

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
 Not Approved

Name: *[Signature]*
Date: April 25, 2011

SUPPLEMENTAL TRIP ACTION

Principal: Approved
 Not Approved

Name: _____
Date: _____

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

EXTENDED TRIP ACTION

Principal: Recommended
 Not Recommended

Name: *[Signature]*
Date: April 25, 2011

Assistant Superintendent: Recommended
 Not Recommended

Name: *[Signature]*
Date: 5/8/11

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

1. Organization/Grade/Course Planning Trip: 5th Grade Nettleton

2. Contact Person (Responsible for Checklist Completion): John Schmidt

3. Field Trip Date(s): 5/5, 5/6 Destination: Science Museum & History Museum St. Paul

4. Field Trip Overview (Include events, establishments and locations):

5/5 1:00 - 4:00 - Minnesota History Center
5/5-5/6 (4:00-5/5 Science Museum of Minnesota 11:30 AM 5/6)

5. Field Trip Departure from School (Date and Time): 5/5 9:30 AM

Field Trip Return to School (Date and Time): 5/6 3:30 pm

6. Objectives of Field Trip: Enhance student learning and meet standards in

Science and Social Studies. Drumming, performance at Museum
(Inventions, Ojibwe culture, history, scientific method, contributions of women and minority

7. Relationship to Curriculum or Student Learning: Activities and lessons have Cultures to science)
been aligned with the Minnesota State Standards

8. Planned Follow-up Field Trip Activities: _____

Foss kits Ojibwe culture study, Contributions to science by historically
unrecognized persons and cultures.

9. Field Trip Budget Request

Estimated Expenses		Grant to cover 7 th per student
Total Admission/Fees	<u>History - Science - Grant to cover \$42.00 per student</u>	\$ 490 ⁰⁰ Total
Total Meals		\$ 5 to 7 ⁰⁰ per student
Total Lodging		\$ 0
Total Transportation		\$ 2,000
<input type="checkbox"/> School District Vehicle(s)		
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name:	<u>Coach buses because of</u>	(covered by OEE)
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name:	<u>drumming concert</u>	
Total Additional Stipends:		\$ 0
Other:	2490	\$ 0
Total	<u>All expenses covered</u>	\$

Revenues		
District Budget	Code: <u>OEE</u>	\$ 2490-
Booster Group		\$
Donations		\$ 200 ⁰⁰
Student Fees	<u>donation of \$2.00 per student</u>	\$ 1400 ⁰⁰ cost of lunch (#7.00 per student total)
Total Additional Stipends:		\$ 0
Total		\$

11. Reviewed/Completed Request Checklist: Yes No on the permission slip a donation was asked for but a statement was made that no one would be denied the opportunity

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. *1/5*
- Develop and Communicate Teacher and Adult Chaperone Expectations
Example: Supervision duties, no smoking, no alcohol
- Planned Itinerary *(see attached)*

TIME

LOCATION

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

Signature of Contact Person: *John Schmidt*

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: *John Schmidt*



Minnesota History
Center
Washington Exhibit
Classroom Activities
Time to Explore the
Center

We are going to
St. Paul!
May 5th and 6th



Science Museum of MN
King Tut Exhibit
Solve a Mystery
Explore the Museum
Sleep Among the
Dinosaurs!

Thursday, May 5th

9:30 - Depart School

12:00 – Lunch at the Minnesota History center
(School Lunch on their grounds)

12:30-3:30 – Minnesota History Center Exhibits

2:00-2:45 Classroom Session

4:00 – Science Museum Mystery

Friday, May 6th

9:15 – Secrets of the Pharaohs Movie

10:15 – King Tut Exhibit

11:30 – Depart the Science Museum – Lunch along the
way – Students will need \$5.00-7.00 for lunch

3:00 – Friday, May 6th – Return to school – Early
Release Day

**We will be returning AFTER the buses have left.
Students will need to be picked up or walk home.**

Most of the cost for this trip is already covered through other funds. No students will be denied the opportunity due to lack of funds.

Other costs...

\$2.00 – Minnesota History Center Suggested Donation

\$5.00-7.00 for lunch on Friday

\$\$\$ for the gift shop at the Science Museum

Please use the three envelopes enclosed for returning money to school...

One envelope for the \$2.00 donation to the Minnesota History Center

One envelope for Lunch Money for Friday

One envelope for Gift Shop Money (Optional)