

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
 Not Approved

Name:

Date:

[Signature]
06/07/20

SUPPLEMENTAL TRIP ACTION

Principal:

- Approved
 Not Approved

Name: _____

Date: _____

Instructional/Supplemental Trips need not be sent to District office.

EXTENDED TRIP ACTION

Principal:

- Recommended
 Not Recommended

Name:

Date:

[Signature]
06/07/20

Assistant Superintendent:

- Recommended
 Not Recommended

Name:

Date:

[Signature]
4/10/20

School Board:

- Approved
 Not Approved

Name: _____

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: Social Studies/Key Club
2. Contact Person (Responsible for Checklist Completion): Amy Wicklund
3. Field Trip Date(s): April 5 - 10th 2020 Destination: Washington DC
4. Field Trip Overview (Include events, establishments and locations): National monuments & Memorials, Mock Congress workshop, Capitol Hill day = meeting with members of congress, and cultural events
5. Field Trip Departure from School (Date and Time): from Duluth Airport April 5th
Field Trip Return to School (Date and Time): to Duluth Airport April 10th
6. Objectives of Field Trip: educational learning experience to help inspire and empower students w/ knowledge & skills to be active citizens
7. Relationship to Curriculum or Student Learning: Civic engagement, history, all social studies related as well as active citizens apply to Key club as well
8. Planned Follow-up Field Trip Activities: Weekly WSN meetings to apply concepts and generate ideas
9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$
Total Meals	\$
Total Lodging	\$
Total Transportation	\$
<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: <u>All inclusive through Closeup includes Airfare</u>	\$
Total <u>hotel, meals, and all activities</u>	\$2020.⁰⁰

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations	<u>so far</u>	\$13,955. ⁰⁰
Student Fees		\$
Total Additional Stipends:	<u>5,000 raised</u>	\$4,000 <u>\$5,000</u>
Total		\$18,955

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: _____

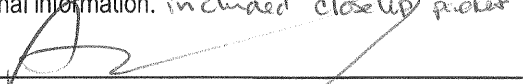


FIELD TRIP REQUEST CHECKLIST - Extended Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

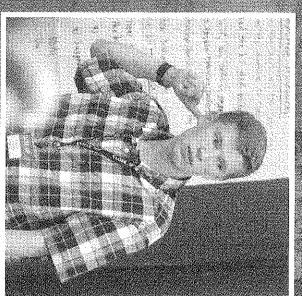
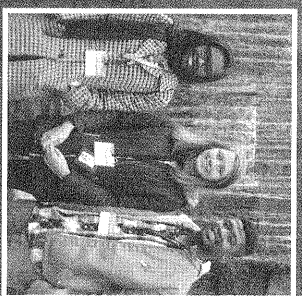
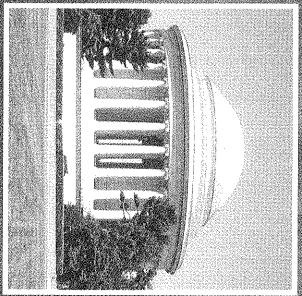
- Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians
Note: Attach tentative planned itinerary.
- Arrange Funding of Expenses During Trip
- Arrange Meal Plans
- Arrange Lodging Plans and Room Assignments
- Collect Family Emergency Information for Students
Example: Home phone numbers, emergency contacts, medical information
- Additional Information
Note: Provide any additional information. *included close up packet*

Signature of Contact Person: _____



INSPIRE

FOR A LIFETIME



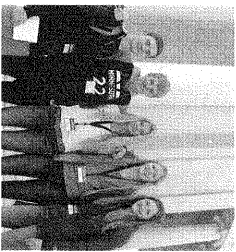
WASHINGTON, DC HIGH SCHOOL PROGRAMS

WHO WE ARE



Close Up is the nation's premier nonprofit, **nonpartisan** civic education organization. Since 1971, over 900,000 students and teachers have participated on our **experiential learning** programs, and many more have enhanced their curriculum using Close Up's **innovative** classroom resources.

