

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: Wendy A. Powers
 Not Recommended Date: 12/4/18

Assistant Superintendent: Recommended Name: _____
 Not Recommended Date: 12/4/18

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: October 17, 2018

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: Denfeld Orchestra

2. Contact Person (Responsible for Checklist Completion): Clare Chapp

3. Field Trip Date(s): April 8 - 14, 2019 Destination: ^{Niagara Falls} New York City - Manhattan Island

4. Field Trip Overview (Include events, establishments and locations): Niagara Falls, Broadway show, New York Philharmonic performance, Empire State Bldg., Ellis Island, Statue of Liberty, Metrop. Mu. of Art, 9/11 memorial

5. Field Trip Departure from School (Date and Time): 4/8/19 - Mon late afternoon / ^{during} spring break

Field Trip Return to School (Date and Time): 4/14/19 - Sun late afternoon / ^{during} spring break

6. Objectives of Field Trip: * orchestra performance of one of best in country, real Broadway show, historical & artistic/cultural value of NY City.

7. Relationship to Curriculum or Student Learning: _____

to learn to get along in close quarters + traveling + expand horizons of the world

8. Planned Follow-up Field Trip Activities: _____ ^{around them, gain a better perspective of the world, art + history}

look @ other Broadway shows + symphony performance. Attend an opera performance once back as they learned

9. Field Trip Budget Request

Estimated Expenses		per person
Total Admission/Fees	\$ 280	280
Total Meals	\$ 120	120
Total Lodging	\$ 200	200
Total Transportation	\$	\$
<input type="checkbox"/> School District Vehicle(s)		
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: <u>LCS coaches or MW coaches</u>		
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____		
		400
Total Additional Stipends:	\$	
Other:	\$	
Total	total = \$ 1000	per student

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

Fundraising opportunities throughout the year through Music Boosters

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

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

Signature of Contact Person: *Clare A. Chapp*

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: *Clare A. Chapp*

Orchestra Trip

NEW YORK Itinerary

April 8- April 14, 2019

Trip Cost: \$1000

Trip to include: *Transportation by Motorcoach; Hotel accommodations for 4 nights in New York; 1-2 Broadway shows; one New York Philharmonic performance; Most Sightseeing entrance fees; Breakfast (at Hotel); One main meal per day, including Medieval times Dinner Show, Hard Rock café, Planet Hollywood. Students will be responsible for meals while in transit to and from New York. Students will need money for souvenirs and other miscellaneous spending.*

TENTATIVE: SUBJECT TO CHANGE

Monday April 8	2:00 PM 3:30 PM	<i>Meeting in Orchestra Room/ Luggage check</i> Depart from Denfeld HS/ Travel
Tuesday, April 9	9:00 AM 1:00 PM 8:00 PM 11:00 PM	Niagara Falls Sightseeing, Niagara Falls State Park Lunch: students are responsible for lunch Depart from Niagara Falls to New York. Check in at Hotel Lights out
Wednesday, April 10	6:00 AM 2:00 PM 6:00 PM 11:00 PM 11:30 PM	Depart for NY City, Rockefeller Plaza, Morning Show United Nations Bldg Tour Lunch/ students are responsible for lunch Broadway show Dinner - provided Group Picture at Times Square Empire State Bldg Observatory Return to Hotel Lights Out
Thursday, April 11	8:30 AM 7:00 PM 9:00 PM 11:00 PM	Statue of Liberty- Ellis Island/Ferry Sightseeing- Manhattan Island City Tours 911 Memorial Dinner/ provided Depart for Hotel Lights out
Friday, April 12	8:30 AM 11:00 AM 7:00 PM 9:30 PM 11:30 PM	Leave for Central Park New York Philharmonic Concert, Avery Fisher Hall Lunch (on own) Times Square, sightseeing Dinner/ Provided Return to Hotel Lights out
Saturday, April 14	7:00 am 9:00 am 2:00 pm 4:30 pm	Check out/Load Metropolitan Museum of Art Medieval Times Dinner show Depart for DULUTH, MN Student will be responsible for all meals
Sunday, April 13	2:00 pm	ETA Duluth, MN <i>School will NOT be open</i>