

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.

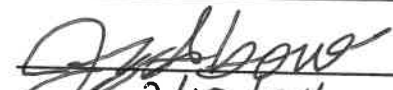
INSTRUCTIONAL TRIP ACTION

Principal:



Approved

Name:



Date:

2/13/24



Not Approved

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: _____



Not Recommended

Date: _____

Assistant Superintendent:



Recommended

Name:



Not Recommended

Date:

2/13/24

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

1. Organization/Grade/Course Planning Trip: American Indian Education

2. Contact Person (Responsible for Checklist Completion): Amanda Horton

3. Field Trip Date(s): 04/12 - 04/13 Destination: Twin Cities

4. Field Trip Overview (Include events, establishments and locations):
Friday - travel, lunch, The Science Museum of mn, Hotel
Saturday - Hennepin Hospital, travel home.

5. Field Trip Departure from School (Date and Time): 04/12 @ 8:45 am

Field Trip Return to School (Date and Time): 04/13 @ 10:30 pm

6. Objectives of Field Trip: Hands on Learning experience
related to health & dental fields (Career Exploration)

7. Relationship to Curriculum or Student Learning: 11

8. Planned Follow-up Field Trip Activities: N/A

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ <u>2500</u>
Total Meals	\$
Total Lodging	\$
Total Transportation	\$
☐ School District Vehicle(s)	
☐ Commercial Transportation Carrier ~ Name:	
☐ Private Vehicle (requires certificate of insurance) ~ Name:	
Total Additional Stipends:	\$
Other:	\$
Total	\$ <u>2500</u>

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$
Student Fees		\$
Total Additional Stipends:		\$
Total		\$ <u>2500</u>

Approved for ESSCK
Funds OEE.
Hands on Learning.
01 E 005 211 160
401 013

11. Reviewed/Completed Request Checklist: ☐ Yes ☐ No

In process.
RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

I will submit Checklist closer to trip.

20



24

YOUTH SUMMIT

Connecting American Indian youth to careers in medicine

JOIN US! Saturday, April 13 from 9 am to 3 pm

STUDENTS AGES 12-18!

Do you want to go into medicine? Do you want to be a doctor, dentist, physician assistant or advanced practice nurse?

- Meet and hear from American Indian healthcare professionals
- Hands-on activities using real medical equipment
- Light breakfast and lunch provided

**Register
today!**

Scan QR code
to register for
April 13



Questions?

hennepinhealthcare.org/aiyws
talentgarden@hcmcd.org