

## 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: Jan Kawa

Not Recommended                            Date: 2/11/19

Assistant Superintendent:  Recommended                            Name: \_\_\_\_\_

Not Recommended                            Date: 2/7/19

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: Lowell 4<sup>th</sup> Grade WolfRidge
2. Contact Person (Responsible for Checklist Completion): Troy Erie
3. Field Trip Date(s): April 24-26 Destination: WolfRidge Environmental Learning Center
4. Field Trip Overview (Include events, establishments and locations):  
3 days of environmental education and fun!
5. Field Trip Departure from School (Date and Time): Lowell 9:30 am 4/24/19  
Field Trip Return to School (Date and Time): 3:00 pm 4/26/19
6. Objectives of Field Trip: Meet standards for 4<sup>th</sup> grade in Science
7. Relationship to Curriculum or Student Learning: Rocks & Minerals, Water Systems, Earth systems & conservation
8. Planned Follow-up Field Trip Activities: Classroom Pre & Post teaching of hands on experiences
9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees		\$
Total Meals	> Combined Cost \$ \$141 x 50	\$ 7.050
Total Lodging		\$
Total Transportation		\$
<input checked="" type="checkbox"/> School District Vehicle(s)		TBD
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____		
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____		
Total Additional Stipends:		\$
Other:		\$
<b>Total</b>		<b>\$</b>

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$
Student Fees		\$ 7,050
Total Additional Stipends:		\$
<b>Total</b>		<b>\$</b>

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**

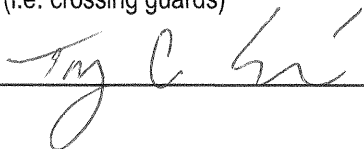
*See attached*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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.

Signature of Contact Person: \_\_\_\_\_

# SAMPLE

## Wednesday April 26<sup>th</sup>, 2017

<b>Dorm Duty Lunch:</b> Jeff S. Erin L.	<b>KP Lunch:</b> Red Group
<b>Dorm Duty Dinner:</b> Paul K., Crystal H.	<b>Dinner:</b> Green Group
<b>Snack Duty:</b> Marina U., Mark U.	<b>Recycling Duty:</b> Robyn A.
<b>Lounge Duty:</b> Brian L.	

Time	Red	Blue	Green
9:30	Depart	Depart	Depart
11:15	Arrive WR	Arrive WR	Arrive WR
11:30	Welcome	Welcome	Welcome
11:45	KP Eat Lunch		
12:15	Lunch	Lunch	Lunch
1:30-4:30	Skyview Adv. Ropes WDML	Geology SC4	Rock Climbing SC6
4:45			KP Eat Dinner
5:15	Dinner	Dinner	Dinner
5:30-6:15	Store	Store	
6:30-7:15	Evening Pres Sc1	Evening Pres Sc1	Evening Pres Sc1
7:30-9:00	Paper Making Ed 9	Paper Making Ed 4	Block Printing Ed11
9:00	Snack	Snack	Snack
9:45	Quiet	Quiet	Quiet
10:15	Sleep	Sleep	Sleep

## Thursday April 27st, 2017

<b>Dorm Duty Breakfast:</b> Matt F., Robyn A.	<b>KP Breakfast:</b> Blue
<b>Dorm Duty Lunch:</b> Jeremy B., Chelsa T.	<b>KP Lunch:</b> Green
<b>Dorm Duty Dinner:</b> Tim B., Justina P.	<b>KP Dinner:</b> Red
<b>Snack Duty:</b> Erin L., Paul K.	<b>Recycling Duty:</b> Jeff S.
<b>Lounge Duty:</b> Shelly A.,	

Time	Red	Blue	Green
6:45			
7:00		KP Eat Breakfast	
7:30	Breakfast	Breakfast	Breakfast
8:30-11:30	Geology SC4	Skyview Adv. Ropes WDML	Ojibwe Heritage ED 5
11:45			KP Eat Lunch
12:15	Lunch	Lunch	Lunch
1:30-4:30	Indoor Rock Climbing SC6	Ojibwe Heritage ED5	Geology SC 4
4:45	KP Eat Dinner		
5:15	Dinner	Dinner	Dinner
5:30-6:15			Store
6:30-7:15	Evening Program SC1	Evening Program SC1	Evening Program Sc1
7:30-9:00	Block Printing ED 9	Block Printing ED 11	Paper Making ED 4
9:00	Snack	Snack	Snack
9:30	Quiet	Quiet	Quiet
10:00	Sleep	Sleep	Sleep

## Friday April 28th, 2017

<b>Dorm Duty Breakfast:</b> Joe H., Justina	<b>KP Breakfast:</b> Red Group
<b>Dorm Duty Lunch:</b> Crystal H., Tim B.	<b>KP Lunch:</b> Blue Group
	<b>Recycling Duty:</b> Matt F.

Time	Red	Blue	Green
7:00	KP Eat Breakfast		
7:30	Breakfast	Breakfast	Breakfast
8:30- 11:30	Ojibwe Heritage Ed 5	Indoor Rock Climbing SC 6	Ridgetop Adv. Ropes WDML
11:45		KP Eat Lunch	
12:15	Lunch	Lunch	Lunch
12:40	Farewell	Farewell	Farewell
1:00	Load Trailer	Load Trailer	Load Trailer
1:15	Depart	Depart	Depart
3:00- 3:15	Arrive @ Lowell	Arrive @ Lowell	Arrive @ Lowell