

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 (externally sponsored) 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:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Name: <u>Deborah Rickard</u> Date: <u>Feb. 25, 2010</u>
SUPPLEMENTAL TRIP ACTION		
Principal:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Name: _____ Date: _____
Instructional/Supplemental Trips need not be sent to District office.		
EXTENDED/EXTERNALLY SPONSORED TRIP ACTION		
Principal:	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	Name: _____ Date: _____
Assistant Superintendent:	<input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	Name: <u>[Signature]</u> Date: <u>4/5/10</u>
School Board:	<input type="checkbox"/> Approved <input type="checkbox"/> 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 Externally Sponsored*

1. Organization/Grade/Course Planning Trip: Congdon Park Elementary School
2. Contact Person (Responsible for Checklist Completion): Deborah Rickard
3. Field Trip Date(s): April 21-23, 2010 Destination: Wolf Ridge Environmental Center
4. Field Trip Overview (Include events, establishments and locations): Wolf Ridge Environmental Learning Center is an accredited residential environmental school. It is located 90 miles north of Duluth in Finland, Minnesota.
5. Field Trip Departure from School (Date and Time): Wednesday, April 21, 2010 9:00 AM
Field Trip Return to School (Date and Time): Friday, April 23, 2010 2:00 PM
6. Objectives of Field Trip: Teach the concepts of conservation and stewardship. Promote social understand, respect and cooperation. Learn behaviors that promote a sustainable life-style and foster understanding of the earth.
7. Relationship to Curriculum or Student Learning: Students participate in outdoor experiences that focus on ecology and science, human culture and history, personal growth and group building.
8. Planned Follow-up Field Trip Activities: Students keep a journal about their learning experiences. After the trip, students write a personal narrative.
9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees	<u>includes meals and lodging</u>	\$ 13,300
Total Meals		\$
Total Lodging		\$
Total Transportation		\$ 350
<input type="checkbox"/> School District Vehicle(s)		
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name:	<u>Voyageur Bus Co.</u>	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name:	_____	
Total Additional Stipends:		\$
Other:		\$
Total		\$ 13,650

Revenues		
District Budget	Code:	\$
Booster Group	<u>PTA</u>	\$ 1,200
Donations		\$ 475
Student Fees		\$ 11,975
Total Additional Stipends:		\$
Total		\$ 13,650

11. Reviewed/Completed Request Checklist: Yes No

*The Assistant Superintendent's office must receive a signed waiver form for each student participating in an externally sponsored trip prior to the departure date.

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

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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/EXTERNALLY SPONSORED TRIP ACTION

Principal: Recommended Name: Anna Klewe
 Not Recommended Date: 3/3/2010

Assistant Superintendent: Recommended Name: [Signature]
 Not Recommended Date: 4/5/10

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: 3/3/2010

Type of Trip: Instructional Supplementary Extended Externally Sponsored*

1. Organization/Grade/Course Planning Trip: Science Dept. / 7+8 / State Science Fair
2. Contact Person (Responsible for Checklist Completion): Annette Strom
3. Field Trip Date(s): 3/26 - 3/28/10 Destination: Crown Plaza St. Paul Riverfront
4. Field Trip Overview (Include events, establishments and locations): See letter attached

5. Field Trip Departure from School (Date and Time): Friday 3/26 a.m.
Field Trip Return to School (Date and Time): Students will be back Mon. 3/29
6. Objectives of Field Trip: students will compete in the state science fair and meet scientists from the field.
7. Relationship to Curriculum or Student Learning: Scientific Method / Research / Application.
8. Planned Follow-up Field Trip Activities: PTSA meeting notes
9. Field Trip Budget Request See attached

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:	\$
Total	\$

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

11. Reviewed/Completed Request Checklist: Yes No

*The Assistant Superintendent's office must receive a signed waiver form for each student participating in an externally sponsored trip prior to the departure date.

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

EXTENDED TRIP REQUEST--Additional Information
Ordean Middle School
Event: Minnesota Academy of Science State Science Fair
St. Paul, MN
March 26-28, 2010

Transportation Information

- Students must arrange their own transportation to and from St. Paul. Teachers will drive their own cars – no students will ride with teachers.

Special Needs and Circumstances to Consider

Ration of Chaperones/Supervisors to Students

- 3 teachers : 29 students
- Parents do attend the state fair at varying levels. Some students will stay with their parents in a hotel room and be under their parent's supervision the whole time; other parents will come and go throughout the event. Some students will be without parents and will be the sole responsibility of the teachers the entire time.

Student Behavior Expectations

- Students must abide by all Isd 709 behavior expectations and must also sign and adhere to all of the expectations in the Minnesota Academy of Science Code of Ethics. (see attached).
- Students are held to the highest standards and expectations by all involved throughout the weekend.

Cost per Student

- \$120 student registration fee
- Hotel fees: students staying with other students typically pay \$70; students staying with their families pay the going discounted state fair rate.
- We are working on offsetting costs through donations from the PTSA and through science department money

Contact People and Local Phone Numbers at Trip Site

- Annette Strom Cell Phone: 218.340.1589
- Erin Pepelnjak Cell Phone: 218.340.6874
- Crown Plaza St. Paul (formerly the Radisson Riverfront)
11 East Kellogg Boulevard
St. Paul, MN 55101
(651) 292-1900

Special Conditions to Consider

- We will check with the nurse's office on any health concerns students attending may have. We will make sure we have all of the appropriate information and medical supplies if needed.

Requirements/Evaluation of Students

- **Students must attend all Minnesota Academy of Science sponsored events.**
- **Students must follow the itinerary and attend all sanctioned and unsanctioned events as a group at the times indicated.**
- **Students are not allowed to schedule or partake in their own personal events or agendas.**

Ratio of Male-Female Chaperones

- **3 females**

Disciplinary Procedures

- **Students must sign and abide by the Minnesota Academy of Science Code of Ethics.**
- **Students not in compliance with Isd 709, Minnesota Academy of Science, or chaperone expectations will have their parents contacted and they will be asked to pick up their student from St. Paul.**
- **Minor infractions will be dealt with by chaperones on the spot.**