

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: Danette Selbo
 Not Recommended Date: 2/17/23

Assistant Superintendent: Recommended Name: Anthony Benke
 Not Recommended Date: 3/3/23

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: Duluth East High School Bands
2. Contact Person (Responsible for Checklist Completion): Jonathan Grimsby - Duluth East Band Director
3. Field Trip Date(s): Nov. 17-Nov. 22, 2023 Destination: Disney World, Orland Florida
4. Field Trip Overview (Include events, establishments and locations): Performances at Disney parks, Kennedy Space Center, travel by motor coach.

5. Field Trip Departure from School (Date and Time): 8:00 am, Nov. 17th, 2023
Field Trip Return to School (Date and Time): 7:00 pm, Nov. 22, 2023
6. Objectives of Field Trip: Clinic sessions with Disney 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 2023 - 2024 academic year.

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$
Total Meals	\$
Total Lodging	\$
Total Transportation	\$
<input 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	\$ 1,600/student

See attached proposal

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 proposal

- 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

Initial Disney World Tour Announcement

Wednesday, February 15th, 2023

Dear Current Freshmen, Sophomore and Junior Band Members and Parents,

I am excited to announce the band tour for next year will be to **Disney World in Orlando, Florida!**

The dates for the tour are:

November 17th through November 22nd, 2023



The trip will be arranged through “*Performance Tours*” - Duluth East has used this company for years and are always pleased with the quality of their service and overall trip production. While we are in the process of developing a firm timeline of activities (*can do this once contracts are all finalized*) [here is the overview of the proposal](#).

Performance highlights include:

Marching at the Magic Kingdom, “Disney Instrumental Workshop”, performance at the Kennedy Space Center.

Other highlights:

Three-Park “Hopper Pass” with access to all four of the Walt Disney World Parks, time at Cocoa Beach (if time allows) - free evening entertainment at all of the parks. Private security guard at hotel from 11:00 pm - 3:00 am. Outdoor pool at hotel.

Chaperones:

Chaperones will be needed for the tour. Please complete [THIS FORM](#) to express your interest.

Disney World Tour Cost:

Students, between \$1,500 - \$1,600. Chaperones between \$750 - \$800.

Payment Timeline:

March 15, 2023 First Payment of \$150 (secures spot on tour)

May 17, 2023 Second Payment of \$550

October 15th, 2023 Final Payment ~\$800 (or remaining balance)

Forms Due:

March 15, 2023 ["Intent to Travel" Google Form](#) - complete with 1st payment.
September, 2023 ["Health Form"](#)
September, 2023 ["Covid Form"](#) (for "Performance Tours")
September, 2023 ["Travelers Responsibility Clause"](#) (for "Performance Tours")
September, 2023 ["Behavior Contract Form"](#) (reviewed at "Tour Talk" in the fall).

Travel Insurance:

Travel insurance can be purchased up to the final payment - please review [THIS DOCUMENT](#) if you are interested. The plan recommended includes the "Cancel for Any Reason" - referred to as "CFAR".

Questions:

Please feel free to contact me with any questions you may have!

Thank you for considering sending your student on a trip with the Duluth East Bands. It will definitely be a trip to remember!

Jonathan Grimsby
Jonathan.Grimbsby@isd709.org
(218) 336-8845 ext. 4105

