

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 review 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: 1-10-24

Assistant Superintendent: Recommended Name: Anthony B...
 Not Recommended Date: 1/22/24

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:

(Sterling strings)

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: DEHS Chamber Orchestra

2. Contact Person (Responsible for Checklist Completion): Byron Klimek

3. Field Trip Date(s): Feb 16-19 Destination: Chicago, IL

4. Field Trip Overview (Include events, establishments and locations): Chicago Symphony, Field Museum, perform free concert

5. Field Trip Departure from School (Date and Time): 2/16/24 3pm

Field Trip Return to School (Date and Time): 2/19/24 5pm

6. Objectives of Field Trip: Experience Chicago Symphony + a Black soloist. Great opportunity to see diversity in orchestra

7. Relationship to Curriculum or Student Learning: Experience one of the top orchestras in the world w/ a BIPOC guest soloist.

8. Planned Follow-up Field Trip Activities: Discuss bringing music to different cities and what that means to those communities.

9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees		\$ 800.00
Total Meals		\$ 500.00
Total Lodging		\$ 4170.00
Total Transportation		\$
<input type="checkbox"/> School District Vehicle(s)		5960.
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: <u>Voyager Bus</u>		00
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____		0
Total Additional Stipends:		\$ 0
Other:		\$ 0
Total		\$ 11430.00

Revenues		
District Budget	Code:	\$
Booster Group		\$ 0
Donations		\$ 1500.00
Student Fees		\$ 10,000.00
Total Additional Stipends:		\$ 0
Total		\$ 11,500.00

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.

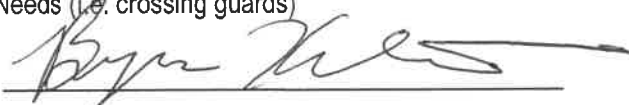
- Develop and Communicate Student Discipline Expectations
- Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- 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

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: 

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: 

**Duluth East High School
Sterling Strings
Tour to Chicago
February 16-19, 2024**

DAY ONE: Friday, February 16, 2024

2:30 pm – 3:00 pm	Load the bus at Duluth East High School
NEED TO FIGURE OUT BATHROOM STOPS AND DINNER	
11:00 pm	Arrive at Fairfield Inn and Suites by Marriott, Chicago O'Hare

DAY TWO: Saturday, February 17, 2024

7:00 am - 8:30 am	Eat Breakfast in the Hotel Lobby
8:45 am - 9:00 am	Load bus
9:00 am - 9:45 am	Drive to Garfield Park Conservatory
10:00 am - 12:00 pm	Time in Conservatory
12:00 pm - 12:15 pm	Load Bus
12:15 pm - 12:30 pm	Drive to Millenium Park
12:30 pm - 1:30 pm	Walk around Millenium Park find lunch in the area (on your own)
*meet at Field Museum Ticketing at 1:30 pm	
2:00 pm - 4:30 pm	Field Museum of Natural History
4:30 pm - 5:00 pm	Walk to Exchequer Restaurant & Pub
5:00 pm - 6:30 pm	Dinner at Exchequer Restaurant & Pub
6:30 pm - 6:45 pm	Walk to Chicago Symphony Orchestra
6:45 pm - 8:00 pm	Take group photos, get tickets, find seats
8:00 pm - 10:00 pm	Watch Chicago Symphony Orchestra
10:00 pm - 10:30 pm	Drive to Hotel

DAY THREE: Sunday, February 18, 2024

7:00 am - 8:30 am	Eat Breakfast in the Hotel Lobby
8:45 am - 9:00 am	Load bus
9:00 am - 9:45 am	Drive to Shedd Aquarium
10:00 am - 1:00 pm	Visit Shedd and find lunch in the area
1:00 pm - 3:00 pm	Change into concert black, warm up and tune instruments.
3:00 pm - 4:00 pm	Perform at Chicago Temple

4:00 pm - 7:00 pm	Shopping and dinner at Water Tower Place (mall)
7:00 pm - 7:45 pm	Drive to Hotel
7:45 pm - 10:00 pm	Relax and Swim at Hotel

DAY FOUR: Monday, February 19, 2024

7:00 am - 8:30 am	Eat Breakfast in the Hotel Lobby
8:45 am - 9:00 am	Load bus
9:00 am - 5:00 pm	Return to Duluth East High School

NEED TO FIGURE OUT STOPS BATHROOM AND LUNCH