

# DISTRICT 709 FIELD TRIP REQUESTS

04/08/10

In accordance with School District Policy District 6180, 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 stays 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.

<b>INSTRUCTIONAL TRIP ACTION</b>			
Principal:	Approved	Name: <u>Denette Seboc</u>	
	Not Approved	Date: <u>2-28-17</u>	
<b>SUPPLEMENTAL TRIP ACTION</b>			
Principal:	Approved	Name: <u>Denette Seboc</u>	<div style="font-size: 2em;">B.V.</div> <div style="font-size: 1.5em;">3/1/17</div>
	Not Approved	Date: <u>3-1-17</u>	
<b>Instructional/Supplemental Trips need not be sent to District office. EXTENDED TRIP ACTION</b>			
<b>EXTENDED TRIP ACTION</b>			
Principal:	Recommended Not Recommended	Name: <u>Denette Seboc</u> Date:	
Assistant Superintendent:	Recommended Not Recommended	Name: Date: <u>3/2/17</u>	
School Board:	Approved Not Approved	Name: Date:	
<p><b>All extended trip proposals must be sent to the Assistant Superintendent's Office to be placed on the Education Committee meeting agenda for approval.</b></p>			

# FIELD TRIP REQUEST FORM

Date of Submission: 2-28-2017

Type of Trip:                    Instructional                    Supplementary                    **Extended**

1. Organization/Grade/Course Planning Trip: **Culinary Arts**
2. Contact Person (Responsible for Checklist Completion): **Glenn D'Amour**
3. Field Trip Date(s) :03/31/17 to 04/02/17                    Destination: **Minneapolis Bloomington**
4. Field Trip Overview (Include events, establishments and locations): **Skills USA Conference and Competition held at the DoubleTree Hotel and Conference Center**
5. Field Trip Departure from School : **Friday 03/31/2017**
6. Return to School: **Sunday 04/02/2017**
7. Objectives of Field Trip: To compete with other students in the Culinary Competition. The competition will encompass both hot and cold food preparation and presentation. Contestants will demonstrate their knowledge and skills through the production of a four-course menu in a full day competition. The contestants will be rated on their organization, knife skills, cooking techniques, creative presentation, sanitation food safety techniques, and above all, the quality and flavor of their prepared items. The high school competitors will work from one menu with standardized recipes.
8. Relationship to Curriculum or Student Learning: Through competition the student will put into practice the curriculum that has been taught in the Culinary Arts program in the Duluth Public Schools. This competition also offers opportunities for scholarships if he wins.  
 Through the SkillsUSA Framework the mission is to empower members to become world-class workers, leaders and responsible American citizens. The SkillsUSA program:
  - Provides a *common language* for students to articulate what they gain from SkillsUSA participation to employers, school administrators, parents and other students
  - *Assesses student skill development* along a learning continuum of awareness, demonstration and mastery
  - Creates a *vision for SkillsUSA programs* at the local, state and national levels to ensure quality student-led experiences that build skills in all members
9. Planned Follow-up Field Trip Activities: Through promotion of the SKillsUSA competition, we would encourage other students to participate in the competition.
10. Field Trip Budget Request

<b>Estimated Expenses</b>	
Total Admission/Fees	\$ 220.00
Total Meals	\$108.00
Total Lodging	\$630.80
Total Transportation	\$160..50
School District Vehicle(s)	
Commercial Transportation Carrier ~ Name:	
Private Vehicle (requires certificate of insurance) ~ Name: <u>Glenn D'Amour</u>	
Total Additional Stipends:	\$ 0
Other:	\$
<b>Total</b>	<b>\$1119.3</b>

<b>Revenues</b>		
District Budget	Code: 01-380-005-428-000	\$ 559.65
Booster Group Student Activity account		\$ 559.65
Donations		\$
Student Fees		\$
Total Additional Stipends:		\$
<b>Total</b>		<b>\$1119.3</b>

11. Reviewed/Completed Request Checklist:

Yes

No


### 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
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- 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: GLENN D'AMOUR 

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

**FIELD TRIP REQUEST CHECKLIST - All Field Trips**

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