

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: Laura Mac 5th

2. Contact Person (Responsible for Checklist Completion): Adam Metzger

3. Field Trip Date(s): 5/9-5/11 Destination: Wolf Ridge ELC

4. Field Trip Overview (Include events, establishments and locations): 3 day - 2 night
WR 5th Gr Trip

5. Field Trip Departure from School (Date and Time): 8:00 am 5/9/22

Field Trip Return to School (Date and Time): 1:30 pm 5/11/22

6. Objectives of Field Trip: Team Building, Environmental education

7. Relationship to Curriculum or Student Learning: Covers science & social studies standards

8. Planned Follow-up Field Trip Activities: reflection, Wild MN Project

9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees	\$	} \$25.00 pers
Total Meals	\$	
Total Lodging	\$	
Total Transportation	\$	
<input checked="" 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: <u>79R525298000094477</u>	\$ <u>6885.28</u>
Booster Group		\$
Donations		\$
Student Fees		\$ <u>50.00 per person</u>
Total Additional Stipends:		\$
Total		\$

11. Reviewed/Completed Request Checklist: Yes No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

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: [Signature]
 Not Recommended Date: 3/23/22

Assistant Superintendent: Recommended Name: [Signature]
 Not Recommended Date: 3/25/22

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 CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

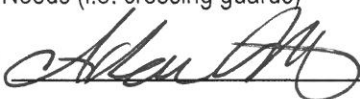
- Develop and Communicate Student Discipline Expectations
- Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- 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

See Attached

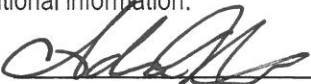
- Maintain Student Roster and Check-in/Check-out Procedure
- Arrangement for Safety Needs (i.e. crossing guards)

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.

Signature of Contact Person: 

Time	Pav	Metzer
Monday May 9th		
7:35	Arrive at LM, gather in Large Muscle Room. Students should get breakfast. Pick up med bags from Nurse.	
8:05	Begin loading bus, everyone should have a bathroom break before we head out. Students load bags on to the trailer.	
8:15	Depart LM	
9:30	Arrive at WR, give room assignments and get unpacked.	
10:30 - 11:45	Meet with WR staff for welcome. <i>If there is extra time here we plan to take a quick nature walk.</i>	
12:20	Lunch - Fireplace Dining Hall	
1:30 - 4:30	Class - Ojibwe Heritage ED5	Class - Wetlands ED6
5:20	Dinner - Fireplace Dining Hall	
5:30 - 6:15	Store Time (adult and groups?)	
6:30 - 9:00	Evening Presentation SC1 6:30 - 7:15 Canoeing Raven Lake ED5 7:30 - 9:00	Evening Presentation SC1 6:30 - 7:15 Canoeing Wolf Lake ED6 7:30 - 9:00
9:00 - 10:00	Summit Campfire	
10:00	Bedtime, Lights Out	
Tuesday May 10th		
7:00	Everybody up and getting ready	
7:35 - 8:00	Breakfast - Fireplace Dining Hall	
8:30 - 11:30	Wetlands ED4	Ojibwe Heritage ED8
12:20	Lunch - Fireplace Dining Hall	
1:30 - 4:30	Stream Study ED3	GPS / Geocache SC5
5:20	Dinner - Fireplace Dining Hall	
5:30 - 6:15	Store Time (groups and adults?)	
6:00 - 9:00	Class - Skyview Adv. Ropes Dyrm B	Class - Ridgetop Adv, Ropes ED 3
9:00 - 10:00	Astronomy	
10:00	Bedtime, Lights Out	

Time	Pav	Metzer
Wednesday May 11th		
7:00	Everybody up and getting ready	
7:35 - 8:00	Breakfast - Fireplace Dining Hall	
8:30 - 11:30	GPS / Geocache SC5	Stream Study ED6
11:30 - 12:00	Pack Up, double check that rooms are clean and nothing is left, Begin loading the bus at 12:00. Pick up our to-go lunch, BATHROOM BREAK!	
12:15	Everyone on the bus, headcount, start passing out lunch when we are on the highway.	
1:30	Arrive back at LM. Load back into the Large Muscle Room	
1:30 - 2:15	Check out students whose parents come to pick them up,.Return meds to Nurse.	

Wolf Ridge Environmental Learning Center

6282 Cranberry Road

Finland, MN 55603

800-523-2733 (MN, WI, ND)

218-353-7414

218-353-7762 (fax)

mail@wolf-ridge.org



WOLF RIDGESM

ENVIRONMENTAL LEARNING CENTER

Dear 5th Grade Families,

We are excited to announce that the 5th grade class will be going to the Wolf Ridge Environmental Learning Center at the end of this school year.

