

**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: Darren Sheldon  
 Not Recommended Date: 1/5/18

Assistant Superintendent:  Recommended Name: A. Stovick  
 Not Recommended Date: 1/5/18

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: Lakewood Elementary 5<sup>th</sup> grade

2. Contact Person (Responsible for Checklist Completion): Heather Kemp

3. Field Trip Date(s): Feb 5-7, 2018 Destination: Wolf Ridge ELC

4. Field Trip Overview (Include events, establishments and locations):  
educational classes at Wolf Ridge

5. Field Trip Departure from School (Date and Time): 8 am 2/5/18

Field Trip Return to School (Date and Time): 2 pm 2/7/18

6. Objectives of Field Trip: Science learning

7. Relationship to Curriculum or Student Learning: fits in with science standards

8. Planned Follow-up Field Trip Activities: writing, presentations, talk about science learned

9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees		\$
Total Meals		\$ 6400
Total Lodging		\$
Total Transportation		\$ 300
<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>\$ 6700</b>

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$
Student Fees	<u>160 per student</u>	\$ 6400
Total Additional Stipends:	<u>5<sup>th</sup> grade</u>	\$ 300
<b>Total</b>	<u>trip fund</u>	<b>\$ 6700</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.) *parent mtg 1/11/18*
- 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
	<i>Wolf Ridge plans our itinerary</i>

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

Signature of Contact Person: *Heathu Kemp*

## 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 *at parent mtg 1/11/18*  
**Example:** Home phone numbers, emergency contacts, medical information
- Additional Information  
**Note:** Provide any additional information.

Signature of Contact Person: *Heathu Kemp*



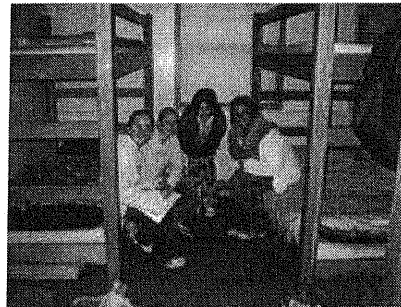
# WOLF RIDGE<sup>SM</sup>

## ENVIRONMENTAL LEARNING CENTER

## Parent Information

### SAMPLE DAILY SCHEDULE

7:00-8:15 am	Breakfast KP
7:30-8:15 am	Breakfast
8:30-11:30 am	Morning Class
11:45-1:15 pm	Lunch KP
12:15-1:15 pm	Lunch
1:30-4:30 pm	Afternoon Class
4:45-6:15 pm	Dinner KP
5:15-6:15 pm	Dinner
6:30-7:15 pm	Evening Program
7:30-9:00 pm	Evening Activities
9:00-9:30 pm	Campfires, Astronomy, Journal time
9:30pm-6:30am	Quiet time in dorm



### Dining

Meals are served cafeteria style at Wolf Ridge. Schools are assigned a dining hall and a meal time in our two dining halls. The dining hall is shared with other schools. Seconds are announced when all schools have been served. Everyone is required to bus their dishes.

Your child may participate in Kitchen Patrol during their visit. KP arrives early for the meal and after eating will assist with serving, washing dishes and cleanup.

Menus can be viewed on our website.

If your child has a special dietary needs or is a vegetarian, please read the Special Dietary Needs Information. Action by you is required, no later than 2 weeks before the scheduled trip.

### Lodging

Our West dorm features a view of Sawmill Creek Valley and a large stone fireplace. The West dorm lobby is a shared space for all schools living there. The West dorm consists of nine sections, each section containing 3-5 rooms, which sleep 4-8 people. Each section shares a bathroom with private toilets and showers. Co-ed hallways link the sections.

Our East dorm offers two large dayrooms for group meetings and is divided into four sections, each section with 6 rooms. Each room sleeps 6-8 people and includes a private bathroom.

Personal storage is limited. Plan on living out of a pack, or a suitcase, which can be stored under your bed. Participants must bring their own sleeping bag, pillow and toiletries.

We suggest that you put your child's name in their belongings. We do our best to return items if informed of loss. You will be asked to pay for return postage.

### Contact while at Wolf Ridge

Your child will be very busy at Wolf Ridge, learning and exploring outside and will not be accessible by calling our office. In case of an emergency, and the need to get hold of a participant at Wolf Ridge, you may call 218-353-7414 or 1-800-523-2733 (MN,WI). From 8am to 8pm your call will go directly to the office. After 8pm follow the voice messaging system to reach our on-site staff. Please do not use the emergency voice mail option to deliver a non-emergency message. Messages that are not emergencies will be delivered at the next meal.

Wolf Ridge cannot print and deliver emails sent to your child.

US Mail is delivered each evening at dinner. Please address to the student, including your **SCHOOL'S** name (Wolf Ridge may be hosting more than one school) at the below address. Mail should be sent a minimum of four days prior to your stay. Mail arriving after departure will be returned if return address is provided.

### Dressing for classes

Wolf Ridge's climate typically is four weeks different than the Metro. Fall comes earlier and Spring comes later. With the exception of Indoor Rock Climbing and a few evening activities, all Wolf Ridge classes spend time outside.

Please see our packing list for suggested outdoor gear. Dressing for success in the northwoods means staying dry and comfortable.

## **Wolf Ridge Student "What to Bring (and not to bring)"**

Students and adults are responsible for bringing personal items and clothing which is appropriate for the season. We want your stay at Wolf Ridge to be as pleasant and trouble free as possible. Please call if you have any questions or special requests. A suggested list follows:

### **Clothing:**

Warm scarf (or gator – to cover neck)  
Tennis shoes (Rock Wall)  
2 Sweaters  
2 extra shirts  
2 extra pants  
2 extra underwear  
4-5 pair of socks (in case it's wet)  
Hat (must cover ears)  
gloves or mittens (mittens warmer)  
1 snow pants  
1 Winter jacket  
1 Long underwear  
1 Extra mittens or gloves

### **Do Not Bring**

radios or music players  
electric appliances (hair dryers, etc...)  
electronic games  
Chewing gum  
**Any** type of food or snacks  
**Any** liquids (pop, lemonade mix, etc...)  
non-recyclable items  
ANY medicines not prescribed by doctor  
on the health forms, including cough  
drops, aspirin, .....

Cell phone, including a phone to be used as  
a camera.

Cell phones not allowed.

### **Personal Gear**

Sleeping bag and pillow (in garbage bag marked with name on bag in permanent marker or duct tape)  
a fitted sheet for the bed  
towel, soap, and shampoo  
toothbrush and toothpaste  
pajamas  
writing materials (journal, pencils, pencil sharpener)  
Water bottle

### **Optional Personal Gear**

Flashlight  
Camera/film (NO cell phones as cameras)  
Store money (10.00 will buy a souvenir) Wolf-ridge.org website has the store on-line; you can  
take a look to see if there is anything your child would want that would cost more money.  
A book to read on the bus ride or before bed.