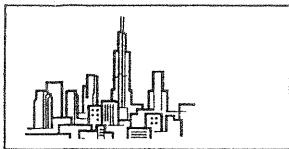
IF CANCELLED AFTER MARCH 20TH: \$150 REFUND. IF AFTER APRIL 10TH: \$50 REFUND.

INCLUDE SIGNED PERMISSION SLIPS AND SIGNED MEDICAL PERMISSION FORM WITH PAYMENT.

**INCLUDES EVERYTHING (HOTEL, BUS, MUSEUM FEES, ETC)
EXCEPT LUNCH AND SUPPER (BREAKFASTS THERE ARE INCLUDED)**

LIMITED SEATING - FIRST COME-FIRST SERVED

**THIS IS A PHUN, EXCITING, ONCE-IN-A LIFETIME
SCIENTIPHC PHIELD TRIP**



EAST PHYSICS FIELD TRIP

GENERAL RULES OF CONDUCT

1. You are representing East H.S. Your **BEHAVIOR IS EXPECTED TO BE EXEMPLARY** at all times: from the moment you get onto the bus at school, until you step off the bus back at school. This includes positive, common sense, spirit-of-the-trip behavior. This is particularly true while at the activities. Have clothes appropriate for the activity we are doing.
2. Absolutely **NO ILLEGAL ACTIVITY** e.g. shoplifting or alcohol, tobacco or drugs (except prescriptions with note) are to be taken along, purchased or consumed on the trip. Violators will be sent home on the next available transport at the parents' expense for student and escort. School and local authorities will be notified and deal with the problem as set forth by those authorities. If there are any violations of these rules, loss of credit for the 2nd semester science class will be considered. This will result in an "F" on the student's permanent records
3. No student is to engage in any activity that might endanger individual safety or cause property damage.
4. This trip is a school function, and as such is **TOBACCO FREE**. Violations will be treated in a manner consistent with school district guidelines.
5. If at any time you are not certain about what to do, ask. Ignorance is not an excuse.
6. Coolers, luggage, rooms, etc. may be inspected at any time on the bus and in the hotel by the teacher or chaperones.
7. Please respect each other, your chaperones and those in authority. **BE COURTEOUS AND RESPECTFUL AT ALL TIMES.** We always expect your best behavior.
8. Have fun, yet make it good clean safe fun. We want to have a great trip with good memories for years to come. This is a GROUP EXPERIENCE. *Cheerfully* do what the adult leaders decide on the trip.
9. Small coolers with soda pop and things to eat are permitted, but they **MUST** fit under the seats of the bus, or in the small luggage compartments above. No large coolers will be permitted. Bring healthy snacks.
10. Keep your area of the bus-including the floor clean!!
11. All CD/ipod type gear must have earphones. Appropriate videos will be provided and shown on the bus by Mr. Ford. Volunteering your dvd's is not needed.
12. **BE SURE YOU ARE ON TIME ALL THE TIME** -- including leaving and loading time for buses. We are on a tight schedule and must be on time. If you're late, you may be sitting on the bus during the next activity or be with one of the chaperones.
13. Respect others in the hotel. Open and close doors quietly. Please and thank you. Rooms with mixed company must leave the hall door open.
14. Curfews are set by the teacher and chaperones. **NO LEAVING YOUR ROOM FOR ANYTHING AFTER CURFEW OR ROOM CHECK.**
15. And all other rules that apply in the classroom and at school, and that may arise on the trip will be in effect.

Attendance on a field trip is a privilege, not a right. Therefore, any abuse of this privilege through any violation of school district policy will result in appropriate disciplinary action, which may mean loss of credit for the 2nd semester science course. This will result in an "F" for the 2nd semester of the current science class on the student's permanent records. Future trips will be jeopardized. Please don't do anything to ruin the reputation of yourself, school or community.

I give my son/daughter _____ permission to travel via coach bus on the Physics Trip to Chicago.
Student Name

In consideration of the opportunity for the student listed above to participate, and fully recognizing that such an undertaking involves an element of risk, I assume all risks and hazards incidental to such participation and do hereby release, absolve, and agree to hold harmless Duluth East High School and its employees, and the chaperones, leaders, organizers, sponsors, and transporters of the student for this trip.

I give permission to the teacher in charge of this trip to seek medical help in case of an accident or emergency.

I have read the "General Rules of Conduct", and I agree that my son/daughter is to abide by them throughout this trip.

