

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: Lucy Johnson
☐ Not Recommended Date: _____

Assistant Superintendent: ☒ Recommended Name: Anthony Davis
☐ Not Recommended Date: _____

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.

8-19-25

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: ☐ Instructional ☐ Supplementary ☒ Extended

1. Organization/Grade/Course Planning Trip: Duluth East A Cappella Choir
2. Contact Person (Responsible for Checklist Completion): Paul Christenson
3. Field Trip Date(s): 9/12/25 - 9/14/25 Destination: Camp Knutson, Crosslake MN
4. Field Trip Overview (Include events, establishments and locations): performance, rehearsal, teambuilding, singing in sectionals. Warm-ups.
5. Field Trip Departure from School (Date and Time): 9/12/25 @ 1:45pm
Field Trip Return to School (Date and Time): 9/14/25 @ 12:00pm
6. Objectives of Field Trip: Teambuild, perform, rehearse.
7. Relationship to Curriculum or Student Learning: It's their first summative performance of the year.
8. Planned Follow-up Field Trip Activities: Reflection; future concerts.
9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ <u>140</u>
Total Meals	\$
Total Lodging	\$
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:	\$
Other:	\$
Total	\$ <u>140</u> / per student

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$
Student Fees		\$ <u>140</u>
Total Additional Stipends:		\$
Total		\$ <u>140</u> / 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

Sent to Kelly Flohazy.
Email me if you need to see it
paul.christenson@isd769.org

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: _____

A'Cappella Retreat

Schedule (2025)

Friday

1:45 Load Buses and Depart
for Camp Knutson

4:45 Unpack and get settled

6:15 Dinner (sopranos
clean-up)

7:00 Sectionals

8:00 Rehearsal #1- Main Hall

10:00 T-Shirt Decorating - Main
Hall

10:45 Campfire by the lake
(inside if it rains)

11:45 In cabins

12:15 **Lights out!**

Saturday

7:30 Morning Bell

8:15 Breakfast (tenors
clean-up)

8:45 A'Cappella Olympiad
Event #1 BASSES

9:15 Sectionals (same places)

10:00 Full Rehearsal #2

12:00 Lunch (basses clean-up)

12:30 A'Cappella Olympiad
Event #2+3 TENORS + ALTOS

4:00 Full Rehearsal #3

5:45 Dinner (altos clean-up)

6:15 A'Cappella Olympiad
Event #4 SOPRANOS

7:15 Full Rehearsal #4

9:00 Social Time in Main Hall

11:30 In cabins

12:00 **Lights Out!**

Sunday

7:00 Morning Bell

7:30 Breakfast (required)

8:00 Load Buses and Depart
for Church

8:30 Warm-up at church

9:00 **Performance at
Crosslake Lutheran Church**

9:30 Depart for Duluth

12:00 Arrive at East High
School