WHAT WE DO



At Close Up, we believe young people are **essential** to American democracy. Our programs are designed to provide them with the **knowledge** and **skills** they need to be informed and active citizens. Students who come on Close Up return home **inspired** to get **involved** and **empowered** to further civil discourse in their communities.

HOW WE DO IT



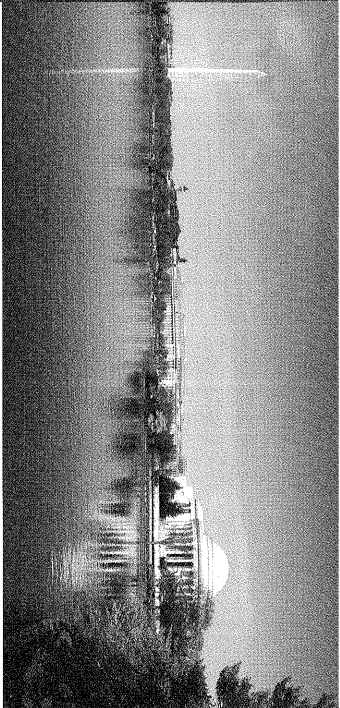
Using DC as a **living classroom**, students have the opportunity to come face-to-face with the people, institutions, and iconic sites that embody our nation's past and present. These **once-in-a-lifetime** opportunities inspire and empower young people to become **actively engaged citizens!**

Guided by our **highly-trained instructors**, students participate in facilitated **debates and workshops** with their peers of varying viewpoints, and ultimately find their **unique voice** while discussing the differences they share in our democracy.

Our students learned more than history and politics. They gained real life experiences that will prepare them for life beyond high school!

— Karen, Teacher, CA





SUNDAY

Arrive in Washington

Meet your Close Up Concierge and explore DC with your school

Welcome Dinner

Group Orientation

Meet students from across the country and get to know your Close Up

Program Instructor

Introduction Workshop*

What are the **biggest issues that we face** in our democracy today?

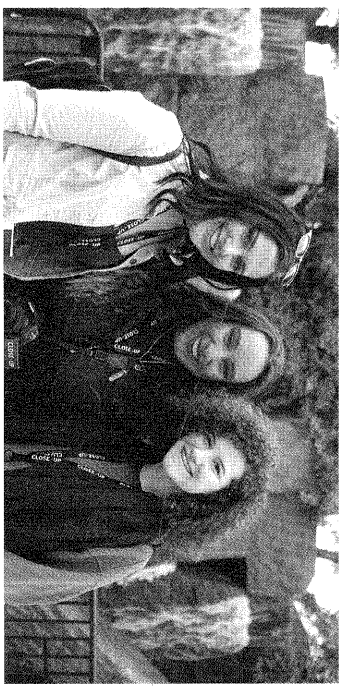
Issues Debate

Ask your most challenging political questions and engage with a **liberal and a conservative DC insider**

* Workshops are small learning communities comprised of students from various states. Each workshop community is led by the same Close Up Program Instructor for the duration of the trip.

** Study Visits led by highly-trained instructors provide unique opportunities to learn using historic sites and institutions as living classrooms.

Sample schedule subject to change.



MONDAY

Exploring American Political Values Study Visit**

Where do American political values come from and what do they mean today?

Jefferson Memorial—How do the rights outlined in the Founding Documents apply to our view of liberty today?

FDR Memorial—What rights are needed to ensure equality and promote the welfare of citizens in the U.S.?

MLK Memorial—How do we see MLK's view of justice in the U.S. today?