Wolf Ridge website <https://wolf-ridge.org/>

This trip is a marvelous opportunity for our students to learn new skills, practice science inquiry, work as a community and have fun with their peers. Wolf Ridge is often a trip children remember their whole lives. Over the next months, we expect and require that each student act responsibly, respectfully, and safely inside and outside of school in order to earn the privilege to attend the trip.

Important Dates

- When; May 9th-11th, 2022
- Where; Near Finlayson, MN (about 70 miles northeast of Duluth)
- What: A three day, two night, learning experience focused on science, inquiry, and team building.
- Cost; \$50.00per Student to be paid by families
- Due Dates: We are asking families to pay at least \$25.00 by 03/31/22
- **The full balance is due 04/30/22**

Student Behavior *(please read with your student and sign below)*

Our trip to Wolf Ridge is an experience that promotes a sense of community and team building among students. The focus is to provide experiences that engage students in building skills of responsibility and self-confidence, while learning about the environment through outdoor educational activities. Students should come home from the experience exhausted from all of the activity being conducted over the three days at the environmental center.

To provide for a safe and memorable trip, students are reminded that we will be using the same behavioral expectations at Wolf Ridge as we do at Laura MacArthur.

Students are expected to be SOARing:

I will be....

- Safe
- On Task
- Act with Kindness
- Respectful

Expectations:

- All students will follow “Wolf Ridge” requirements and rules. These rules are set for any and all schools that participate at Wolf Ridge.
- Students will be respectful and responsible.
- Students will be a positive influence and will demonstrate that they are “gracious guests”.

What happens if students follow the expectations:

- Everyone is safe and has a good experience with their friends and the adult supervisors.
- All groups will be able to participate in the activities planned for the group.

What happens if students choose not to follow the guidelines:

1. The adults will be working closely with students and will provide reminders of proper behavior and actions.
2. If a student continues to make poor choices, a teacher will conference with a student and complete a “Fix it Plan”. Once the student has demonstrated that they are ready to resume activities, they will re-enter the group. Parents will be notified a “fix it plan” has been created (if needed).
3. If after creating a plan, a student continues to make poor choices, a phone call home will be made and parent(s) will be required to come pick up their child. If a parent cannot pick their child up, we will have to charge the standard mileage reimbursement rate per mile to have an adult bring the child home.

We are not expecting any early trips home for students if expectations are being followed and students are striving to do their personal best.

Parent Signature	Student Signature
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FAQ

What will my student need to bring with?

Practical clothing for being outside in the late spring (jacket and good walking shoes), toiletries, and bedding (sleeping bag/blankets & pillow), a water bottle, and any medications that your child uses.

Students may bring money to spend at the gift shop but it is their responsibility. Also students should bring a book to read during quiet time before bed.

What if my child is not able to go to Wolf Ridge because of their behavior?

Students who are not able to attend the Wolf Ridge trip will come to school as normal and have regular classes and expectations.

Can my student bring a cellphone?

Wolf Ridge does not allow TECHNOLOGY such as ipods/mp3 players, ipads/notebooks and cell phones as they tend to be distracting/problematic and take away from the outdoor experience.

Can my child bring snacks or candy with them?

No, meals and snacks will be provided. **Please do not allow your child to bring any candy or snack with them.**

Wolf Ridge Packing List

- Clothes (Long pants, shorts, short sleeve shirts, sweatshirt, light jacket)
- Shoes (good for walking/climbing/hiking)
- Pajamas
- Bedding (sleeping bag + pillow or blanket, sheet, and pillow)
- Book
- Hat
- Water Bottle
- Toiletries (toothbrush, toothpaste, soap, deodorant)
- Towel
- Sunscreen & Bug Repellent
- Optional - Spending money for the gift shop

PLEASE DO NOT BRING THE FOLLOWING ITEMS

Toys	Candy	Stuffed Animals	Electronics	Flashlights
Perfume	Gum	Snacks	Slime	

Rules for Wolf Ridge:

Please review prior to your trip.

