

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 FORM

Date of Submission: 12/22/2025

Type of Trip: ☐ Instructional ☐ Supplementary ☒ Extended

- Organization/Grade/Course Planning Trip: East HS CTE AFNR
- Contact Person (Responsible for Checklist Completion): Sonja Hakanson
- Field Trip Date(s): March 3rd-6th, 2026 Destination: Camp Menagyn
- Field Trip Overview (Include events, establishments and locations): Winter trip to Camp Menagyn near BWCA. Dog sledding, cross country skiing, hiking, local ecology lessons, social + emotional learning
- Field Trip Departure from School (Date and Time): March 3rd 9am
Field Trip Return to School (Date and Time): March 6th 5pm
- Objectives of Field Trip: challenge students to move outside comfort zones, build community + learn about local flora + fauna.
- Relationship to Curriculum or Student Learning: supports many State CTE AFNR standards
- Planned Follow-up Field Trip Activities: Debrief trip, share highlights
- Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 3,799.46 3,799.46
Total Meals	\$
Total Lodging	\$ >1,920.00
Total Transportation	\$
<input checked="" type="checkbox"/> School District Vehicle(s)	\$
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	~400
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends: <u>Sub for 4 days</u>	\$ 600
Other:	\$
Total	\$

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$
Student Fees		\$ 240.00
Total Additional Stipends:		\$ 3558.73
Total		\$

\$ 6,717.46

- Friends of BWCA Scholarship

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 *will do before trip*
- ☐ 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 *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:

Saj Halme

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 *will do before trip*
Example: Home phone numbers, emergency contacts, medical information
- ☒ Additional Information
Note: Provide any additional information.

Signature of Contact Person:

Saj Halme

Day Trips and Activities at Menogyn

Menogyn offers dogsledding, winter hikes, snowshoeing, cross country skiing, and a wood stove sauna.

Dog sledding

Our most popular activity is very dependent on the winter conditions. The two mushers will use their discretion to make sure humans and dogs alike have a safe and fun experience. Participants are encouraged to help with feeding and watering of dogs and meet the dogs in the dog yard!

Winter Treks/Hikes/Snowshoes/Skis

Daniels Bluff: a short 45 minute round trip hike. Trail is located behind the dining hall and offers an overlook of Daniel's Lake, which is in the BWCAW. The trail is steep at the end, but very manageable.

Caribou Rock: located off the Hungry Jack Road, it takes about 2 hours round trip from Menogyn. It's about a 1.5 mile walk from the Menogyn landing. The overlook offers a beautiful view of West Bearskin Lake and is one of the most photographed spots in the BWCAW.

Honeymoon Bluff: about a three-hour round trip adventure from camp. The trail is located off the Clearwater Road about three miles from Menogyn. Honeymoon Bluff offers a spectacular view of Hungry Jack and Bearskin Lake.

Rose Falls: about a 3-4 hour roundtrip adventure from camp, Rose Falls is a beautiful waterfall in-between Duncan and Rose Lakes. Rose Lake is on the border of Canada, so you also get views of our friendly northern neighbor.

Rose Falls and Bottlecap Overlook: 4-6 hour roundtrip adventure from camp, Bottlecap is a gorgeous overlook of the border lakes. It is well worth the work to get there. The spur trail to Bottlecap is located on the Duncan-Rose portage, so you also get to see Rose Falls.

