

## **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:

- ☒ Approved  
☐ Not Approved

Name:



Date:

#### **SUPPLEMENTAL TRIP ACTION**

Principal:

- ☐ Approved  
☐ Not Approved

Name:

Date:

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

#### **EXTENDED/EXTERNALLY SPONSORED TRIP ACTION**


Principal:

- ☒ Recommended  
☐ Not Recommended

Name:



Date:



Assistant Superintendent:

- ☐ Recommended  
☐ Not Recommended

Name:

Date:

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 ☐ Externally Sponsored\*

1. Organization/Grade/Course Planning Trip: Grade 7 - Geography  
2. Contact Person (Responsible for Checklist Completion): Bruce Holm  
3. Field Trip Date(s): 5-28 to 5-29/2010 Destination: Thunder Bay Canada  
4. Field Trip Overview (Include events, establishments and locations): See attached Schedule

5. Field Trip Departure from School (Date and Time): 5-26-10 6:30 AM  
Field Trip Return to School (Date and Time): 5-29-10 2:00 PM  
6. Objectives of Field Trip: View Culture of Neighboring Country, exchange rates history of Canada. Tour of University - University Stay  
7. Relationship to Curriculum or Student Learning: First College Experience for all, Cultural Differences.  
8. Planned Follow-up Field Trip Activities: Orally review trip, experiences,

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:	\$
Total	\$190 <sup>00</sup>

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$
Student Fees		\$190 <sup>00</sup>
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.

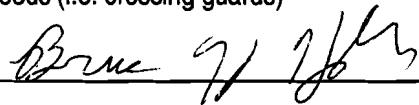
RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

**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

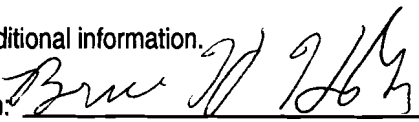
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- ☒ Maintain Student Roster and Check-in/Check-out Procedure
- ☐ Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person: 

**FIELD TRIP REQUEST CHECKLIST – Extended/Externally Sponsored 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: 

## Thunder Bay

The total cost of the trip is \$190.00. You must pay \$50.00 down to sign up your student. Please make checks payable to Morgan Park School. The remaining \$140.00 is due by April 15, 2010. If, for any reason, your student can't go the money will be refunded. I will take no more than 80 students.

Students must be passing all their classes to be eligible. They must have no more than 4 behavior incidents such as referrals, bus reports, in school suspensions, etc. They must have regular school attendance. I will reserve the right to make those final decisions on those in discussion with the principal.

If you have any more questions please contact me at school at 626-4512 ext 110.

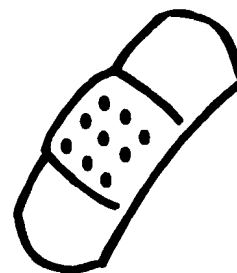
Bruce Holm

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## HEALTH REQUIREMENTS

Morgan Park School – Thunder Bay 7<sup>th</sup> grade trip  
May 26 & 27 & 28, 2010



1. Each student must have a completed a health form – for emergency contact information.
2. Health forms should be returned by Monday, May 17, 2010.
3. **Medications** - requirements for taking medications during this overnight fieldtrip:
  - **Asthma INHALERS & over-the-counter non-aspirin PAIN medications:** DO NOT require an MD signature (Tylenol, Acetaminophen, Advil, Motrin, Ibuprofen)...but do require Parent Signature on the attached form. Your signature gives your permission for your student to self-carry & self-administer any INHALER or NON-ASPIRIN pain medication needed on this trip. You can send this medication with your student on the departure day. DO NOT SEND MEDICATIONS IN PLASTIC BAGGIES; MEDICATION MUST BE IN THE PHARMACY OR ORIGINAL PURCHASED CONTAINER. (Travel size containers of pain medication work well.)
  - **OTHER PRESCRIPTION MEDICATIONS** & any other over-the-counter medications (i.e. Sudafed, Claritin, Allegra) **REQUIRE an MD SIGNATURE and Parent Signature on the attached form.** MEDICATION MUST BE IN THE PHARMACY CONTAINER OR ORIGINAL PURCHASED CONTAINER. *Please Bring/Send Medications to the school health office prior to departure day...this greatly helps the pre-planning process.*
  - If your student currently receives medication in school – call the school nurse's office @ 626-4512 ext. 127 to discuss what is needed.
  - **IF YOU ARE A PARENT GOING ON THIS TRIP WITH YOUR STUDENT:** NO MD signature is required, as you will be responsible for administering all needed medications to your student.

4. Questions or Concerns?

Contact Camille Murphy RN, Licensed School Nurse – Morgan Park Middle School

626-4512 ext. 127

2010

Dear Parents:

This signed permission slip will allow your student to travel to Thunder Bay, Ontario, Canada. The trip will take place from May 26 to 28.

I understand that if any injury occurs to my student during the filed trip for which the district is not at fault, the district insurance provides no coverage for the medical expense. A student's family insurance coverage must, then, provide coverage for medical expenses.

Student Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Home Phone \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Alternative Emergency Phone \_\_\_\_\_

Cell Phone (if any) \_\_\_\_\_