

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: Adriag Norman
 Not Recommended Date: 11/19/19

Assistant Superintendent: Recommended Name: _____
 Not Recommended Date: 11/19/19

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: Wilderness Elite Jr. Rotarians ALC
2. Contact Person (Responsible for Checklist Completion): Jamie Bennett
3. Field Trip Date(s): Jun 30-31st Destination: Bearhead Lake State Park - Ely
4. Field Trip Overview (Include events, establishments and locations): Overnight camping, winter wilderness survival skills, team building, ice fishing & aquatic species identification, wolf center visit.
5. Field Trip Departure from School (Date and Time): Thurs. Jan 30 - 9:00am
Field Trip Return to School (Date and Time): Friday Jan 31st - 10pm.
6. Objectives of Field Trip: To explore northern Mn. & get at-risk urban students out in nature with ecological focus.
7. Relationship to Curriculum or Student Learning: Curriculum for English journaling, Biology & science
8. Planned Follow-up Field Trip Activities: Review & reflection

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$144.00
Total Meals	\$250
Total Lodging	\$ 300
Total Transportation	\$450
<input checked="" type="checkbox"/> School District Vehicle(s) <u>3 vans</u>	
<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	\$
Booster Group	\$
Donations	\$
Student Fees	\$
Total Additional Stipends:	\$
Total	\$

(see attachment)
* ALL grant funded *
100%

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

<u>2 weeks prior to trip</u>	<u>ALC - Room 113C</u>	<u>Group meeting</u>
<u>1 week prior</u>	<u>ALC - Room 113C</u>	<u>to go over expectations & finalize details</u>

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

Signature of Contact Person:

Jamie Bennett

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:

Jamie Bennett

Wilderness Elite/Jr. Rotarian Winter Camping Trip

Bear Head Lake State Park--- 1 Night Camping (20 students/4-6 staff)

4 Cabins (Sleeps 5-6) X \$75.00 X 1 night=\$328

Transportation 3 Vans X 256 Miles Roundtrip(estimate)X \$.58(per mile) = \$445.44

Wolf Center— 20 students X \$5.00 + 4 adults X \$11.00= \$144.00

Ice Fishing--Donated by Steve Foss Guide Service : \$50.00- (\$500.00 Value)

Fishing Licenses: Student Educational Permit---Free/

(Expenses are estimated as close to actual cost as we could get.)

Note: Any expenses over \$1,000 will be covered by another educational grant that was awarded to us at the beginning of the year.

We would like to take a trip to Bear Head Lake State Park to have an overnight camping experience. Students will depart from the ALC in Duluth on Thursday, January 30th at 9am & will head to Bear Head Lake State Park, where we will have cabins reserved. We will spend the day learning about winter wilderness survival skills including: Building a winter survival shelter, building our own fires, cooking meals outdoors over campfires, orienteering, snowshoeing & team building.

The evening will be spent in the main lodge working on team building activities, journal reflections, reading, & group time.

Friday morning we will depart from Bear Head Lake State Park to Ely & meet a Local Fishing Guide at Burntside Lake to learn about ice fishing and the different species of fish that are native to Northern MN. We will spend the morning fishing, learning about ice safety, ecological impacts & various aquatic & regional species.

Students will have lunch & warm up & then we will move to the International Wolf Center & spend time exploring Grey Wolves/Grey Matter Curriculum. We will examine the impact of wolves on deer & moose populations.

Our student service project has been meal service at the Union Gospel Mission serving lunch to homeless families in need. Students walk down to the Union Gospel Mission during their lunch hour, serve lunch, interact with local homeless population, and clean up afterward.

Students also volunteer at Bentleyville as part of their Junior Rotarian service projects.

Students will also be presenting a program about Wilderness Elite, ALC & shifting the paradigm of “At Risk Students & Alternative Schools” at the May 15th Harbortown Rotary as well as the MAAP(MN Association of Alternative Programming) conference in February. Students will put together a comprehensive slide show/presentation of Wilderness Elite Environmental Trip programming and share it with various groups in the community.