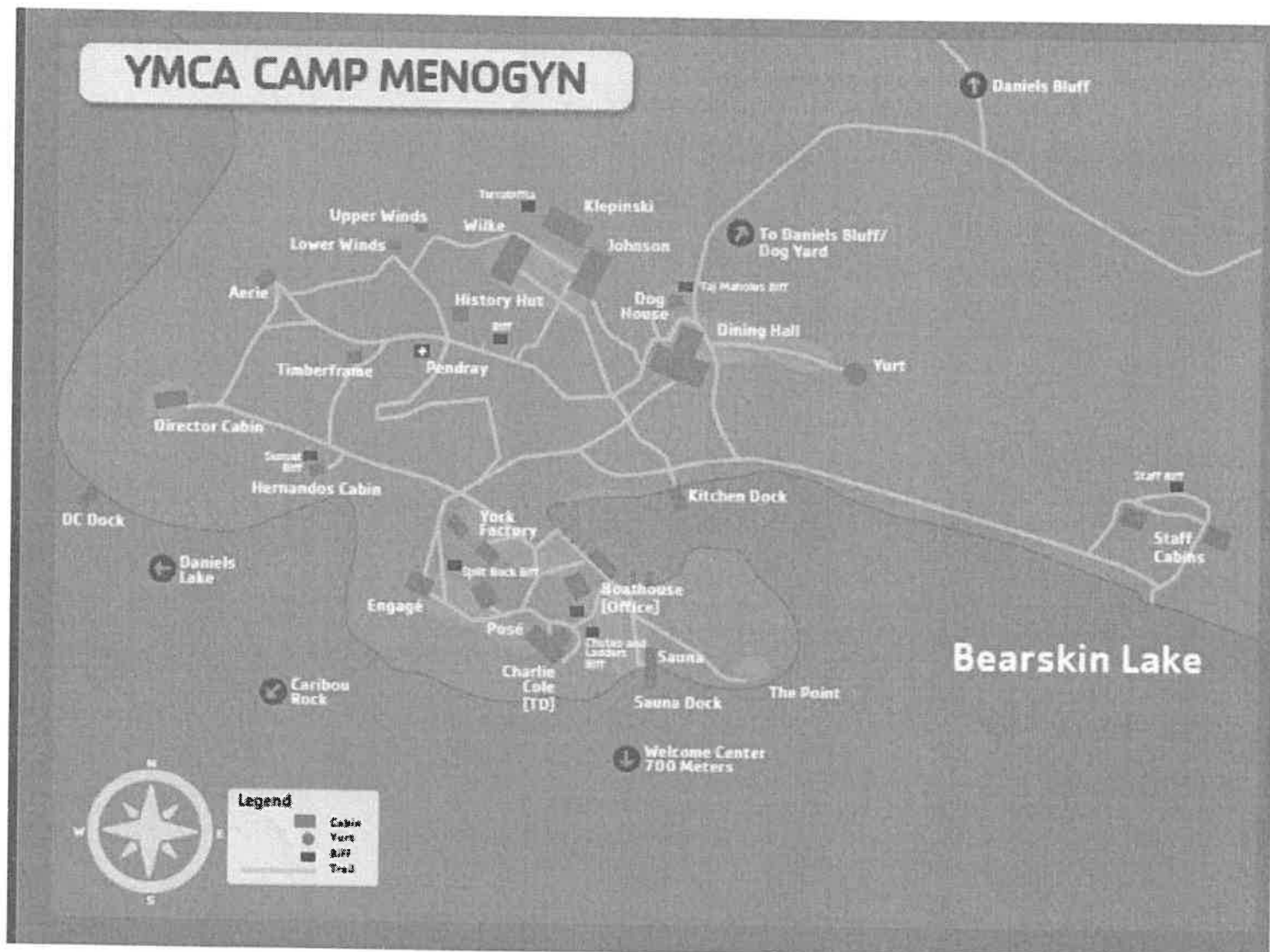
Sig Olson Lake: a little lake tucked away off Bearskin- hike there in the winter or bushwack/drag your canoe there in the summer (it usually requires some muddy feet in the summer!)

Groomed Ski Trails at East Bearskin Lodge: hop in a vehicle and drive the 15 minutes south of camp to East Bearskin Lodge for some of the finest groomed ski trails in Minnesota. Trails are groomed for classic and skate. Day passes are \$, but worth it. These trails are amazing! You can also grab an adult beverage or mug of cocoa in their lodge after your ski.

