

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: Kerry DeBary
 Not Approved Date: 3-14-24

Instructional/Supplemental Trips need not be sent to District office.

EXTENDED TRIP ACTION

Principal: Recommended Name: _____
 Not Recommended Date: _____

Assistant Superintendent: Recommended Name: Anthony Burt
 Not Recommended Date: 4/3/24

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 Orchestras
2. Contact Person (Responsible for Checklist Completion): Byron Klimek
3. Field Trip Date(s): 11/22-11/27 2024 Destination: Disney World
4. Field Trip Overview (Include events, establishments and locations): See Attached.

5. Field Trip Departure from School (Date and Time): 11/22 Sometime in am
- Field Trip Return to School (Date and Time): 11/27 Sometime in PM

6. Objectives of Field Trip: Bond across ensembles, Perform for a public audience @ Disney, Experience a workshop w/a Disney Music Coach.
7. Relationship to Curriculum or Student Learning: It is always beneficial for students to travel, perform, and totally experience new places, ideas, and people.

8. Planned Follow-up Field Trip Activities: Perform a Disney Themed "Pops" concert during 2025.

9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees		\$ 100,000.00 \$106,425.00
Total Meals		\$ —
Total Lodging		\$ —
Total Transportation		\$ —
<input type="checkbox"/> School District Vehicle(s)		
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name:	<u>Sun Country Airlines</u>	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name:		
Total Additional Stipends:		\$ —
Other:		\$ —
Total		\$106,425.00

Revenues		
District Budget	Code:	\$
Booster Group		\$1,000.00
Donations		\$
Student Fees		\$96,750.00
Total Additional Stipends:		\$
Total		\$97,750.00

Cover instrument Rental.

(50 x \$1,935.00)

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.

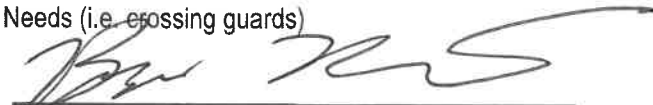
- Develop and Communicate Student Discipline Expectations
- Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- 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

- 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: _____





JAYBEE TRAVEL

(218) 409-6188 • jaybeetravelmn@gmail.com

Group, Cruise,
and Student Tour Specialist

DULUTH EAST ORCHESTRA
ORLANDO, FLORIDA
November 22-27, 2024

*— BUS
FROM DEERHUS
TO MSP*

DAY ONE – Travel Day

MORNING Arrive in Minneapolis Hubert Humphrey Charter Terminal #2
Depart Minneapolis on Sun Country Airlines
Arrive in Orlando International Airport

AFTERNOON Depart for hotel/check in
Fairfield Inn & Suites Orlando Lake Buena Vista in Marriott Village
8615 Vineland Avenue, Orlando, Florida, 32821
Phone: 407-938-9001

EVENING Included pizza party and pool time
Bed check/Lights out

DAY TWO – Epcot / Disney Workshop

MORNING Wake Up Call
Breakfast Included at Hotel

TBA Depart Hotel for Disney Imagination Workshop
Check-In for Disney Workshop
Disney Imagination Workshop Begins

AFTERNOON Workshop Ends – Bus Transfer to Epcot Theme Park
Meal voucher included
Epcot Nighttime Spectacular Show (20 mins)
Depart Epcot for Hotel
Bed check/Lights Out

DAY THREE – Disney Performance / Magic Kingdom

MORNING Wake Up Call
Included Breakfast at Hotel

TBA Depart for Disney Performance at Disney Springs

TBA Depart for Magic Kingdom
Meal voucher included

TBA Arrive at Magic Kingdom for the afternoon
Happily Ever After Nighttime Show
Park closes - Depart for Hotel
Bed check/Lights out

DAY FOUR – Kennedy Space Center / Cocoa Beach / Disney Springs

06:00AM Wake Up call
06:30AM Included breakfast at hotel
07:30AM Depart Hotel for Kennedy Space Center
09:00AM Arrive at Kennedy Space Center
Lunch on own at Space Center
12:30PM Depart Kennedy Center for Ron Jon's
01:00PM Arrive at the famous Ron Jon's Surf Shop
01:45PM Arrive at Cocoa Beach
05:00PM Depart Cocoa Beach for Disney Springs
06:15PM Included Dinner at Planet Hollywood in Disney Springs
07:30PM Free Time at Disney Springs
09:00PM Depart for Hotel
10:30PM Bed check/Lights out

DAY FIVE – Universal Studios

07:00AM Wake Up Call
07:30AM Breakfast Included at Hotel
08:30AM Depart for Universal Studios
Meal voucher Included
09:00AM Arrive at Universal Studios / Islands of Adventure
08:30PM Depart Universal Studios for Hotel
09:00PM Arrive at Hotel
10:30PM Bed check/Lights out

DAY SIX – Travel Day

TBA Included Breakfast at Hotel
Pack & load bus
Depart for Orlando International Airport
Depart Orlando for MSP on Sun Country Airlines
Arrive at Minneapolis St. Paul Airport
Motorcoach Transfer to Hibbing High School

DEHS

(Depending on flight time, you may do a ½ day at Universal before departing for the airport)



JAYBEE TRAVEL

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**Group, Cruise,
and Student Tour Specialist**

Included Per Person:

- Round trip transportation to and from Minneapolis Airport
- Roundtrip airfare from MSP to MCO on Sun Country Airlines
- Motorcoach service throughout your entire stay in Orlando
- Five (5) nights' hotel accommodations
- Five (5) breakfasts
- Three (3) \$20 meal stipends
- Two (2) group dinners
- One-day admission to Universal Studios/Islands of Adventure
- Participation in Disney Imagination Workshop
- Participation in Disney Performance at a select park
- Two-day admission to Disney theme parks
- Admission to Kennedy Space Center
- Visit to Ron Jon's surf Shop and Cocoa Beach
- Taxes and tip on included features
- Two (1) complimentary director's packages
- Director's Stipend
- Five (5) Chaperones at half price
- One (1) JayBee Travel Professional Escort while in Florida

Not Included:

- Instrument transportation and/or rental
- Meals not stated above
- Sightseeing not stated above