

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 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:

Jerry Maki

Not Approved

Date:

April 2, 2013

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 6, 2013

Assistant Superintendent:



Recommended

Name:

E. Crawford

Not Recommended

Date:

4/9/13

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

- Organization/Grade/Course Planning Trip: 4th Grade / Wolf Ridge Environmental Learning Center
- Contact Person (Responsible for Checklist Completion): Jerry Maki
- Field Trip Date(s): April 24-25-26 Destination: Wolf Ridge
- Field Trip Overview (Include events, establishments and locations): Rock Climbing, Geology, weather, Starlab, Astronomy, Adventure Ropes, Initiative Games, Competitive Orienteering, snowshoeing, hiking, history of North Shore, Ojibwe Heritage, Paper Making, Block printing etc
- Field Trip Departure from School (Date and Time): April 24, 2013 - Wednesday - 8:30 am
Field Trip Return to School (Date and Time): April 26, 2013 - Friday - 4:00 p.m.
- Objectives of Field Trip: Learning about the natural world & themselves & each other. Developing Teaming Skills, Conflict Resolution skills. Hands-on experience in science, phyed, math, reading.
- Relationship to Curriculum or Student Learning: Curricula aligned with MN Graduation Standards. Science/Math/Reading
- Planned Follow-up Field Trip Activities: (Previous build up - Preteaching) (Follow up Teaching/Reinforcement) Geology, sci, math, Rdy - Aligned + continued.
- Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$
Total Meals	\$
Total Lodging	\$ 12,000
Total Transportation	\$ 1,000
<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:	\$ 750
Total	\$ 13,750

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

w. Ridge charges approx.
\$125⁰⁰ per person.

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 - *Contract / Aligned w bldg. 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) *> All forms etc gone over*
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 *mtg. held also*
Example: Supervision duties, no smoking, no alcohol
- ☒ Planned Itinerary

TIME

March 25, 2013
April 2, 2013
April 5, 2013
April 18, 2013

LOCATION

Set up - Prep
Student / Staff Mtg
Staff / Coordinator / ATOR
Principal / Coordinator / Nurse Mtg
Chaperones / Coordinator / Principal Mtg.

Itinerary - Reviewed / Displayed / Reviewed + given to parents

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

Signature of Contact Person:

Jay Mali *Sandy Kolasiński*

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:

Jay Mali *Sandy Kolasiński*