Lunch at Reagan Building and International Trade Center

National Politics Seminar

Gain inside access and discuss current issues with a DC lobbyist, journalist, or policymaker

Smithsonian Institution Exploration

Visit one of the **world-renowned museums** to discover and learn about history and culture

American Political Values Workshop

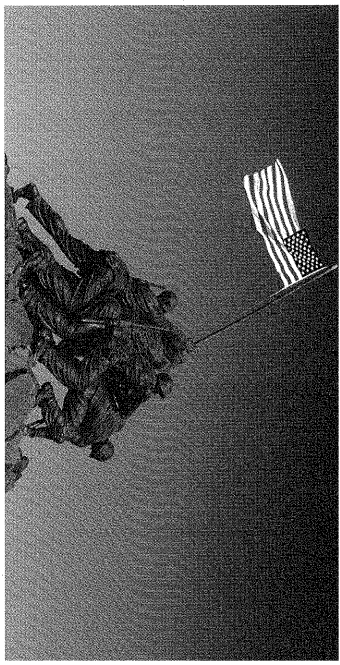
Examine the connections between liberty, equality, and justice

Dinner at Hotel

Current Issues Discussion

Debate hot topics with your new friends from across the country

Social Time



TUESDAY

War Memorials Study Visit

What do the **WWII, Vietnam, and Korean Memorials** say about those who have served and sacrificed?

Lincoln Memorial

How does the **imagery of the Lincoln Memorial** portray his legacy?

Lunch at National Place

Capitol Hill Group Photo

U.S. Marine Corps Memorial

Visit the larger-than-life representation of the **iconic flag-raising at Iwo Jima**

Pentagon 9/11 Memorial

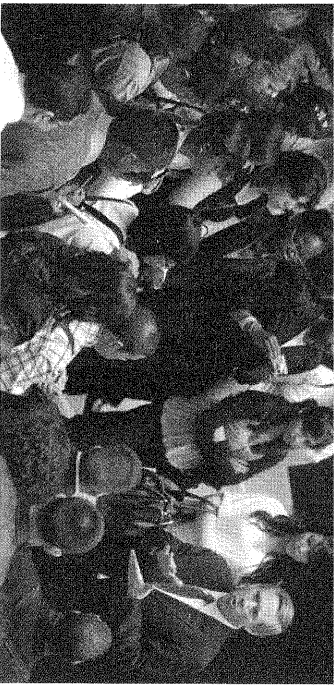
In what ways did the **events of 9/11 change America forever?**

Dinner at Pentagon City

Mock Congress Workshop

Debate, amend, and vote on the same issues elected representatives are currently considering

Social Time



Capitol Hill Day

Meet with your members of Congress or their staff

Attend and observe **Congressional Committee Hearings** to see how laws and policies are formed

Explore the **U.S. Capitol Visitor Center and Museum**

Lunch at the **Longworth Cafeteria**, a hot spot for Congressional staff and DC insiders

Visit the **Supreme Court** where many landmark cases are decided

Explore the **Library of Congress**, the largest library in the world, and view the symbolic art and architecture

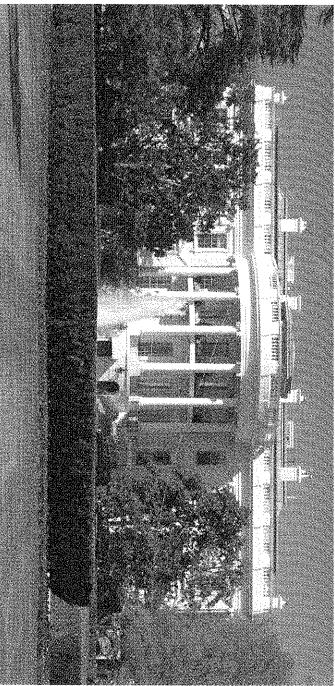
Witness the **U.S. Senate and House of Representatives** in action in the Galleries

Dinner at DC's Historic Union Station

DC Cultural Event

See a show at a renowned theater or witness an **exclusive performance**

WEDNESDAY



Sustaining Democracy Workshop

What citizen actions are necessary to foster and maintain a vibrant democracy?

