

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: De Al
☐ Not Recommended Date: 10-29-25

Assistant Superintendent: ☒ Recommended Name: Lucretia B. L.
☐ Not Recommended Date: 11/14/25

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.

Kalina Pavlisich
5th Grade Teacher
Lakewood Elementary
11/5/25

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 25th through February 27th, 2026, 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

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: ☐ Instructional ☐ Supplementary ☒ Extended

1. Organization/Grade/Course Planning Trip: Lakewood 5th Grade

2. Contact Person (Responsible for Checklist Completion): Kalina Paulisich

3. Field Trip Date(s): 2/25/26 → 2/27/26 Destination: Wolf Ridge ELC

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 25 2026 10am

Field Trip Return to School (Date and Time): Fri. Feb 27 2026 2pm

6. Objectives of Field Trip: Cooperative Learning, Environmental + Outdoor Education + awareness

7. Relationship to Curriculum or Student Learning: Science standards including human impacts on earth systems, ecology, + native heritage perspective

8. Planned Follow-up Field Trip Activities: Wild MN Project Cusing field guides, Impact letter/essay, and acrostic poem

9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees	$\$190 \times 55 =$	\$1,0450
Total Meals	included ↑	\$ n/a
Total Lodging		\$ n/a
Total Transportation		\$
<input checked="" type="checkbox"/> School District Vehicle(s)		1,000
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____		
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____		
Total Additional Stipends:		\$ 0
Other:		\$ 0
Total		\$11,450

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). *use sign out/in sheet*
Guide: May choose to leave message on school voice mail to help with late drop off.
- ☒ Plan Meal Arrangements (if necessary) *n/a*
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 *attached example*

TIME

LOCATION

- ☒ Maintain Student Roster and Check-in/Check-out Procedure
- ☒ Arrangement for Safety Needs (i.e. crossing guards) *n/a*

Signature of Contact Person:

Karin Puliti

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. - *example attached*
- ☒ 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:

Karin Puliti



Dear 5th Grade Families,

We are excited to announce that the 5th grade class will have the opportunity to go to Wolf Ridge Environmental Learning Center this school year.

Included in this letter, to be RETURNED by December 10th (Detach & return, keep info.)

- ☐ Wolf Ridge Student/Guardian Agreement
- ☐ Permission Form (with full payment complete at this time)

Wolf Ridge website <https://wolf-ridge.org/>

This trip is an amazing opportunity for our students to learn new skills, practice science inquiry, work as a community, have experiences outdoors, and have fun with their peers. Wolf Ridge is often a trip children remember their whole lives!

Important Points -

- **When:** Wednesday - Friday **February 25th - 27th, 2026**
- **Where:** Near Finland, MN (about 70 miles northeast of Duluth)
- **What:** A three day, two night learning experience focused on outdoor education, science, inquiry, and team building.
- **Cost:** ~~\$225.00~~ → _____ (fundraiser dependent) per student to be paid by families via cash, check, or fundraised monies.
We have never had a student not attend this trip due to finances, we are happy to work out a plan with families, please reach out to us! :)
- **Fundraising:** We are doing 2 fundraisers this year: Kwik Trip Car Wash cards ran until October 13th and was an effort to lower the price for ALL. The 2nd fundraiser will be Wolf Ridge Calendar Sales. This opportunity is on an individual basis, meaning if you choose to fundraise, the money goes directly to your student.
- **Chaperones:** Please contact us with interest (We can chat at conferences). There will be a background check and most likely a reduced cost for those volunteering to attend. Responsibilities include participation in physically strenuous activities, and staying in dorms with students overnight.
- **Due Dates:** We are asking families to be paid in full by **December 10th, 2025**.
We will communicate how much your student owes based on any previous deposits of money or fundraised amounts. Money can be paid at any time, checks can be made out to Laura MacArthur PTO.
- A parent/guardian/chaperone **information meeting will be held Wed. December 10th** in Ms. Pav's room (118) at 3:30pm

FAQ

What will my student need to bring?

Please see the packing list!

Practical clothing for being outside in full winter (jacket, snowpants, snowboots, mittens, good socks, etc.), toiletries, and bedding (sleeping bag/blankets & pillow), a water bottle, and any medications/medicine that your child uses or may need.

Also students should bring a book to read during quiet time before bed. A journal will be provided!

What if my child is not able to go to Wolf Ridge?

Students who are not able to attend the Wolf Ridge trip will come to school as normal and have regular work to complete as well as helping opportunities in other areas of the building.

Can my student bring a cellphone?

Wolf Ridge does not allow TECHNOLOGY such as ipods/mp3 players, ipads/notebooks, Kindles, and cell phones, etc. as they tend to be distracting/problematic and take away from the outdoor experience. Adults/chaperones may have their phones for taking pictures, but otherwise expect to have them on silent and fully participate with students on this field trip.

Can my child bring food with them?

No need! Meals and snacks will be provided. They are well fed (all 3 meals), snacks are provided twice per day. Extra food in dorm rooms can create more of a mess and attracts mice as doors are often open with people going in and out. **Please do not allow your child to bring any candy, snack, or any food with them. Food is not allowed in the dorms.**

How does the overnight experience of the trip work?