1. Students must be with an adult at all times. You will usually be with your group leader.
2. No one is allowed to go back to the dorm without an adult.
3. Shoes or boots are not allowed in the dorm rooms. Leave them lined up neatly outside your door in the hallway.
4. All gear must be packed and ready to go Wednesday morning before Breakfast, so Wolf Ridge staff can start cleaning.
5. Keep the rooms clean and neat at all times so you are ready for inspection for the conservation award.
6. If you have KP duty, be at the dining hall at the correct time and stay with your adult supervisor. (7:15, 11:45, 4:45)
7. Quiet Time is from 9:30 pm to 6:30 am.
8. We are walking at all times, within the building.
9. Be on your best behavior at all times. We are representing Laura MacArthur Elementary School!
- 10. Remember- All electronic devices, food, and gum are to stay home. They do not allow these there.**

Signature Sheet

By signing below, I understand the following and am willing to comply with the set expectations:

- I have reviewed the letter regarding student expectations and the “Rules for Wolf Ridge” information. I understand that this is a requirement for students.
- I understand that if it is required, students may be asked to leave Wolf Ridge due to not complying with the behavior expectations. If my child is required to come home, **I will drive to Wolf Ridge to pick him/her up.**
- If I cannot drive there, I know that I will be charged \$0.54 per mile to offset staff costs of driving him/her home and will pay this cost within 5 school days of the incident.

Student Name (Printed)

Student Signature

Parent Signature

Date



WOLF RIDGESM

ENVIRONMENTAL LEARNING CENTER

Permission Form

I give my son/daughter permission to attend the 5th Grade Wolf Ridge trip May 9th-11th 2022. I understand this is a three-day/two-night trip.

Student Name: _____ Parent/Guardian Signatarure _____

Payment (check one please) (Checks can be made payable to Laura MacArthur School)

- I am enclosing the full amount of \$50.00
- I am enclosing the \$25.00 due by 3/31/2022 with the balance to be paid by 4/30/2022
- Other (please explain)

Dear Wolf Ridge Chaperone,

Thank you again for volunteering to go with us on our Field Trip! We couldn't have made this trip possible without your time and support. As you are well aware, our trip is fast approaching. We leave from Laura MacArthur Monday morning, **May 9th at 8:00am, and return to Laura MacArthur on Wednesday, May 11th by 2:00pm.**



We would like to request that chaperones meet us early at the school Monday morning by **7:35a.m.** to help with organizing students and their bags. Students should bring their bags immediately to the **large muscle room - a corner room near the main office inside the school.** The bus for Wolf Ridge will arrive about 8:00am. We will begin loading up the buses immediately, and the bus will leave promptly after, hopefully around 8:15am. After students have dropped off their bags in the morning, they are to report to their room after picking up breakfast from the cafeteria as normal. We request that chaperones stay in the large muscle room and front entrance hallway to help students organize bags and to look for late arrivals until we leave. When the buses come, we also request that you help load bags onto the bus.

Chaperones can drive separately on their own if they wish, or carpool with another chaperone. You may choose to bring your child's bag and your bags in your car. Your student may ride with you if you wish, but only your student. Reminder - Students are not allowed to bring their own phone or snacks, but chaperones can. However, chaperones cannot keep their snacks in their dorm room. We will have a special space available for you to keep these (snacks will be provided for your child, please do not pack snacks for your child).

Chaperones will be provided with a binder that will include important information you will need while we are at Wolf Ridge. This will include information such as your schedule, learning group, and meal times. Students will have a Wolf Ridge journal of their own in which they will have their schedule, and they will be required to fill out journaling tasks. They will keep these in their dorm rooms, and will be bringing extra pencils along with them. Chaperones are responsible to make sure that students are writing in these after their classes.

Again, thank you all SO MUCH for your time and support!!! We literally could not do this field trip without you! If you have any questions or concerns, please contact us!.

Adam Metzger adam.metzer@isd709.org ext. 1291

Kalina Pavlisich kalina.pavlisich@isd709.org ext. 2230

[Chaperone Tasks]

Monday Morning

- Help organize bags in the Large Muscle Room Monday morning and help load buses
- Ensure you have your chaperone binder with you containing the important information.

Dorm Responsibilities

- Help ensure students in your group stay on schedule, and arrive at meals and classes on time.
- Set alarms for wake up time in the morning to give students time to dress and go to breakfast (all students and chaperones are required to be at all three meals).
- Stick to your assignment as a chaperone - we need everyone at their assignment in order to be covered and for safety reasons.
- Help ensure that students are filling out their journals entirely after classes, checking at night to see that they are completed for the day is a great idea!
- Maintain organization and cleanliness in the rooms. Help check thoroughly before we leave that everything is out of the room, lights turned off, ect.
- Set up schedules and times in your rooms for when students want to shower (night or morning). You will have your own bathroom in the dorm rooms.
- Have a settling down period of time during the evening at about 9:00pm. Please enforce quiet setting down time, and require lights out by around 9:30pm.
- Help ease students who may be nervous about sleeping in a new place. Teachers will be there as well, so feel free to come to us if needed. We will have some copies of chapter books that could be done as a read aloud by you or a student in your dorm room to help students settle in and get to sleep. .