White House Study Visit

Discuss how protests and public demonstrations have impacted our country's history

Citizen Action Sites

Get inspired by examples of citizens making a difference in their communities

Neighborhood Study Visit and Lunch

Explore DC off the beaten path, e.g. U Street, Chinatown

National Portrait Gallery

Come to know the people who have shaped our nation through this extensive collection of portraits

Arlington National Cemetery

Visit our nation's most hallowed ground and witness the **Changing of the Guard**

Closing Reflection

How will you stay engaged on issues that matter to you?

Banquet and Dance

Enjoy a **fun-filled evening with your new friends** as you dance the night away

THURSDAY



Sightsee in Washington

Prior to your departure, spend some more time in the city with your school

Depart for Home

FRIDAY

EXTEND YOUR STAY!

Enhance your Close Up experience and spend an extra day in DC! Choose to visit **MOUNT VERNON**, George Washington's home in Virginia, or other iconic sites and exciting neighborhoods in the nation's capital with your school.

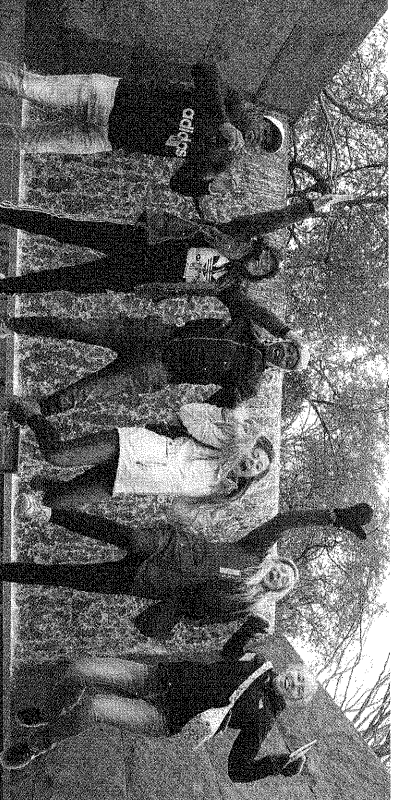
Close Up was wonderful!

I met so many new friends and the instructors were great at explaining things. Everything we did was engaging, fun, and educational.

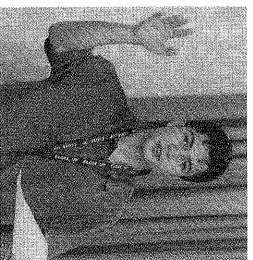
- Abby, Student, AK



IMPACT TOMORROW



THE CLOSE UP EXPERIENCE



On Close Up, you'll make memories for a lifetime as you surround yourself with new friends, historic places, and infinite opportunities in the nation's capital. While you explore all that Washington, DC, has to offer and discover the power of your citizenship, you can be confident that you and your experience are our top priorities.

Close Up ensures you have the safest and most memorable trip possible through our all-inclusive package that includes travel, lodging, 24-hour supervision, and access to top-notch medical care. Our highly-trained instructors guide you as you participate in thrilling and unforgettable activities in DC. These once-in-a-lifetime opportunities will inspire you to become an active participant in our democracy and your time with Close Up will be unlike any other!

On Close Up, you will have the opportunity to:

- **Meet peers from around the country** and participate in positive conversations that expand and complement your worldview;
- **See DC beyond the marble** by visiting Washington's vibrant historic neighborhoods and attending a cultural event;
- **Discuss the people and events that have shaped our world** through visits to DC's must-see sites, including Arlington National Cemetery to witness the Changing of the Guard;
- **Debate issues with DC insiders**, giving you a behind-the-scenes look at how our government operates, and so much more!

Endorsed by:



Close Up made me realize how significant my thoughts and views are...although everyone will not always agree, everyone has a voice that needs to be heard!

– Jamie, Student, NE