

### 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: 1/19/2010

Assistant Superintendent:       Recommended      Name: [Signature]  
                          Not Recommended      Date: 2/26/10

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: District ISD 709 Cultural Exchange
2. Contact Person (Responsible for Checklist Completion): Liang-Pi Yang (Laure Knapp - Chaperone)
3. Field Trip Date(s): June 13 - June 29 Destination: Dalieson China
4. Field Trip Overview (Include events, establishments and locations):  
Host Families cultural exchange + Dalieson High school will develop  
schedule itinerary
5. Field Trip Departure from School (Date and Time): June 13, 2016  
Field Trip Return to School (Date and Time): June 29, 2016
6. Objectives of Field Trip: Mandarin Language Cultural Exchange
7. Relationship to Curriculum or Student Learning: Mandarin International study
8. Planned Follow-up Field Trip Activities: Exchange Trip in September, 2016
9. Field Trip Budget Request: (students will pay their own way)

Estimated Expenses		
Total Admission/Fees		\$
Total Meals	<u>Host Families</u>	\$
Total Lodging	<u>Host Families</u>	\$
Total Transportation		\$
<input type="checkbox"/> School District Vehicle(s)		
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name:	<u>Biztec / per person</u>	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name:		
Total Additional Stipends:		\$ <u>N/A</u>
Other:		\$
<b>Total</b>		<b>\$</b>

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$
Student Fees		\$
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 (*Individual phone with wechat*)
- 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) *Host Families*  
**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
<u>Daily</u>	<u>Dalian High School.</u>
_____	_____
_____	_____
_____	_____

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

Signature of Contact Person: *Wang-pi Yu* - 1/19/16

**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 *Host Families*
- Arrange Lodging Plans and Room Assignments *Host Families*
- 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: *Wang-pi Yu* 1/19/16

## 课程安排 Schedule for Classes

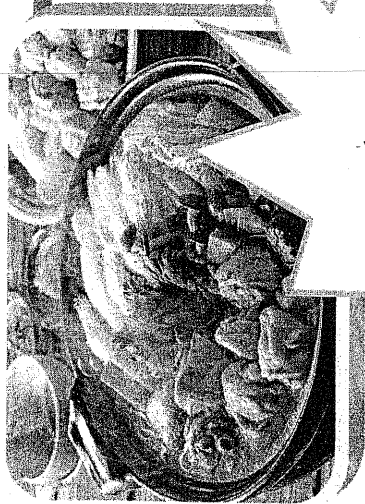
汉字书写 (软笔)	Calligraphy
汉语日常用语	Everyday Expressions in Chinese
中国传统绘画艺术	Chinese Traditional Art
中国城市及名胜古迹	Introduction of Chinese Cities and Places of Interest
中国传统美食	Introduction of Chinese Traditional Food
太极拳	Tai Chi
汉语日常用语	Everyday Expressions in Chinese
中国传统手工艺制作	Chinese Traditional Handicraft
美国人在大连	Americans in Dalian
中国音乐赏析	Appreciation of Chinese music
乒乓球	Table Tennis
数学	Math
物理	Physics
化学	Chemistry
生物	Biology
地理	Geography