Anytime Responsibilities

- Remind and uphold SOARing (Safe, On task, Act with kindness, Respectful) behavior expectations with your group, and be consistent.
- Report comments, questions, and concerns to teachers as needed.
- Rotate sitting with students at mealtimes, there should always be an adult at each student table.
- Teachers will administer medications to students that may need it. Please don't administer any sort of medication without teacher permission.
- You may have to carry inhalers or other medicine for students in your group, which we will get to you if needed.
- Feel free to have a small backpack to carry around for your convenience. Students will not carry a backpack with them.

Wednesday Afternoon Responsibilities

- Check all rooms thoroughly for any items left behind. Help students organize, pack up, and clean. **All rooms must be cleaned out, and bags will sit in the Common Area/Lobby BEFORE we go to class.**
- Help load up buses, and head back to Laura MacArthur.

-Once back to Laura MacArthur, help unload bags into the cafeteria. Parents should be starting to arrive to collect students and their items.

Example from prev. year.

Room Assignments

B1	Lori	Karla	Renee	Orianna	Haylee D	Uriah	Josie	Crystal (Ori's mom)
B2	Harper R	Sophie	Maribel	Isabella	Evaya	Siena	Kennidee	
B3	Saiya	Summer	Harper G.	Lila	Olivia	Mackenzie	Hailey O.	
B4	Giana	Joyya	Lexi	Bailey	Leola	Xiomara	Saige	
B5	Keisha	Allison	Hailey M.	Keeley	Ruby	Claire	Faith	
B6	Lindsey	Marianna	Rylan	Noah				
B7	Adam	Scott	Len	Cal	Jeff	AP's Dad	James K.	
B8	Anthony	Luke	Dominic	Dakota	Dustin	Aaron	Takeshi	Troy W.
B9	Santino	Jeremy	Garry	Jak	Reece	Mark	Jayden	Aidin
B10	Tami	Mary	MG's Sis					

Name	Parent Name	Parent Phone	Parent Email	Notes
Max Fish	Amy	(218)390-0997	amy_potts@hotmail.com	
Nathan Garrison	Nikki	(218)340-5864	Niqkee_Whittet101919@outlook.com	
La'khia Gilbert	Desmond	(515)514-5404	desmondgilbert330@gmail.com	
Ethan Gould	Stephanie	(218)727-5520	fernando99@rocketmail.com	
Saniyah Green	Steven	(218)213-6913		
Madelyn Herrick	Jennifer	(218)940-4093	jencarbax11@hotmail.com	
Ethan Jeanette	Markeeta	(218)310-3676	keeta1984@yahoo.com	
Adriana Johnson	Melaine	(218)624-2005	mel_sam_2002@yahoo.com	
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Talon Urrutia	Melissa	(281)748-6240	melissau92@gmail.com	
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Madyson Fish	Amy	(218)390-0997	amy_potts@hotmail.com	
Kenneth Graves	Leiha	(218)590-0733	lselden@hotmail.com	
Shania Hendrickson	*Garry	(218)721-7171		
Stanley Jones	Stanley	(218)409-1376	stanleyfletcher22@gmail.com	
Evan Juntunen	*Cathryne	(218)464-3745	casjuntunen3@gmail.com	
Presley Ludwig	Ashley & Adam	(218)851-8476	ashleyerin007@gmail.com	

Name	Parent Name	Parent Phone	Parent Email	Notes
Katelynn McCauley	Sara	(218)221-9542	hendricksonsara4@gmail.com	
Jaden Mehlum	Barbara	(218)221-4172	barbwagner75@yahoo.com	
Kyla Moen	Kali	(218)340-2688	kalimoen16@gmail.com	
April Respler	*Holly	(218)206-4066	resplerbrian@yahoo.com	
Liam Riley	Debrah	(218)721-6655	dvandell1@outlook.com	
Jason Risner	Chad	(218)600-6173		
Jonathon Runquist	Marissa & Travis	(218)226-8215	tmrunquist@gmail.com	
Neveah Saice	Rhiannon	(218)343-4199		
KaMirra Spencer	Kaydee	(218)221-0037	Kadeemarie17@gmail.com	
Tara Strine	Esther	(417)294-1586	estermcgill@aol.com	
Christopher Trupe	Brandon	(218)390-9525	Btrupe36@gmail.com	

