

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: _____

Date: _____

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: _____

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 CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

- x Develop and Communicate Student Discipline Expectations
- x Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- x Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- x Gain Access to Cell Phone for Field Trip
- x 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.
- x Plan Meal Arrangements (if necessary)
Reminder: Notify food service of non-participation.
- x Plan Administration of Student Medication and First Aid Needs (if necessary)
Guide: Contact School Nurse.
- x Develop and Communicate Action Plan if Student Gets Lost on Trip
- x 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.
- x Develop and Communicate Teacher and Adult Chaperone Expectations
Example: Supervision duties, no smoking, no alcohol
- x Planned Itinerary See attachment


TIME

LOCATION

TIME	LOCATION
_____	_____
_____	_____
_____	_____
_____	_____

- x Maintain Student Roster and Check-in/Check-out Procedure
- x 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.

- x Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians
Note: Attach tentative planned itinerary.
- x Arrange Funding of Expenses During Trip
- x Arrange Meal Plans
- x Arrange Lodging Plans and Room Assignments
- x Collect Family Emergency Information for Students
Example: Home phone numbers, emergency contacts, medical information
- x Additional Information
Note: Provide any additional information.

Signature of Contact Person:



FIELD TRIP REQUEST FORM

Date of Submission: April 5th, 2012

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: Physics Department, East H.S.

2. Contact Person (Responsible for Checklist Completion): Ted J. Ford, Physics Teacher

3. Field Trip Date(s): May 3-5, 2012 Destination: Chicago, Ill

4. Field Trip Overview (Include events, establishments and locations): Please see attached Itinerary

5. Field Trip Departure from School (Date and Time): 5:15 AM, May 3

Field Trip Return to School (Date and Time): 10:00 PM May 5

6. Objectives of Field Trip: The objective of the trip is to provide the opportunity for my physics students to take a fantastic field trip to Chicago. Students from past trips have come back with great experiences; seeing first hand physics, science, technology, along with diversified activities which round out the entire trip. Please look over the flyer for specifics on the trip. With traveling by coach there and back and only being gone for three long days, we pack a lot into the trip for lowest possible cost.

7. Relationship to Curriculum or Student Learning: Physics shows how the world works and puts relationships into proper perspective by using equations and math. By visiting United States premiere high particle physics proton accelerator, FermiLab, the students will see and understand the application of much of what we have been covering this last year. Topics such as particle acceleration, centripetal forces, electrostatic Van de Graaff generator, antimatter, electrostatic force fields, sub atomic particles, neutrinos, and a whole lot more. They also will see the wonders of science at the museum of science and industry where physics is being applied in the real world

8. Planned Follow-up Field Trip Activities: _____

Student evaluation of trip, classroom slide presentation of the trip with all students.

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$5,000
Total Meals	\$ 300
Total Lodging	\$3,000
Total Transportation	\$3,750
<input type="checkbox"/> School District Vehicle(s)	
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: <u>Minnesota Coaches, Duluth</u>	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$
Other: Substitute teachers	\$ 500
Total	\$12,550

Revenues	
District Budget	Code: _____ \$
Booster Group	\$
Donations	\$
Student Fees	\$12,600
Total Additional Stipends:	\$
Total	\$12,600

11. Reviewed/Completed Request Checklist: Yes No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

CHICAGO 2012 ITINERARY

May 3rd to May 5th (Thur. – Sat.)

THURSDAY

- 5:00 A.M. Load bus at East HS (Back parking lot)
- 5:15 Leave East HS. **DON'T BE LATE!** (>2.5 hrs)
- 7:50 Arrive at Eau Claire for brunch. **30 min stop** (>3.0 hrs)
- 11:45 Arrive at The House on the Rock, a very unique experience. (2 hr tour)
- 2:00 Board bus for Chicago. (>3.5 hrs)
- 5:30 Arrive at the motel. Unpack, get situated. We'll go for supper 20 minutes after we arrive. Return to hotel/rec. area: pool, hot tub, sauna, exercise facility, etc. Room Captains meeting directly after we return from supper Pool & rec area closes at 10:00 pm
- 11:00 Everyone in own room. Get some sleep. **Friday is a l o n g day.**

FRIDAY

- 6:30 A.M. Up for breakfast. The hotel's "**free**" breakfast is a good meal. Breakfast area opens at 6:30 am.
- 8:00 Be on bus. Leave hotel and travel to Fermi Lab (>0.5 hr) Starts at Wilson Hall, a video presentation and view the Laboratory from the 15th floor windows and visit various displays located there. Linear Accelerator building, the components in the linear accelerator gallery and the Main Control Room. Divide into team #. (9:00-11:30)
- 11:30 Lunch on your own at restaurant in the atrium of the main building.
- 12:00 Meet in Atrium just inside exit doors for a photo op. Then we leave for the Adler Planetarium: museum & show "IBEX" We'll explore the museum and the gift store then go as a large group to the Definiti Theater at 2:15. After show we'll regroup by the restrooms for head count and off to Navy Pier. (1:30) (>1.0 hr).
- 3:15 We leave for the Navy Pier, shop, play games, etc. **Do not leave the Pier for any reason at any time.** (0.3 hr)
- 3:40 Meet by the Seadog Crusises (South side of the pier) for 70 mph tour on Lake Michigan. (4:00-4:30)
Rest of the time enjoy the Navy Pier. Supper on your own at the Navy Pier's restaurants. **Be finished by 6:15**
- 6:30 Meet just inside front entrance for walk to busses. **DON'T** be late.
We'll travel to the Sears Tower. This is the world's #3 tallest building. (7:00-7:45)
- 8:15 Meet in lower (basement) floor by second (middle) gift shop from the elevator. We'll walk to our bus.
- 8:30 Leave for the motel and the Rec. Center. (0.5 hr) Pool & rec area closes at 11:00 pm
- 11:00 Everyone in own room. Get some sleep.