Student Signature

Class PD

Parent/Guardian Signature

Date

PLEASE SIGN BOTH SIDES

MEDICAL PERMISSION FORM

(Please print or type)

Name Date of Birth Home Phone

Address City, State, Zip
(Number & Street)

EMERGENCY INFORMATION

Parents' Names(s) Work Phone: or Phone:

Emergency Contact (if parents cannot be reached) Phone

Physician's Name Phone

BRIEF MEDICAL HISTORY

Special Health Concerns (allergies etc)

Allergic to any medications? Yes No If yes, please list:

Current medications: Doses per day

NOTE: If you are taking medication regularly, please bring a supply in a labeled container.

Asthma: Yes No Medication

Diabetes: Yes No Medication

Epilepsy: Yes No Medication

Heart: Yes No Medication

Should activity be restricted? Yes No If yes, please explain:

Are there any prescription or non-prescription drugs that should NOT be administered?

The Fermilab Medical Office may provide my child with Tylenol Advil Either Neither

I, the parent or legal guardian of (my child), authorize Fermilab Medical Office permission to perform any reasonably necessary care essential for the treatment of my child. I realize Fermilab Medical will exercise discretion in providing in good faith medical care for my child. Fermilab Medical will make an attempt to contact the parent before taking any action.

Parent or Guardian Signature: _____ Date: _____

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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: Anna Klewe
 Not Recommended Date: 5/6/16

Assistant Superintendent: Recommended Name: [Signature]
 Not Recommended Date: 5/9/16

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: Destination Imagination
2. Contact Person (Responsible for Checklist Completion): Ken Loeffler-Kemp
3. Field Trip Date(s): 5/23-5/30, 2016 Destination: Knoxville, TN
4. Field Trip Overview (Include events, establishments and locations): Univ of TN - Knoxville Global Final - Destination Imagination
5. Field Trip Departure from School (Date and Time): 5/23/2016
Field Trip Return to School (Date and Time): 5/31/2016
6. Objectives of Field Trip: Team competed at Regional & State level. Earned opportunity to compete at Global Finals 2016
7. Relationship to Curriculum or Student Learning: STEM, Arts, Service Learning
8. Planned Follow-up Field Trip Activities: _____

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$3,750
Total Meals	\$2,500
Total Lodging	\$3,000
Total Transportation	\$1,000
<input type="checkbox"/> School District Vehicle(s)	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	
<input checked="" type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: <u>Farmers Ins.</u>	
Total Additional Stipends:	\$
Other:	\$
Total	\$10,250

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$10,250
Student Fees		\$
Total Additional Stipends:		\$
Total		\$

All costs will be financed by donations/fundraising activities by Team Parent Group.

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
5/23-5/24/2016	5/29-5/30 Travel days
5/25-5/28/2016	Global Finals Competition
	Schedule on website
	<u>www.globalfinals.org</u>

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

Oak Haven
1947 Old Knoxville Hwy.
Sevierville, TN 37876

Signature of Contact Person: _____

218-340-8442

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: _____

Gina Kleive, Ordean East Middle School Principal

2900 East 4th St / Duluth, MN 55812
phone 218-336-8940, fax 218-336-8949

"It will all work out in the end. If it hasn't worked out yet, it's not the end." ~ Author Unknown

On Thu, May 5, 2016 at 8:50 AM, Rosie Loeffler-Kemp <rosielkemp@gmail.com> wrote:
Gina- At our SB Agenda setting meeting this Tuesday -we realized we needed the Principal to fill out the form for Extended Field Trip Requests - Asst. Supt. Amy Starzecki sent you an email concerning this. If this helps you out I put together the Information you may need in the format the SB receives it.

Ordean East Destination Imagination team - Mission: Improvable will be traveling to Knoxville, TN for the Global Finals. The Ordean Destination Imagination team consists of 7 Ordean East eighth graders. They competed at both the Regional and State levels this spring in The Improv Category. For the 2nd year in a row, they have earned the opportunity to compete at **the Global Finals competition at the University of Tennessee in Knoxville, May 25 – 28, 2016. Follow the live streaming: www.globalfinals.org.**

Ordean East Middle School's Destination Imagination team,

Mission: Improvable. Victoria Ball, Corbyn Goodermote, Shayni Gustafson, Mariah Loeffler-Kemp, Andrew Miller, Ellie Patronas, and Grace Peyer. Team Manager is Ken Loeffler-Kemp. Parents will be chaperoning along with Team Manager.

They have researched improvisational games and confined spaces, practiced integrating randomly selected situations and settings in order to create improvisational sketches for competition.

Destination Imagination is a non-profit, volunteer-led organization formed to inspire and equip students to become the next generation of leaders and innovators. The program encourages teams to have fun, take risks, focus and frame challenges while incorporating STEM (science, technology, engineering, and mathematics), the arts and service learning. At the Global Finals, 16,000 people gather to celebrate creativity and innovation with 8,000 students attending. Our team will compete with teams from every US state and over 17 countries around the world. These Ordean East eighth graders have worked extremely hard and now have the opportunity to compete at the program's highest level.

