

## 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: \_\_\_\_\_  
 Not Recommended Date: 4/10/23

Assistant Superintendent:  Recommended Name: Anthony Benf  
 Not Recommended Date: 5/5/23

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: Laura MacArthur 5th Gr.

2. Contact Person (Responsible for Checklist Completion): Adam Metzger

3. Field Trip Date(s): 5/31 - 6/2 Destination: Wolf Ridge ELC

4. Field Trip Overview (Include events, establishments and locations): Wolf Ridge environ-  
mental learning programming & experience

5. Field Trip Departure from School (Date and Time): 5/31 - 8:30 AM

Field Trip Return to School (Date and Time): 6/2 - 1:30 PM

6. Objectives of Field Trip: environmental education

7. Relationship to Curriculum or Student Learning: achieves many Science  
standards

8. Planned Follow-up Field Trip Activities: journaling, whole group reflection  
satisfaction survey

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 180/person
Total Meals	\$
Total Lodging	\$
Total Transportation	\$
<input checked="" 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:	\$
<b>Total</b>	<b>\$</b>

Revenues	
District Budget Code:	\$
Booster Group	\$
Donations	\$
Student Fees	\$ 180.00 (fundraising & 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
- Plan Arrangements for Early Pick-Up or Late Drop-Off Students (if necessary). *N/A*
- 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

*- Included 2022 @ Trip. It will be very similar*

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 *- Planned By WR*
- 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: \_\_\_\_\_

I am including the planning docs from last year's trip. We will have the same document prepared for this year.



# WOLF RIDGE<sup>SM</sup>

## ENVIRONMENTAL LEARNING CENTER

Dear 5th Grade Families,

Last Year's Form

We are excited to announce that the 5th grade class will be going to the Wolf Ridge Environmental Learning Center at the end of this school year.

Wolf Ridge website <https://wolf-ridge.org/>

This trip is a marvelous opportunity for our students to learn new skills, practice science inquiry, work as a community and have fun with their peers. Wolf Ridge is often a trip children remember their whole lives. Over the next months, we expect and require that each student act responsibly, respectfully, and safely inside and outside of school in order to earn the privilege to attend the trip.

### Important Dates

- When; May 9th-11th, 2022
- Where; Near Finlayson, MN (about 70 miles northeast of Duluth)
- What: A three day, two night, learning experience focused on science, inquiry, and team building.
- Cost; \$50.00 per Student to be paid by families
- Due Dates: We are asking families to pay at least \$25.00 by 03/31/22
- **The full balance is due 04/30/22**

### **Student Behavior** (please read with your student and sign below)

Our trip to Wolf Ridge is an experience that promotes a sense of community and team building among students. The focus is to provide experiences that engage students in building skills of responsibility and self-confidence, while learning about the environment through outdoor educational activities. Students should come home from the experience exhausted from all of the activity being conducted over the three days at the environmental center.

## FAQ

*What will my student need to bring with?*

Practical clothing for being outside in the late spring (jacket and good walking shoes), toiletries, and bedding (sleeping bag/blankets & pillow), a water bottle, and any medications that your child uses.

Students may bring money to spend at the gift shop but it is their responsibility. Also students should bring a book to read during quiet time before bed.

*What if my child is not able to go to Wolf Ridge because of their behavior?*

Students who are not able to attend the Wolf Ridge trip will come to school as normal and have regular classes and expectations.

*Can my student bring a cellphone?*

**Wolf Ridge does not allow TECHNOLOGY such as ipods/mp3 players, ipads/notebooks and cell phones** as they tend to be distracting/problematic and take away from the outdoor experience.

*Can my child bring snacks or candy with them?*

No, meals and snacks will be provided. **Please do not allow your child to bring any candy or snack with them.**

To provide for a safe and memorable trip, students are reminded that we will be using the same behavioral expectations at Wolf Ridge as we do at Laura MacArthur.

Students are expected to be SOARing:

I will be....

- Safe
- On Task
- Act with Kindness
- Respectful

*Expectations:*

- All students will follow “Wolf Ridge” requirements and rules. These rules are set for any and all schools that participate at Wolf Ridge.
- Students will be respectful and responsible.
- Students will be a positive influence and will demonstrate that they are “gracious guests”.

*What happens if students follow the expectations:*

- Everyone is safe and has a good experience with their friends and the adult supervisors.
- All groups will be able to participate in the activities planned for the group.

*What happens if students choose not to follow the guidelines:*

1. The adults will be working closely with students and will provide reminders of proper behavior and actions.
2. If a student continues to make poor choices, a teacher will conference with a student and complete a “Fix it Plan”. Once the student has demonstrated that they are ready to resume activities, they will re-enter the group. Parents will be notified a “fix it plan” has been created (if needed).
3. If after creating a plan, a student continues to make poor choices, a phone call home will be made and parent(s) will be required to come pick up their child. If a parent cannot pick their child up, we will have to charge the standard mileage reimbursement rate per mile to have an adult bring the child home.

We are not expecting any early trips home for students if expectations are being followed and students are striving to do their personal best.