### Schedule Activities

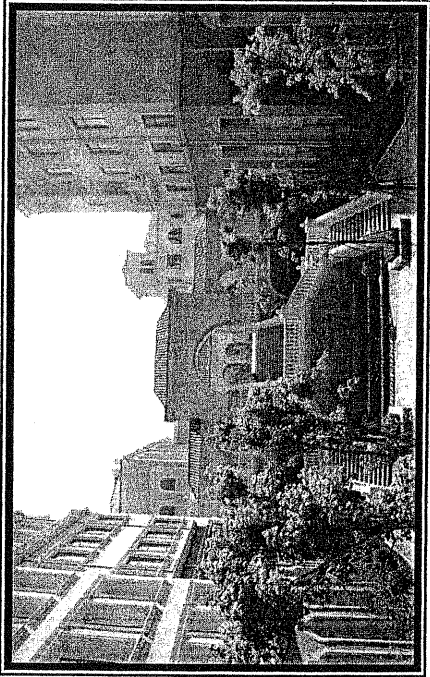
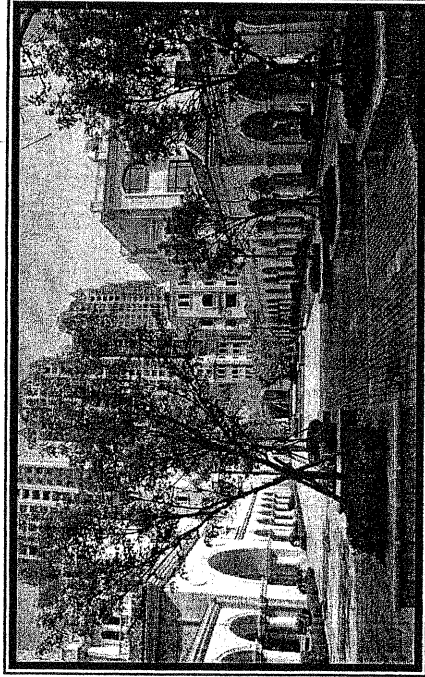
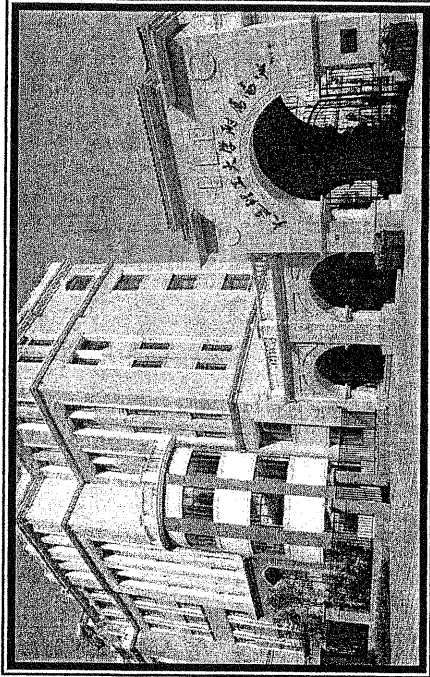
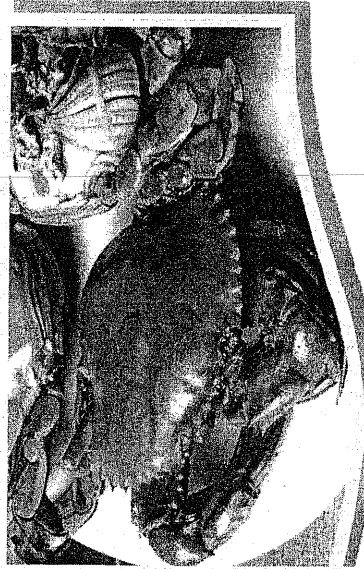
- 1 学校欢迎仪式 Welcome Ceremony
- 2 中美学生联欢暨才艺展示会 Talent Show by American and Chinese students
- 3 樱桃节采摘活动 Cherry Festival
- 4 庄河市冰峪沟旅游 Tour to Bingyugou in Zhuang He City
- 5 参观大连理工大学 Visit Dalian University of Technology
- 6 参观大连现代博物馆 Visit Dalian Modern Museum
- 7 丰富多彩的寄宿家庭活动 Various Activities Arranged by Host Families

### 活动安排 for

The School in Dalian



**DALIAN  
FOODS**



**ISD709 STUDENT  
EXCHANGE PROGRAM**

✧✧ America—China

*Ni Hao!*

中国欢迎你!

*Let's Travel the World.*

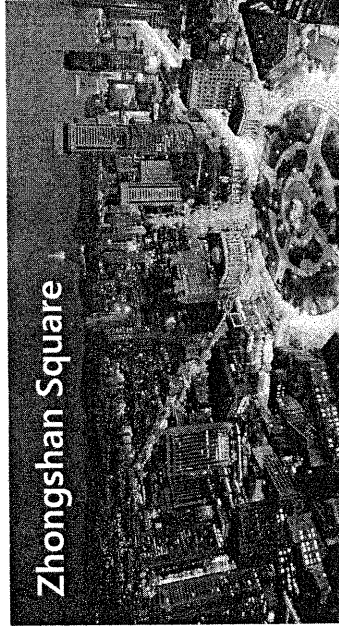
E-mail: [liang-pi.yang@isd709.org](mailto:liang-pi.yang@isd709.org)



## Students travel to China

Duluth students will have an opportunity to study (June 13 - 29, 2016) at the high school attached to Dalian University of Technology in Dalian, China. Dalian, China (pop. 6 million) is a major seaport in the south Liaoning province in Northeast China. It is located on a peninsula surrounded by the Yellow Sea and Bohai Sea. It is known for tourism, fashion and as a trading and financial center. Dalian has gained the name "Hong Kong of Northern China. Buns, pancakes and dumplings are staples rather than rice or noodles. The city also has a very good reputation for seafood dishes which are well worth trying.

## Zhongshan Square



## Short-Term Exchange

In the 2015-2016 School Year, students from Dalian, China visited Duluth high schools for a 3-week period in September to October. Our students then

## Xinghai Square

had the opportunity to travel to China in June where they were fully immersed in a Chinese high school learning environment.

**Expense: Estimated \$ 2000 including airfare and visa fee, plus personal expenses**

**Date: June 13 to June 29, 2016**

**Accommodation: Host Families**

## Golden Stone Beach

