

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, 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 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: Jim Acosta
 Not Recommended Date: 4/21/14

Assistant Superintendent: Recommended Name: E. Crawford
 Not Recommended Date: 5/15/14

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 x Extended

1. Organization/Grade/Course Planning Trip: : **HOSA 11th and 12th Grade**
2. Contact Person (Responsible for Checklist Completion): Kimberly S. Olson
3. Field Trip Date(s): June 25-30 June 27-29 Destination: ~~Nashville, Tennessee~~ Orlando, Florida
4. Field Trip Overview (Include events, establishments and locations): **See attached (waiting for the state advisor to send this out)**
5. Field Trip Departure from School (Date and Time): June 22 @ TBA
Field Trip Return to School (Date and Time): June 29 @ TBA
6. Objectives of Field Trip: Students will be competing at National HOSA (Health Occupations Students of America) National Conference Leadership.
7. Relationship to Curriculum or Student Learning: **Health Occupations Students of America is a National Career and Technical Student Organization (CTSO) endorsed by the Department of Education and the Health Occupations Education Division of the Association of Career and Technical Education.**

The mission of HOSA is to enhance delivery of compassionate, quality healthcare by providing opportunities for knowledge, skills, and leadership development of all healthcare occupations education students, therefore helping the students to meet the needs of the healthcare community.

HOSA provides, Leadership, teamwork, Program of Study and Career Pathways Partnerships for CTE, Implementing of health Science Programs, Increase effectiveness in teaching, Legislative training, confident speaking, and writing skills.
8. Planned Follow-up Field Trip Activities: Article for paper.
9. Field Trip Budget Request Awaiting for a schedule to be put out by National HOSA. These prices are estimates from last year.

Estimated Expenses	
Total Admission/Fees ~\$90.00 ~ 2 chaperones	\$ 180.00
Total Meals Three meals a day at five days \$27.00/day = \$189.00 x 2	\$ 378.00
Total Lodging \$189/night x 7 nights \$1323.00 (Share with other chaperone)	\$ 1323.00
Total Transportation	\$ 40.00
<input type="checkbox"/> School District Vehicle(s)	
x Commercial Transportation Carrier ~ Name: Super shuttle round trip \$40.00 approx.	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$0.00
Other: Airfare Approx. \$643.00 x2 if greater than ten students, chaperone needed \$1,286	\$ 1,286.00
Total	\$ 3207.00

Revenues		
District Budget	Code:	\$

C. PERKINS GRANT PAYS COST OF STAFF/CHAPERONE

Booster Group	\$
Donations	\$
Student Fees Admission \$90.00 ~14 students	\$ 1260
Meals \$27.00~14 students	\$ 2646
Lodging \$907.50 x 14 students	\$ 6615.00
Shuttle ~ 40.00 X 14 Students	\$ 560
Airfare 14 @ ~ \$643.00	
Total Additional Stipends:	\$ 0.00
Total "Students will all be self-pay"	\$ 1293.00 each

11. Reviewed/Completed Request Checklist: X 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
- 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
- Planned Itinerary

TIME

LOCATION

See attached email

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

Signature of Contact Person: Kimberly Olson Instructor

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: Kimberly Olson Instructor

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- Receive administrative and/or extra-curricular coordinator approval for all instructional and supplementary field trips
- Receive administrative review 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: Kamick
 Not Recommended Date: 4/21/14

Assistant Superintendent: Recommended Name: E. Crawford
 Not Recommended Date: 5/5/14

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: April 21st, 2014

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): May 1-3, 2014 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): 5:15 AM, May 1

Field Trip Return to School (Date and Time): 10:00 PM May 3

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	\$5,340
Total Meals	\$ 300
Total Lodging	\$3,200
Total Transportation	\$3,400
<input type="checkbox"/> School District Vehicle(s)	
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: <u>Minnesota Coaches, Duluth</u>	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$
Other: Substitute teachers	\$ 500
Total	\$12,740

Revenues	
District Budget	\$
Code:	
Booster Group	\$
Donations	\$
Student Fees	\$12,740
Total Additional Stipends:	\$
Total	\$12,740

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 forms
Example: Home phone numbers, emergency contacts, medical information
- x Additional Information
Note: Provide any additional information.

Signature of Contact Person: _____

CHICAGO 2014 ITINERARY

May 1st to May 3rd (Thur. – Sat.)

THURSDAY

- 5:00 A.M 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. Room Captains meeting directly after we return from supper. 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 A.M. Up for breakfast. The hotel's "**free**" breakfast is a good meal. Breakfast area opens at 6:30 am.
- 8:00 Be on bus. Leave hotel and travel to Fermi Lab (>0.5 hr) Starts at Wilson Hall: Divide into team #, view the Laboratory from the 15th floor windows and visit various displays. Linear Accelerator building, the components in the linear accelerator, VDG and the Main Control Room.. (9:00-1:30)
- 12:00 Lunch on your own at restaurant in the atrium of the main building.
- 1:30 Meet in Atrium just inside exit doors for a photo op. We leave for the Navy Pier, giant Ferris wheel, shop, play games, etc. (>1.0 hr)
- 3:00 Navy Pier: ride Ferris Wheel, shop, play games, , etc. **Do not leave the Pier for any reason at any time.** Rest of the time enjoy the Navy Pier. Supper on your own at the Navy Pier's restaurants. **Be finished by 5:30. Expect a long supper. Suggest starting by 4:30.**
- 5:20 Meet inside by the front entrance to walk to Shoreline Tours for tour on Chicago River. (5:45-7:15)
- 7:15 We walk directly to the bus and travel to the Willis Tower. **Leave top early if you want more time at the gift shop at bottom** (7:45-8:30)
- 8:45 Meet in lower (basement) floor after gift shop. We'll walk to our bus.
- 9:00 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