Parent Signature	Student Signature
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## Wolf Ridge Packing List

- Clothes (Long pants, shorts, short sleeve shirts, sweatshirt, light jacket)
- Shoes (good for walking/climbing/hiking)
- Pajamas
- Bedding (sleeping bag + pillow or blanket, sheet, and pillow)
- Book
- Hat
- Water Bottle
- Toiletries (toothbrush, toothpaste, soap, deodorant)
- Towel
- Sunscreen & Bug Repellent
- Optional - Spending money for the gift shop

### PLEASE DO NOT BRING THE FOLLOWING ITEMS

Toys	Candy	Stuffed Animals	Electronics	Flashlights
Perfume	Gum	Snacks	Slime	

### Rules for Wolf Ridge:

*Please review prior to your trip.*

1. Students must be with an adult at all times. You will usually be with your group leader.
2. No one is allowed to go back to the dorm without an adult.
3. Shoes or boots are not allowed in the dorm rooms. Leave them lined up neatly outside your door in the hallway.
4. All gear must be packed and ready to go Wednesday morning before Breakfast, so Wolf Ridge staff can start cleaning.
5. Keep the rooms clean and neat at all times so you are ready for inspection for the conservation award.
6. If you have KP duty, be at the dining hall at the correct time and stay with your adult supervisor. (7:15, 11:45, 4:45)
7. Quiet Time is from 9:30 pm to 6:30 am.
8. We are walking at all times, within the building.
9. Be on your best behavior at all times. We are representing Laura MacArthur Elementary School!
10. **Remember- All electronic devices, food, and gum are to stay home. They do not allow these there.**

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## Signature Sheet

By signing below, I understand the following and am willing to comply with the set expectations:

- I have reviewed the letter regarding student expectations and the “Rules for Wolf Ridge” information. I understand that this is a requirement for students.
- I understand that if it is required, students may be asked to leave Wolf Ridge due to not complying with the behavior expectations. If my child is required to come home, **I will drive to Wolf Ridge to pick him/her up.**
- If I cannot drive there, I know that I will be charged \$0.54 per mile to offset staff costs of driving him/her home and will pay this cost within 5 school days of the incident.

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Student Name (Printed)

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Student Signature

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Parent Signature

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Date



# Wolf Ridge Detail Schedule

Time	Pav	Metzer
<b>Monday May 9th</b>		
7:35	Arrive at LM, gather in Large Muscle Room. (near front entrance) Students should get breakfast. Pick up med bags from Nurse.	
8:05	Begin loading the bus, everyone should have a bathroom break before we head out. Students load bags on to the trailer.	
8:15	Depart LM	
9:45	Arrive at WR, give room assignments and get unpacked.	
10:30 - 11:45	Meet with WR staff for welcome. <i>If there is extra time here we plan to take a quick nature walk.</i>	
12:30	Lunch - Fireplace Dining Hall	
1:30 - 4:30	Class - Ridgeview Adventure Ropes - ED6	Class - Skyview Adventure Rope - ED Lobby
5:30	Dinner - Fireplace Dining Hall	
6:30 - 9:00	Evening Presentation SC1 6:30 - 7:15 Evening Meeting - Lobby MAC Campfire 8:00 - 9:00	Evening Presentation SC1 6:30 - 7:15 Evening Meeting - Lobby MAC Campfire 8:00 - 9:00
9:30	Bedtime, Lights Out	
<b>Tuesday May 10th</b>		
7:00	Everybody up and getting ready	
7:45 - 8:10	Breakfast - Fireplace Dining Hall	
8:30 - 11:30	Ojibwe Heritage ED6	Wetlands ED9
12:30	Lunch - Fireplace Dining Hall	
1:30 - 4:30	Superior View Hike ED11	Ojibwe Heritage ED5
5:30	Dinner - Fireplace Dining Hall	
6:00 - 9:00	Light Hike & Craft	Light Hike & Craft
9:00 - 9:30	Journaling/Reading	
9:30	Bedtime, Lights Out	

Time	Pav	Metzer
<b>Wednesday May 11th</b>		
7:00	Everybody up and getting ready	
7:45 - 8:10	Breakfast - Fireplace Dining Hall	
8:30 - 11:30	Wetlands ED9	Superior View Hike ED7
11:30 - 12:00	Pack Up, double check that rooms are clean and nothing if left, Begin loading the bus at 12:00. Pick up our to-go lunch, BATHROOM BREAK!	
12:15	Everyone on the bus, headcount, start passing out lunch when we are on the highway.	
1:30	Arrive back at LM. Load back into the Large Muscle Room	
1:30 - 2:15	Check out students whose parents come to pick them up, Return meds to Nurse.	

Pav Learning Group 6b		Metzer Learning Group 6a	
Cal	Travis	Len	Stephanie S.
Rylie	Jonathon	Mason	Adri
Nevaeh	Liam	Nathan	Cadel
Kyla	Chris	Ethan G	Jackie
Shania	Jaden	Nikki	Maddy
Merci		Saniyah	Tasha
Kamirra		Aiyana	
Katelyn		Emma	
		Talon	