Sauna

Menogyn has a traditional wood fired sauna. The staff will stoke the sauna and lifeguard the hole in the lake ice for participants "to dip" during their sauna the final evening of their visit at camp.

YMCA CAMP MENOGYN



YMCA Camp Menogyn is located on the north shore of West Bearskin Lake. In the winter, participants park in our lot on the south shore and walk roughly $\frac{1}{2}$ mile to camp on a packed trail to our site which is mapped out here. Staff will help groups get across the lake with sleds to pull gear.

Cabin Descriptions

The following spaces are winterized and used for housing during the winter months.

Klepinski Cabin

Sleeps 32 participants on top and bottom bunks. Divided into 4 rooms of 8 beds. The four rooms are named Spruce, Cedar, Alder and Fern. The cabin is located along the boardwalk and is a 1-2 minute walk from the dining hall. A heated outhouse is 50 feet from the cabin. This building also has a large main room with tables and couches for programming and relaxing.

Johnson 8

Sleeps eight participants and is located along a boardwalk. It has top and bottom bunks. It is a 1-2 minute walk from the dining hall and 100 feet from a heated outhouse.

Johnson 12

Sleeps twelve participants on top and bottom bunks. Located along a boardwalk, it is a 1-2 minute walk from the dining hall and 100 feet from a heated outhouse.

Wilke 8

Sleeps eight participants and is located along a boardwalk. It has top and bottom bunks. It is a 2 minute walk from the dining hall and 100 feet from a heated outhouse.

Wilke 12

Sleeps twelve participants on top and bottom bunks. Located along a boardwalk, it is a 2 minute walk from the dining hall and 100 feet from a heated outhouse.

Dining Hall East

This is a room located on the main floor of our dining hall, directly adjacent to our indoor bathrooms. The room sleeps 4-6 participants on top and bottom bunks.

Dining Hall West

This is a room located on the main floor of our dining hall, directly adjacent to our indoor bathrooms. The room sleeps 4-6 participants on top and bottom bunks.

Spring

This is a room located in the basement of our dining hall. It sleeps 6 participants on top and bottom bunks. To reach the indoor toilets, participants need to walk up a short staircase.

Summer

This is a room located in the basement of our dining hall. It sleeps 6 participants on top and bottom bunks. To reach the indoor toilets, participants need to walk up a short staircase.

Autumn

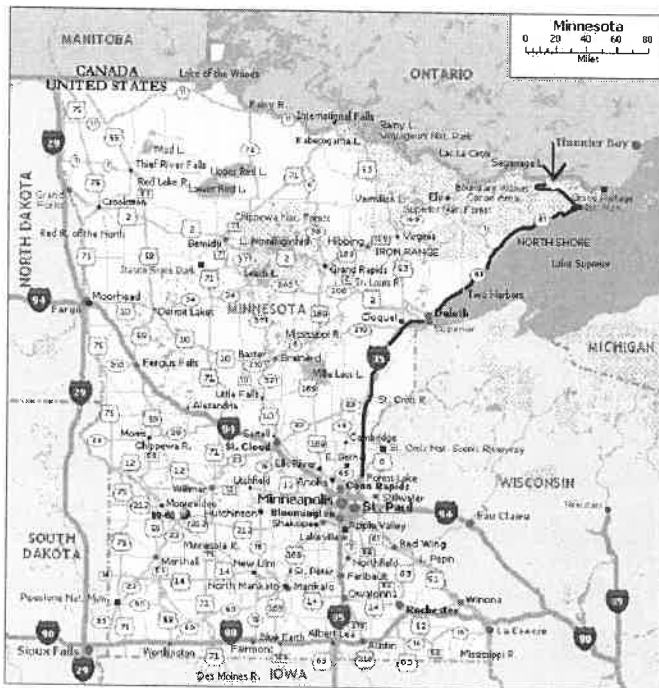
This is a room located in the basement of our dining hall. It sleeps 6 participants on top and bottom bunks. To reach the indoor toilets, participants need to walk up a short staircase.