- 6:45 A.M. Everyone up. Have breakfast, **check out of your hotel room**, pay for any additional charges you have.
- 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 (beyond escalators) be sure you come back with one of our chaperones. 11:45-12:45 Eat lunch at one of the Museum's restaurants. **BE FINISHED BY 12:45 AND START WALKING BACK TO ENTRANCE** (9:30-12:45)
- 1:00 Meet in Group Room just before the exit (way we came in) and 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.

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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: Jerry Maki
 Not Recommended Date: April 10, 2014

Assistant Superintendent: Recommended Name: E. Crawford
 Not Recommended Date: 4/10/14

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.

Lowell Elementary Annual Wolf Ridge Environmental Learning Center Field Trip

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: 4th grade / Wolf Ridge Environmental Learning Center
2. Contact Person (Responsible for Checklist Completion): Jerry Maki (Principal)
3. Field Trip Date(s): April 23-24-25 Destination: Wolf Ridge Environmental Learning Center
4. Field Trip Overview (Include events, establishments and locations): Rock Climbing, Geology, weather, Star lab, Astronomy, Adventure Ropes, Initiative games, Competitive orienteering, Snowshoeing, Hiking, History of North Shore, Ojibwe Heritage, Paper making, block painting, etc.
5. Field Trip Departure from School (Date and Time): April 23, 2014 - Wednesday - 8:30 a.m.
Field Trip Return to School (Date and Time): April 25, 2014 - Friday - 4:00 p.m.
6. Objectives of Field Trip: Learning about the natural world, Learning Conflict Resolution and coping skills, Developing Teaming skills, Hands-on experiences in science, physical education, reading, and Math.
7. Relationship to Curriculum or Student Learning: Curricula aligned with Minnesota Graduation Standards, (Science/Math/Reading)
8. Planned Follow-up Field Trip Activities: (Previous build up - Pre-Teaching) (Follow up teaching/reinforcement)
(Geology, Science, Math, Rdg. - Aligned + continued)
9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees	} Total of All	\$
Total Meals		\$
Total Lodging		\$ 13,000
Total Transportation		\$ 1,200
<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:		\$ 900
Total		\$ 15,100

Revenues		
District Budget	Code: <u>NONE</u>	\$
Booster Group	<u>NONE</u>	\$
Donations		\$
Student Fees		\$ 125 ⁰⁰
Total Additional Stipends:		\$
Total	<u>Listed Above</u>	\$

- w. Ridge charges approximate

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
11:30 am / March 26, 2014	Utility Room - on Risers - (Student - staff) meeting
11:00 a.m. / April 2, 2014	Utility Room - on Risers - (Staff / Coordinator / Student's) meeting
11:30 a.m. / April 3, 2014	Conference Room - (Principal, Lead Teacher, Coordinator, Nurse) Meeting
7:30 pm / April 17, 2014	Wolf Ridge Chaperone - Park Mtg / Lowell Cafeteria

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

Signature of Contact Person: _____

Sandy Kolasinski

Rep. - Sandy Kolasinski
- Parent +
Coordinator of
trip

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: _____

Sandy Kolasinski

Rep. Sandy Kolasinski
Parent + Coordinator of Trip

2000 Rice Lake Road
Telephone: (218) 336-8895

LOWELL ELEMENTARY SCHOOL

Duluth, Minnesota 55811
Fax: (218) 336-8899

SCHOOL BOARD REPORT
Wolf Ridge Environmental Learning Center
Lowell Fourth Grade Field Trip

To Whom it May Concern:

Lowell Elementary has been going to Wolf Ridge for over a decade. The trip is super organized, and we have 23 parent volunteers attending this year.

We are very exact in our planning. There have been 2 teacher meetings, 2 student meetings, and an upcoming chaperone meeting.

Their itinerary has been set up, and we are quite prepared:

TIME	LOCATION
**8:00 a.m. – Apr. 23	Lowell Parking Lot (Loading)
**Apr. 23 – 24 – 25	Wolf Ridge Env. Lrng. Center
**4:00 p.m. – Arrival	Back to Lowell Parking Lot

ATTACHED:

- **Field Trip Request Form – 3 pages**
- **Wolf Ridge Climate Sheet – (To be signed by parents/students) (2 pages)**
- **Rules for Wolf Ridge – (1 page)**
- **Wolf ridge ASKERS sheet (What we use for conflict resolution developed and used through Lowell).**
- **Wolf Ridge Goal Setting (What we use for focusing on the positive and to help students focus) – developed and used through Lowell.**

Thank you for this opportunity....it is a phenomenal experience.

Jerry Maki - Principal

