

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: Kerry Hoburg
 Not Recommended Date: _____

Assistant Superintendent: Recommended Name: Anthony Borja
 Not Recommended Date: 2/16/25

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: Duluth East High Choirs
2. Contact Person (Responsible for Checklist Completion): Paul Christenson
3. Field Trip Date(s): 4/11/25 - 4/13/25 Destination: Twin Cities
4. Field Trip Overview (Include events, establishments and locations): School exchange, performance viewing, Museum/Zoo, National anthem @ Timberwolves game, etc.
5. Field Trip Departure from School (Date and Time): 4/11/25 @ 6:00am
Field Trip Return to School (Date and Time): 4/13/25 @ 7:00pm
6. Objectives of Field Trip: Performing, listening, singing, learning, & being ambassadors for ISD 709.
7. Relationship to Curriculum or Student Learning: Performance criteria, reflection-based learning, listening & responding activities
8. Planned Follow-up Field Trip Activities: Reflection, learning new music, etc

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ —
Total Meals	\$ 167
Total Lodging	\$ 160
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:	\$ 600
Other:	\$ 65
Total	\$ 325/per student (600)

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

11. Reviewed/Completed Request Checklist: Yes No

Can provide on request.

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL Paul Christenson Disol 709.org

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. — 4 adults for 60 students
- Develop and Communicate Teacher and Adult Chaperone Expectations
- Example:** Supervision duties, no smoking, no alcohol
- Planned Itinerary

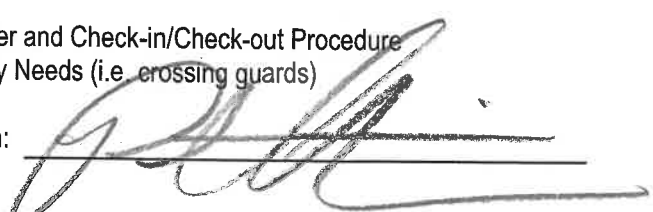
TIME

LOCATION

Attached

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

Signature of Contact Person: _____

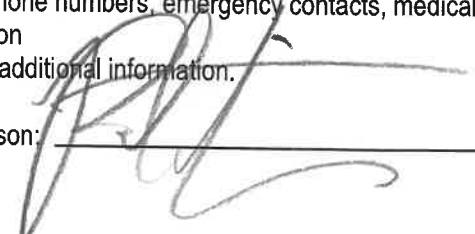


FIELD TRIP REQUEST CHECKLIST – Extended Trip Only

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: _____





MINNESOTA STATE HIGH SCHOOL LEAGUE

ELIGIBILITY STATEMENT for MUSIC CONTESTS

COMPLETE AND SEND WITH CONTEST REGISTRATION MATERIALS.

List all students who will actually participate in this contest: (Please print or type. DO NOT SEND FULL CLASS LIST.)

Student's Name	Grade	Student's Name	Grade
See attached.			

The above students are certified eligible according the the Minnesota State High School League
Fine Arts Rules and Policies Manual.

Director's Signature:

Principal's signature:

NOTE: 7th and 8th grade students are **NOT** eligible for solo performances, 7th and 8th grade students are eligible for ensemble performance if: 1. they are a member of a major performance group (9-12) or 2. the ensemble includes at least one 9-12 grade student.

First Name	Last Name	Grade
Connor	Albertson	12
Acorn	BaeHurst	11
Madison	Blais	11
Josie	Blazevic-Seibert	10
Grace	Bringman	10
Jacqueline	Brock	11
Ryan	Clingman	12
Lucia	Dastoor	12
Audrey	Dick	11
Lydia	Eaton	11
Kira	Engen	12
Bennett	Forsman	11
Ella	Gardner	11
Axe	Halgenstaad	10
Kate	Hampton	10
Harriet	Hill	10
Arlo	Hoffman	11
Aleta	Kimber	10
Kate	Knettel	11
Abigail	Linsten	12
Van	Luoma	11
Jasper	Martinson	10
Hannah	Mason	12
Aurora	McEwen-Updegrove	11
Margaret	McMahon	12
Molly	McNamee	12
Brayden	Miller	12
Jewel	Ononogbu	12
Robert	Petersen	12
Westin	Peterson	12
Mauren	Pierson	12
Stella	Powell	11
Charlotte	Priest	11
Odin	Robinson	10
Athena	Semotuk	10
Azalea	Steffes	12
Ishani	Thakurta	10
Gracie	Winings	10
Clara	Winings	12

Kerry Stehling
2-5-25

Duluth East A'Cappella Run-Out - 2025 - Itinerary

Note: This schedule is subject to change. These are our intended stops, but may change due to any number of factors (time, weather, etc).

Friday

7:00am - COACH BUS opens at the front Duluth East Parking Lot

Students with a vehicle will park where their parking pass indicates

9:30am - Arrive @ St. Croix Preparatory Academy

10:30am - Perform @ St. Croix Preparatory Academy

Noon - Fast Food Stop

Students pay for their own meal here

1:30pm - Arrive @ Prior Lake High School

2:00pm - Perform @ Prior Lake High School

3:30pm - Depart for Mall of America

4:30pm - Registration at Radisson Blu @ MOA

Students pay for their own meal here

5:30pm - Depart for Target Center

7:00pm - Watch Timberwolves Game

10:30pm - Radisson Blu @ MOA

11:30pm - In Rooms

Midnight - Lights Out

Saturday

7:00am - Continental Breakfast opens at Radisson Blu @ MOA

9:30am - Depart for Como Zoo

10:00am - Arrive at Como Zoo

12:00pm - Lunch at Food Court

Students pay for their own meal here

2:00pm - Depart for MOA

3:00pm - Mall of America

Students pay for their own meal here

6:00pm - Depart for Minneapolis Orchestra Hall

6:30pm - Arrive at Minneapolis Orchestra Hall

7:00pm - Secret of the Whales performance @ Orchestra Hall

10:30pm - Return to Radisson Blu @ MOA

11:30pm - In Rooms

Midnight - Lights Out

Sunday

7:00am - Continental Breakfast opens at Fairfield Inn and Suites-O'Hare

8:30am - Checkout

9:00am - Depart for Bakken Museum

10:00am - Arrive at Bakken Museum

Noon - Depart for lunch @ Burnsville Mall

12:30pm - Arrive at Burnsville Mall

Students pay for their own meal here

2:00pm - Depart for Duluth East High School

5:00pm - Return at Duluth East High School