Winter

This is a room located in the basement of our dining hall. It sleeps 8 participants on top and bottom bunks. To reach the indoor toilets, participants need to walk up a short staircase.

Driving Directions to YMCA Camp Menogyn

- 1) From the Twin Cities, take I-35 NORTH to Duluth.
- 2) In Duluth, follow I-35 NORTH to MN Highway 61 NORTH until Grand Marais.
- 3) In Grand Marais, take a LEFT on the Gunflint Trail/County Road 12. {Please call camp in Grand Marais (218 388 4497) with estimated arrival time}
- 4) Follow the Gunflint Trail for about 35 minutes until County Road 21/Hungry Jack Road.
- 5) Follow the gravel road for about 2.5 miles, eventually there will be a subtle fork in the road, follow the signs to Camp Menogyn.
- 6) Upon arrival, back your car into a parking spot and use the intercom located in a wooden phone box in the Welcome Center to notify staff of your arrival.



Duluth East High School
Career and Technical Education Department
Agricultural, Food, and Natural Resources
Ms. Sonja Hakanson
sonja.hakanson@isd709.org
218-336-8845 ex 2153

Overnight Field Trip Permission Form

I grant permission to my student, _____, to attend the overnight field trip to Camp Menogyn on March 3rd -6th, 2026.

By signing this form, you agree that your student:

- is able to walk a quarter mile across a frozen lake while pulling a sled.
- will behave better on the trip than they do at school.
- will not bring drugs, alcohol, vapes, or tobacco on the trip.
- will treat camp staff with respect and abide by their leadership
- will abide by all camp rules.
- will not use inappropriate language within the group nor to the camp staff.

Failure by your student to follow these expectations will result in consequences upon returning to school and/or removal from camp. YOU WILL HAVE TO PICK UP YOUR STUDENT if they need to be removed.

PLEASE FILL OUT THE FOLLOWING:

1. If your student takes medications regularly, or you foresee them needing any on the trip, please provide instructions below for those medications, including type and dosage:

2. My student IS / IS NOT (circle one) allergic to dogs.

If yes, please provide details about if they will have medication with them or not and if they need to abstain from dog sledding activities or not:

3. My student has the following dietary requirements:

Parent/Guardian Printed Name:

Parent Guardian Signature:

Date:

Best Contact Number for Emergencies:

Camp Menogyn Overnight Field Trip

Dates: March 3rd- 6th 2026

Camp Address: 55 Menogyn Trail, Grand Marais, MN 55604

Important Contacts:

Camp Phone: 651-252-1911 or 218-388-4497

Teacher Leader Cell: Sonja Hakanson 608-408-0437

Transportation:

March 3rd: Students need to be at East by 8:45am SHARP. We will ride in two 7 passenger vans.

March 6th: Departing the camp, we will leave around 2:30 pm from Menogyn, returning around 5:30pm. Students will need to be picked up from East, or arrange to get a ride with another student's guardian.

Behavior Expectations:

Students are expected to behave at a high standard at all times while at the camp. Students are representing East High School and will determine our eligibility to return to the camp in the future.

If students behave poorly while on the trip, depending on the severity of the student's conduct they will receive one or more of the following consequences:

1. Ineligibility to participate on future field trips for the 25-26 school year.
2. Suspension per district rules when returned from the trip.
3. Removal from trip, for severe instances.

If your student needs to be removed from the trip when it is ongoing, you will be notified and required to pick your student up from the camp.

Overnight Field Trip Eligibility

1. Must be enrolled in one of Ms. Hakanson's classes, or be a TA, or in an Independent Study.
2. Passing grade in all classes (D or higher)
3. No more than 8 unexcused class periods (This is total, not per class and includes both study halls and WIN)
4. No more than 9 unexcused tardies (This is total, not per class and includes both study hall and WIN)
5. No assigned OSS time
6. No bus referrals
7. Must be engaged and on task 80% of the class period in Ms. Hakanson's class.