There will be dorm rooms for students and adults with 6-8 people per room (4 bunk beds). Boys and girls will have separate assigned rooms with an adult in each room as well (as long as we have enough chaperones). There are sinks and a private bathroom/shower in each room with cubie areas for things. Quiet hours are 9:30pm to 6:30 am.

Wolf Ridge - Student & Guardian Agreement

***Please read through together & return signed to school before winter break -

We all agree to the following....

Students	Guardians (Families)	Teachers
<ul style="list-style-type: none"> ● I will act with Paw Power in school and in the community ● I will have fewer than 3 major Referrals 2nd semester ● I will attend school to be prepared for the trip (80% during December on, excluding excused absences) ● I will represent my school with pride & outstanding behavior at Wolf Ridge 	<ul style="list-style-type: none"> ● We will be reachable and responsive before and during the trip ● We will make sure that forms are completed and turned on time ● We will help our student fundraise/pay for this experience ● <i>If required: I will attend Wolf Ridge with my student to support positive participation.</i> 	<ul style="list-style-type: none"> ● Plan, supervise, and organize a successful experience. ● Communicate important field trip information to families at conferences, in newsletters, and electronically ● Notify families of behavior incidents that may affect trip participation. ● Prepare students for the trip by pre teaching.

Behavior Expectation at School - This overnight field trip opportunity is a privilege, not a right, even if you have paid. In order for everyone to be safe and participate fully in this experience, students must demonstrate that they can show Paw Power at school. We hold students to the following standards for behavior during second semester:

Invited to Attend Wolf Ridge Independently	Invited to Attend Wolf Ridge ONLY WITH a Parent or Guardian Chaperone
<ul style="list-style-type: none"> ● Fewer than 3 Major Office Discipline Referrals during Nov. to trip date. ● No In School or Out of School Suspension during this same time period. 	<ul style="list-style-type: none"> ● 3 or more Office Discipline Referrals during November to trip date. ● Any In or Out of School Suspension during this same time period.

- Teachers or Administrators will contact parents whenever a discipline event occurs in school that will affect Wolf Ridge.
- Notice will be given if your child will require a personal chaperone.

Wolf Ridge Student/Guardian Agreement Signature Sheet

RETURN BY DECEMBER 10TH, 2025

By signing below, I understand the following and am willing to comply with the set expectations:

- I have reviewed the Wolf Ridge Student and Guardian Agreement regarding everyone's expectations. I understand that this is a requirement for students.
- I understand that if it is required, students may be asked to leave Wolf Ridge due to not complying with the behavior expectations. If my child is required to come home, **I will drive to Wolf Ridge to pick him/her up.** If I cannot drive there, I know that I will be charged approx \$0.75/per mile to offset staff costs of driving him/her home and will pay this cost within 5 school days of the incident.

Student Name (Printed)

Student Signature

Guardian Signature

Date

Interested in Chaperoning? Please take a moment to read and consider the following. Return bottom portion if still interested. We couldn't do this without you, thank you!

Dorm Responsibilities

- Help ensure students in your group stay on schedule, and arrive at meals and classes on time. Keep track of students in your dorm - no student is allowed to go anywhere without an adult.
- Set alarms for wake up time in the morning to give students time to dress and go to breakfast (all students are required to be at all three meals).
- Help ensure that students are filling out their journals after classes/ evening time before lights out.
- Maintain organization and cleanliness in the rooms. All shoes/boots are left OUTSIDE of rooms. Help check before we leave that everything is out of the room, lights turned off, ect.
- Set up schedules and times in your rooms for when students want to shower (night or morning). You will have your own bathroom/shower in each dorm room.
- Have a settling down period of time during the evening at about 9:00pm. Please enforce quiet setting down time, and require lights out by around 9:30pm. We will have a journal with prompts prepared.
- Help ease students who may be nervous about sleeping in a new place. Teachers will be there as well, so feel free to come to us if needed.

Anytime Responsibilities

- Remind and uphold Paw Power (Safe, Kind, Respectful, Responsible) behavior expectations with your group, and be consistent. Communicate behavior concerns with teachers as needed.
- Report comments, questions, and concerns to teachers as needed.
- Rotate sitting with students at mealtimes, there should always be an adult at each student table.
- Teachers will administer medications to students that may need it. Please don't administer any sort of medication without teacher permission unless it is to your own child. You may have to carry inhalers or other medicine for students in your group, which we will get to you if needed.
- Feel free to have a small backpack to carry around for your convenience. Students will not carry a backpack with them.

Chaperones - If you are interested in being a chaperone for this trip please indicate below and we will contact you with additional information. Chaperones must be over 18 years of age and a guardian of one of the students in attendance for the trip.

*Chaperones will need to have a background check completed (no charge).

☐ I would like to be considered for chaperoning the Wolf Ridge trip.

Name (print) _____ Student _____

Email _____ Phone _____

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

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?			
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For Staff Use ONLY (Please record your initials)

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

