

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: 9-28-26

Assistant Superintendent: ☒ Recommended Name: Anthony Buz
☐ Not Recommended Date: 10/6/26

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 5th Grade
2. Contact Person (Responsible for Checklist Completion): Kalina Pavlisich
3. Field Trip Date(s): 2/24 → 2/26 2027 Destination: Wolf Ridge FLC
4. Field Trip Overview (Include events, establishments and locations): See mock detail schedule - attached!
5. Field Trip Departure from School (Date and Time): Wed. Feb. 24th 2027
Field Trip Return to School (Date and Time): Fri. Feb 26th 2027
6. Objectives of Field Trip: Cooperative learning, environmental and outdoor education, historical/cultural education
7. Relationship to Curriculum or Student Learning: Science and ELA standards including human impacts on earth systems, ecology, + native heritage perspectives.
8. Planned Follow-up Field Trip Activities: wild MN Project with field guides, impact letter/essay, and acrostic poem.
9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees	<u>\$195 x 55</u>	\$ <u>10725</u>
Total Meals	<u>> included in 5</u>	\$ <u>n/a</u>
Total Lodging		\$ <u>n/a</u>
Total Transportation		\$
☒ School District Vehicle(s)		<u>1,200</u>
☐ Commercial Transportation Carrier ~ Name: _____		
☐ Private Vehicle (requires certificate of insurance) ~ Name: _____		
Total Additional Stipends:		\$ <u>0</u>
Other:		\$ <u>0</u>
Total		\$ <u>11925</u>

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

We will be doing fundraisers, we do not have numbers yet!

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). *use sign in/out sheet*
Guide: May choose to leave message on school voice mail to help with late drop off.
- ☒ Plan Meal Arrangements (if necessary) *n/a Wolf Ridge will arrange w/ dietary restrictions*
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 *Wolf Ridge has search+rescue plan*
- ☒ 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 *example 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. - done! An example*
- ☒ Arrange Funding of Expenses During Trip
- ☒ Arrange Meal Plans
- ☒ Arrange Lodging Plans and Room Assignments
- ☒ Collect Family Emergency Information for Students *Infinite Campus*
Example: Home phone numbers, emergency contacts, medical information
- ☒ Additional Information
Note: Provide any additional information. *none*

Signature of Contact Person: _____

Example- Wolf Ridge Detail Schedule

Time	Learning Group A	Learning Group B	Learning Group C
Wednesday April 24th			
7:45 - 8	Arrive at LM, gather in Large Muscle Room. (near front entrance) Students should get breakfast & eat in cafeteria. Label student luggage. All student (labeled!) meds to Pav/Metzer.		
8:30	Begin loading the bus, everyone should have a bathroom break before we head out. Load bags onto the trailer. BATHROOM BREAK!		
9	Depart Laura MacArthur - Chaperones can drive themselves & child separately, just let us know!		
10:45	Arrive at WR, give room assignments and get unpacked.		
11 - 11:30	Meet with WR staff for welcome. <i>If there is extra time here we plan to take a quick nature walk or continue getting unpacked. Meet in main lobby by 12:15</i>		
12:20	Lunch - Fireplace Dining Hall		
1:30 - 4:30	Ojibwe Heritage ED5	Birds ED7	Small Mammals SC4
5:20	Dinner - Fireplace Dining Hall		
6:30 - 9:00	Skyview Ropes Course Weesner Cms 6:30 - 9	Ridgetop Ropes Course MAC Entry 6:30 - 9	Indoor Rock Climbing ED2 6:30 - 9
9:00 - 9:30	Get ready for bed - quiet journal/reading time in dorm room		
9:30	Bedtime- Lights Out!		
Thursday April 25th			
7:00	Wake Up / Getting Ready		
7:35	Breakfast - Fireplace Dining Hall		
8:30 - 11:30	Rock Climbing ED2	Rock Climbing SC6	Birds ED7
12:20	Lunch - Fireplace Dining Hall		
1:30 - 4:30	Small Mammals SC4	Ojibwe Heritage ED5	Ridgetop Ropes Course Weesner Cms
5:20	Dinner - Fireplace Dining Hall		
6:30 - 9:15	Evening Naturalist Program SC1 6:30 - 7:15 Campfire 7:30 - 8:30		
8:30 - 9:15	Get ready for bed - quiet journal/reading time in dorm rooms. <u>Start consolidating things into bags.</u>		
9:15	Bedtime, Lights Out Need to be packed up and out of rooms <u>before</u> our last class tomorrow (Friday) morning!		

STUDENT NAME:

Medication Name		What is this med for?	
How many doses are you sending?		What is the dose size?	
When should the child take this?			
Side Effects?			

For Staff Use ONLY (Please record your initials)

Wed Noon	Wed Evening	Thur Morning	Thur Noon	Thur Evening	Fri Morning

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Medication Name		What is this med for?	
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For Staff Use ONLY (Please record your initials)

Wed Noon	Wed Evening	Thur Morning	Thur Noon	Thur Evening	Fri Morning

Kalina Pavlisich
5th Grade Teacher
Lakewood Elementary
10/2/26

To:

John Magas, Superintendent
Anthony Bonds, Assistant Superintendent
Members of the Duluth Public Schools ISD 709 School Board

Subject: Request for Approval – 5th Grade Overnight Field Trip to Wolf Ridge

Dear Superintendent Magas, Assistant Superintendent Bonds, and Members of the School Board,

I am writing to request approval for the 5th grade class at Lakewood Elementary to attend a multi-day overnight field trip to Wolf Ridge Environmental Learning Center in Finland, MN. This trip would take place from February 24th through February 26th, 2027, and would provide students with an invaluable opportunity for hands-on, experiential learning in an outdoor setting.

The program at Wolf Ridge is designed to complement our science and environmental education curriculum by engaging students in activities that foster curiosity, teamwork, and respect for the natural world. Students will participate in guided hikes, ecological investigations, and team-building exercises that promote both academic learning and social-emotional growth.

This trip has long been a memorable and impactful experience for our students, helping them connect classroom lessons to real-world applications while building confidence and collaboration skills. We believe this opportunity aligns strongly with our district's goals of promoting experiential, lifelong learning and student engagement.

I have reviewed the program's safety procedures and transportation requirements, and I am prepared to work closely with administration to ensure all district guidelines are followed.

Thank you for considering this request. I am happy to provide additional details or documentation as needed.

Sincerely,

Kalina Pavlisich
5th Grade Teacher, Lakewood Elementary
kalina.pavlisich@isd709.org phone extension: 2230