

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 Johnson
 Not Recommended Date: 3-7-25

Assistant Superintendent: Recommended Name: Anthony B...
 Not Recommended Date: 3/11/25

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 11-12, 2025 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 11, 2025
Field Trip Return to School (Date and Time): 2:00 am, April 12th, 2025
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 2024 - 2025 academic year.
9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees	paid by band	\$ account
Total Meals	paid by jazz concert revenue	\$
Total Lodging		\$771.12 (including
Total Transportation		\$ tax)
<input type="checkbox"/> School District Vehicle(s)	MN Coaches	
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: _____		
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____		
Total Additional Stipends:		\$
Other:		\$
Total		\$ 155.40/student

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

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 attached example from prior trip in 2023 - itinerary cannot be set until contest managers set the times.

- 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 - As of 4/19/23



Hello Jazz Band,

Here is an itinerary for our trip to the Eau Claire Jazz Festival from Friday, April 21, 2023 through Sunday, April 23, 2023.

Friday, April 21, 2023

4:45 pm - Load Coach 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 - Taco Bar Hosted by chaperones in hotel

10:30 pm - ROOM CHECK & LIGHTS OUT

Saturday, April 21, 2023

7:00 am - Breakfast at hotel

8:30 am - Check out of hotel/Load Bus - Depart for the University of Wisconsin, 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](#)

9:00 am - 11:45 am Competition/Master Classes/Performances

12:00 pm - Lunch provided by parents (brought in coolers on bus)

1:00 pm - 4:30 pm Additional clinic sessions/performance/awards

2:30 pm - **Duluth East Warm up** in "Centennial A-B"

3:00 pm - **Duluth East PERFORMANCE** in "Ojibwe Ballroom"

3:30 pm - **Duluth East SIGHTREADING** session in "Ho-Chunk"

4:30 pm - Awards Ceremony in "Ojibwe"

5:30 pm - Dinner *(purchased using concert at Pier B revenue)*

Tony Capony Pizza

2501 Mondovi Road

7:30 pm - "Headliner Concert"

Pablo Center at the Confluence

128 Graham Avenue

10:00 pm - Depart for Duluth East High School

1:00 am (4/23/23) - Approximate arrival at Duluth East High School



CLASS AA HIGH SCHOOL BIG BAND

PERFORMANCE IN DAVIES CENTER, OJIBWE BALLROOM

	WARM UP	PERFORMANCE	SIGHTREADING
7:30-8:00			
8:00-8:30	NORTH HIGH SCHOOL JAZZ ENSEMBLE		
8:30-9:00	ROSEMOUNT HIGH SCHOOL	NORTH HIGH SCHOOL JAZZ ENSEMBLE	
9:00-9:30	EAU CLAIRE MEMORIAL HIGH SCHOOL	ROSEMOUNT HIGH SCHOOL	NORTH HIGH SCHOOL JAZZ ENSEMBLE
9:30-10:00	BRAINERD HIGH SCHOOL	EAU CLAIRE MEMORIAL HIGH SCHOOL	ROSEMOUNT HIGH SCHOOL
10:00-10:30	FOND DU LAC HIGH SCHOOL	BRAINERD HIGH SCHOOL	EAU CLAIRE MEMORIAL HIGH SCHOOL
10:30-11:00	OCONOMOWOC HIGH SCHOOL	FOND DU LAC HIGH SCHOOL	BRAINERD HIGH SCHOOL
11:00-11:30	MAPLE GROVE SENIOR HIGH SCHOOL	OCONOMOWOC HIGH SCHOOL	FOND DU LAC HIGH SCHOOL
11:30-12:00		MAPLE GROVE SENIOR HIGH SCHOOL	OCONOMOWOC HIGH SCHOOL
12:00-12:30			MAPLE GROVE SENIOR HIGH SCHOOL
12:30-1:00			
1:00-1:30			
1:30-2:00	FRANKLIN HIGH SCHOOL		
2:00-2:30	JANESVILLE CRAIG HIGH SCHOOL	FRANKLIN HIGH SCHOOL	
2:30-3:00	DULUTH EAST JAZZ BAND	JANESVILLE CRAIG HIGH SCHOOL	FRANKLIN HIGH SCHOOL
3:00-3:30	ROSEVILLE AREA HIGH SCHOOL	DULUTH EAST JAZZ BAND	JANESVILLE CRAIG HIGH SCHOOL
3:30-4:00		ROSEVILLE AREA HIGH SCHOOL	DULUTH EAST JAZZ BAND
4:00-4:30			ROSEVILLE AREA HIGH SCHOOL

AWARD CEREMONY IN OJIBWE

4:30

ROOM	CENTENNIAL A-B	OJIBWE BALLROOM	HO-CHUNK

STORAGE:

MENOMINEE