SATURDAY

- 6:45 A.M. Everyone up. Have breakfast, **check out of your hotel room**, pay for any additional charges you have.
- 8:15 Load up and leave for Museum of Science and Industry. We arrive there about 9:15.
After check in: GROUP **: We'll head directly for German submarine exhibit.(30) 10:00 (10:15)
GROUP #: We'll work our way to German submarine exhibit.(26) 10:30 (10:45)
If you go to the Museum Store on lower level (beyond escalators) be sure you come back with one of our chaperones.
Eat lunch at one of the Museum's restaurants. (9:30-12:20)
- 12:30 Meet in Group Room just before the exit (way we came in) and head for home.
(>Toma 5:00, 1 hr stop, 3.5 hr to Duluth) We'll stop for supper along the way.
- 9:30 - 10:30 Arrive at East HS.

You should make your own arrangements for a ride home.
It's better if you can call when we get close to Superior, rather than have someone wait for us.

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- Receive administrative reviewal and school board approval for all extended trips (Exceptions may be granted by the school board chair to accommodate emergencies.)

DEFINITIONS:

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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: Tom M. Powers
 Not Recommended Date: 4/24/12

Assistant Superintendent: Recommended Name: _____
 Not Recommended Date: 5/2/12

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: Denfeld Music Department
2. Contact Person (Responsible for Checklist Completion): Mark Overland
3. Field Trip Date(s): 5-25-12 / 5-27-12 Destination: Minneapolis
4. Field Trip Overview (Include events, establishments and locations): - attend Chanhassen Dinner theater - Attend Valley Fair / attend Minn Twins Game.

5. Field Trip Departure from School (Date and Time): MAY 25, 2012 3: PM
Field Trip Return to School (Date and Time): May 27, 2012 9: PM
6. Objectives of Field Trip: Observe Broadway Musical

7. Relationship to Curriculum or Student Learning: - Instrumental and Vocal Music Curriculum.

8. Planned Follow-up Field Trip Activities: Discussion

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 0
Total Meals	\$ Inc
Total Lodging	\$ Inc
Total Transportation	\$ Inc
<input type="checkbox"/> School District Vehicle(s)	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: <u>Minnesota Coaches</u>	Inc
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$ 0
Other:	\$ 0
Total	\$23,500

Revenues	
District Budget	\$
Booster Group	\$
Donations	\$
Student Fees	\$23500.00
Total Additional Stipends:	\$ -
Total	\$ 23,500

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

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: _____



DISTRICT 709
FIELD TRIP REQUESTS

St. Paul - Nettleton
Grade 5

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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: Stephanie Heilig
 Not Recommended Date: 9/25/12

Assistant Superintendent: Recommended Name: E. Crawford
 Not Recommended Date: 5/2/12

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: Nettleton - Grade 5 - Social St. and Science
2. Contact Person (Responsible for Checklist Completion): Jay Jensen
3. Field Trip Date(s): May 10 and 11, 2012 Destination: St. Paul - MN History Center and Science Museum
4. Field Trip Overview (Include events, establishments and locations):
MN History Center tour and MN Science Museum Camp-In Program participation
5. Field Trip Departure from School (Date and Time): May 10th @ 9:20 AM
Field Trip Return to School (Date and Time): May 11th @ 3:15 PM
6. Objectives of Field Trip: MN
7. Relationship to Curriculum or Student Learning: state social studies, science and engineering standards
8. Planned Follow-up Field Trip Activities: reflection and curricular connections after trip
9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 1,840
Total Meals	\$ 0
Total Lodging	\$ 0
Total Transportation	\$
<input type="checkbox"/> School District Vehicle(s)	
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: <u>Coach arranged by district</u>	2,200
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: <u>2 buses</u>	estimated
Total Additional Stipends: <u>3 teacher stipends for 8 hours</u>	\$
Other: <u>Extra Program at Science Museum</u>	\$ 704
Total	\$

Revenues	
District Budget	Code: <u>01-216-540-401-000</u> \$ 1,840
Booster Group	\$
Donations	\$ <u>3,230</u>
Student Fees	\$ 0
Total Additional Stipends: <u>01-216-540-401-080</u>	<u>600</u>
Total	\$

\$2,200
from science museum
donations

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.)
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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 letter and packet

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

Signature of Contact Person:

Jim Hansen

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:

Jim Hansen