The team is excited to represent their school, the City of Duluth, and Minnesota at this [#]10,250 competition. The total estimated cost for Team registration, travel, lodging/food is \$9,000 and will be financed through fundraising activities, community donations by Team Mission: Improvable Parent group.

We would be happy to answer any questions by phone or e-mail.
Ken Loeffler-Kemp [218-340-8442](tel:218-340-8442)/ ken.LoefflerKemp@afscmemn.org
Learn more: www.DestinationImagination.org & www.globalfinals.org.

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: Kathi Kusch Marshall
 Not Recommended Date: 5/3/16 Kathi Kusch Marshall

Assistant Superintendent: Recommended Name: [Signature]
 Not Recommended Date: 5/4/16

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: Destination Imagination - Congdon
2. Contact Person (Responsible for Checklist Completion): Renee Willemssen
3. Field Trip Date(s): 5/24 - 5/28 Destination: Knoxville, MN
4. Field Trip Overview (Include events, establishments and locations): Globals Competition for Destination Imagination - Problem Based Learning
5. Field Trip Departure from School (Date and Time): 5/24 - Kids will not come to school
 Field Trip Return to School (Date and Time): 5/31 - Kids will return to school
6. Objectives of Field Trip: Fine Arts competition - Kids researched American Revolution & created play that solves a mystery.
7. Relationship to Curriculum or Student Learning: Social Studies - American Revolution, English - writing script, public speaking
8. Planned Follow-up Field Trip Activities: Present learnings to school
9. Field Trip Budget Request The team is fundraising the costs of the trip. But we would appreciate any support.

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	\$

Revenues	
District Budget Code:	\$
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.)
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- 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

	Families flying on different flights 5/24 out of Duluth + Cities
	Families returning " 5/28 + 5/29
	(half of TN) camps for competition
	Hotel Mainstay Suites on 144 Merchants Dr. parent staying with each child

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

Signature of Contact Person: Gene Willemson

FIELD TRIP REQUEST CHECKLIST - Extended Trip Only

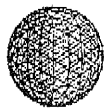
DIRECTIONS: Please complete checklist and attach all appropriate materials.

- Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians
Note: Attach tentative planned itinerary. *Waiting to hear when challenges are scheduled*
- 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. *Registration attached*

Signature of Contact Person: Gene Willemson

FB
UNDE Team Managers

\$173 bus Monday - Sunday After



DESTINATION IMAGINATION

Global Finals 2016 REGISTRATION PACKAGES

- Rental Cars

- Flights on Spirit Airlines

- Offsite Hotel @ \$80/night - Rooms

Registration & Meals with Housing

Packages with meals and housing included are the most popular option for teams. Depending on your arrival day, you have three options to choose from.

Monday Arrival

\$750 Per Person

6 nights of housing (Mon-Sat)

16 meals, starting with dinner on Monday and ending with dinner on Saturday

Access to all competition areas, special events, recreation areas and pin trading locations

Tuesday Arrival

\$725 Per Person

5 nights of housing (Tue-Sat)

13 meals, starting with dinner on Tuesday and ending with dinner on Saturday

Access to all competition areas, special events, recreation areas and pin trading locations

Wednesday Arrival

\$715 Per Person

4 nights of housing (Wed-Sat)

10 meals, starting with dinner on Wednesday and ending with dinner on Saturday

Access to all competition areas, special events, recreation areas and pin trading locations

Registration & Meals without Housing

If you and your team prefer to find your own housing accommodations, you can select from our Events with Meals options. Please note that off-campus housing may be limited.

Event Passes with Lunch

\$3750 Per Team

Up to 10 Event Passes with lunch for Wednesday, Thursday, Friday and Saturday

Event Passes are valid for team members, Team Managers and spectators

Event Passes with All Meals

\$4750 Per Team

Up to 10 Event Passes with all meals per person for Wednesday dinner through Saturday dinner

Event Passes are valid for team members, Team Managers and spectators

Spectators & Supporters not Staying with Teams

Event Pass

\$75 Per Person

Access to all competition areas, special events, recreation areas and pin trading locations

Please add an additional \$5 if purchasing on-site

Event Pass with Lunch

\$125 Per Person *5 = \$625
(parents)

Access to all competition areas, special events, recreation areas and pin trading locations

Includes lunch Wednesday-Saturday

Please add an additional \$5 if purchasing on-site

Event Pass With All Meals

\$275 Per Person

Access to all competition areas, special events, recreation areas and pin trading locations

Includes all meals Wednesday-Saturday

Please add an additional \$5 if purchasing on-site

Day Pass

\$45 Per Person

Access to all competition areas, special events, recreation areas and pin trading locations

