

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: Kenny Johnson
☐ Not Recommended Date: 11-25-25

Assistant Superintendent: ☒ Recommended Name: A. Burt
☐ Not Recommended Date: 12/1/25

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: _____
2. Contact Person (Responsible for Checklist Completion): Jonathan Grimsby - Duluth East Band Director
3. Field Trip Date(s): April 17-18, 2026 Destination: Eau Claire, WI Jazz Festival
4. Field Trip Overview (Include events, establishments and locations): Performances/Competition at UW, Eau Claire
Travel by motor coach.
5. Field Trip Departure from School (Date and Time): 4:30 pm, April 17, 2026
Field Trip Return to School (Date and Time): 11:59 pm, April 18th, 2026
6. Objectives of Field Trip: Performance and Clinic sessions with Jazz Professionals - represent the Duluth community with style and panache.
7. Relationship to Curriculum or Student Learning: Directly aligns with our MN State standards and curriculum maps - Clinic workshops will reinforce benchmarks and goals - performances will enhance the application of knowledge.
8. Planned Follow-up Field Trip Activities: Continued instruction throughout the 2025 - 2026 academic year.
9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees	paid by band account	\$ 300
Total Meals	paid by jazz concert revenue	\$ 850
Total Lodging		\$1,464.15
Total Transportation		\$ 2,000
<input type="checkbox"/> School District Vehicle(s) <input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: <u>Voyageur Buses</u> <input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____		
Total Additional Stipends:		\$
Other:		\$
Total		\$ 4614.15

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$ 200
Student Fees		\$
Total Additional Stipends:		\$
Total		\$ 200

Per student cost is estimated at
\$225 per student

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
See the draft itinerary - performance times cannot be set until contest managers solidify two weeks prior to the contest

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

Signature of Contact Person: Jonathan Grimsby

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: Jonathan Grimsby

Eau Claire Jazz Trip Itinerary

Hello Jazz Band,

Here is an itinerary for our trip to the Eau Claire Jazz Festival from Friday, April 17, 2026 through Saturday, April 18, 2026.



Friday, April 17, 2026

4:45 pm - Load Bus and leave for Eau Claire, WI

(Bring a snack for the bus)

7:45 pm - Arrive in Eau Claire/check into Hotel for Dinner

Fairfield by Marriott (715) 831-1000

1666 Princeton Crossing

Eau Claire, Wisconsin 54703

8:00 pm - Costco Pizza dinner in hotel

10:15 pm - ROOM CHECK & LIGHTS OUT

Saturday, April 18, 2026

7:00 am - Free Breakfast at hotel

8:30 am - Check out of hotel/Load Bus - Depart for the University of

WI, Eau Claire *(don't leave anything behind, we are not coming back!)*

9:00 am - Arrive at University of Wisconsin, Eau Claire

[PERFORMANCE SCHEDULE Linked Here](#) / [MASTER CLASS SCHEDULE Linked Here](#)

9:30 am - **Duluth East Warm up** in "Centennial A-B"

10:00 am - **Duluth East PERFORMANCE** in "Ojibwe Ballroom"

10:30 am - **Duluth East SIGHTREADING** session in "Ho-Chunk"

12:00 pm - Lunch provided - Jimmy John's

(purchased using Depot/COGGS revenue)

12:30 pm - 4:30 pm Additional clinic sessions/performances/awards

4:30 pm - Awards Ceremony in "Ojibwe" *(arrive early for a seat)*

5:30 pm - Group Dinner Off Site *(purchased using Depot/COGGS revenue)*

7:30 pm - "Headliner Concert"

Pablo Center at the Confluence

128 Graham Avenue

10:00 pm - Depart for Duluth East High School

11:59 pm - Approximate arrival at Duluth East High School

EAU CLAIRE jazz FESTIVAL

ENTERTAINING & INSPIRING SINCE 1967

Presented by Eau Claire Jazz, Inc. in partnership with University of Wisconsin - Eau Claire

SATURDAY, APRIL 12TH 2025 | BUILDING: DAVIES STUDENT CENTER | CLASS AA HIGH SCHOOL BIG BAND

	ROOM: CENTENNIAL A - WARM UP	ROOM: OJIBWE BALLROOM PERFORMANCE	ROOM: HO-CHUNK SIGHT READING OR ADDITIONAL ADJUDICATION	COMPETITIVE SIGHT READING OR ADDITIONAL ADJUDICATION
7:30-8:00				
8:00-8:30				
8:30-9:00				
9:00-9:30	EAU CLAIRE NORTH HIGH SCHOOL JAZZ I			
9:30-10:00	DULUTH EAST JAZZ ENSEMBLE	EAU CLAIRE NORTH HIGH SCHOOL JAZZ I		
10:00-10:30	TWO RIVERS HIGH SCHOOL JAZZ ENSEMBLE	DULUTH EAST JAZZ ENSEMBLE	EAU CLAIRE NORTH HIGH SCHOOL JAZZ I	
10:30-11:00	EAU CLAIRE MEMORIAL JAZZ I	TWO RIVERS HIGH SCHOOL JAZZ ENSEMBLE	DULUTH EAST JAZZ ENSEMBLE	
11:00-11:30		EAU CLAIRE MEMORIAL JAZZ I	TWO RIVERS HIGH SCHOOL JAZZ ENSEMBLE	
11:30-12:00			EAU CLAIRE MEMORIAL JAZZ I	
12:00-12:30	ROSEVILLE AREA HIGH SCHOOL JAZZ BAND I			
12:30-1:00	INDIAN TRAIL HIGH SCHOOL & ACADEMY JAZZ I	ROSEVILLE AREA HIGH SCHOOL JAZZ BAND I		
1:00-1:30	MAPLE GROVE HIGH SCHOOL JAZZ BAND I	INDIAN TRAIL HIGH SCHOOL & ACADEMY JAZZ I	ROSEVILLE AREA HIGH SCHOOL JAZZ BAND I	
1:30-2:00	ROSEVILLE AREA HIGH SCHOOL JAZZ BAND II	MAPLE GROVE HIGH SCHOOL JAZZ BAND I	INDIAN TRAIL HIGH SCHOOL & ACADEMY JAZZ I	
2:00-2:30		ROSEVILLE AREA HIGH SCHOOL JAZZ BAND II	MAPLE GROVE HIGH SCHOOL JAZZ BAND I	
2:30-3:00	INDIAN TRAIL HIGH SCHOOL & ACADEMY JAZZ II		ROSEVILLE AREA HIGH SCHOOL JAZZ BAND II	
3:00-3:30	DELONG MIDDLE SCHOOL JAZZ BAND	INDIAN TRAIL HIGH SCHOOL & ACADEMY JAZZ II		
3:30-4:00		DELONG MIDDLE SCHOOL JAZZ BAND	INDIAN TRAIL HIGH SCHOOL & ACADEMY JAZZ II	
4:00-4:30			DELONG MIDDLE SCHOOL JAZZ BAND	
4:30 PM	AWARD CEREMONY IN DAVIES CENTER, OJIBWE BALLROOM			