Valid for one day only

No meals included

5/4/2016

Sproutingthebeans.com Mail - Team is now reserved for Global Finals



by Google

R Willemssen <renee@sproutingthebeans.com>

Team is now reserved for Global Finals

1 message

Tue, May 3, 2016 at 7:42 AM

globals@destinationimagination.org <globals@destinationimagination.org>
Reply-To: "globals@DestinationImagination.org" <globals@destinationimagination.org>
To: renee@sproutingthebeans.com

From:
Destination Imagination, Inc.
1111 S. Union Ave
Cherry Hill NJ 08002

Date: Tue 2016-May-03

Global Finals 2016 Registration Complete
To: Renee Willemssen (renee@sproutingthebeans.com)

This email confirms you have entered all the information needed to register your team for Destination Imagination Global Finals 2016. This includes the attendees, housing preferences, challenge and level.

You can continue to adjust your registration and make payments until Fri 6-May-2016 11:59pm using the registration website. You can also monitor payments received at Headquarters using the site. Payment in full is due by Fri 6-May-2016 11:59pm.

Your team is registered for competition as follows:

Team number: 123-09400
Organization Name: Congdon Park Elementary
Team Name: Seven Mysterious Unicorns
Reserving Person: Jeana Marshak (jmarshak@gmail.com)

Affiliate: 123, Minnesota
Challenge: Get a Clue/Elementary

We look forward to seeing you at Global Finals 2016!

Best wishes, and best of luck,

<https://mail.google.com/mail/u/0/?ui=2&ik=62831185d0&view=pr&search=trash&th=15476a45c8125d72&siml=15476a45c8125d72>

57899998829 13:10 05/04/2016

CONGDON PARK



Destination Imagination, Inc.
 Creativity * Teamwork * Problem Solving
 1111 S. Union Ave.
 Cherry Hill, NJ 08002
 Ph: 856 881-1603 Fax: 856 881-3596
 http://www.idodi.org

FED TAX ID # 22-2415554
 Global Finals 2016



DATE	Team
5/3/2016	123-09400

Terms
Payment due on receipt

Jeana Marshak
 2107 Vermillion Rd
 Duluth, Minnesota 55803

Reference : Team 123-09400 Congdon Park Elementary

Charges

Type	Description	Quantity	Price	Total Price
spectator	[EL] Event, Lunch Wed-Sat for Aren Carlson	1	\$ 125.00	\$ 125.00
spectator	[EL] Event, Lunch Wed-Sat for Kathy Turner	1	\$ 125.00	\$ 125.00
spectator	[EL] Event, Lunch Wed-Sat for Nichelle Canavan	1	\$ 125.00	\$ 125.00
	[RegL] Team Registration Fee, Lunch, Event Wed-Sat for te	1	\$ 3750.00	\$ 3750.00
participant	[ELF] Event, Lunch Wed-Sat for Andre Good	1	\$ 0.00	\$ 0.00
participant	[ELF] Event, Lunch Wed-Sat for Bianca McGiffert	1	\$ 0.00	\$ 0.00
participant	[ELF] Event, Lunch Wed-Sat for Colin Willemssen	1	\$ 0.00	\$ 0.00
spectator	[ELF] Event, Lunch Wed-Sat for Deanna Notaro	1	\$ 0.00	\$ 0.00
participant	[ELF] Event, Lunch Wed-Sat for Emily Spearman	1	\$ 0.00	\$ 0.00
participant	[ELF] Event, Lunch Wed-Sat for Gage Canavan	1	\$ 0.00	\$ 0.00
tm	[ELF] Event, Lunch Wed-Sat for Jeana Marshak	1	\$ 0.00	\$ 0.00
spectator	[ELF] Event, Lunch Wed-Sat for Kristy McGiffert	1	\$ 0.00	\$ 0.00
tm	[ELF] Event, Lunch Wed-Sat for Renee Willemssen	1	\$ 0.00	\$ 0.00
participant	[ELF] Event, Lunch Wed-Sat for Ryan Carlson	1	\$ 0.00	\$ 0.00
spectator	[ELF] Event, Lunch Wed-Sat for Troy Carlson	1	\$ 0.00	\$ 0.00
participant	[ELF] Event, Lunch Wed-Sat for Zach Marshak	1	\$ 0.00	\$ 0.00
			Total	\$ 4125.00

Payments Received

Received	Type	Reference	Payor	Amount
3-May-2016	ccard	gf 2016: team 123-09400	Jeana Marshak	\$ 4125.00
			Total	\$ 4125.00

Balance Due: \$ 0.00

Remark: Make all checks payable (in U.S. funds) to: Destination Imagination, Inc. Return copy of invoice with payment.