

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 Stahlg
☐ Not Recommended Date: 11-12-25

Assistant Superintendent: ☒ Recommended Name: Anthony B...
☐ 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.

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: ☐ Instructional ☐ Supplementary ☒ Extended

1. Organization/Grade/Course Planning Trip: DEHS Chamber Orch. Sterling

2. Contact Person (Responsible for Checklist Completion): Byron Klinek

3. Field Trip Date(s): March 13-16, 2016 Destination: Chicago, IL

4. Field Trip Overview (Include events, establishments and locations): Chicago Symphony, Community performances, Field Museum, etc.

5. Field Trip Departure from School (Date and Time): 9 AM March 13

Field Trip Return to School (Date and Time): 4:30 PM March 16

6. Objectives of Field Trip: To perform for broader communities and bond as an ensemble.

7. Relationship to Curriculum or Student Learning: They will experience the height of orchestral playing @ Chicago Symphony.

8. Planned Follow-up Field Trip Activities: Perform locally @ PSSO + Solo + ensemble

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ <u>14,090.00</u>
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	\$ <u>14,690.00</u>

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$ <u>300</u>
Student Fees		\$ <u>850.00</u>
Total Additional Stipends:		\$
Total		\$ <u>14,750.00</u>

Jaybee Travel does not provide cost break down, we are using their sources.

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

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:





JAYBEE TRAVEL

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

Group, Cruise, and Student Tour Specialist

Duluth East High School - Sterling Strings

Tour to Chicago

March 13-16, 2026

DAY ONE: Friday, March 13

09:00AM Load the bus at Duluth East High School
12:00PM Stop in Eau Claire for Lunch on Own at Oakwood Mall
01:00PM Depart for Chicago
06:00PM Arrive in at Hotel, Check-In
Chicago Marriott Naperville
1801 North Naper Boulevard, Naperville, IL
(630) 505-4900
07:00PM Pizza Party, Swim, and Relax

DAY TWO: Saturday, March 14

07:00AM Included Breakfast at Hotel Restaurant
09:15AM Load bus and travel to **Garfield Park Conservatory**
10:00AM Visit to the **Garfield Park Conservatory**
12:00PM Load Bus and travel to Navy Pier
12:30PM Walk around **Navy Pier for lunch on your own**
02:00PM Admission to **Field Museum of Chicago**
Bus drop - 1400 S. Lake Shore Drive, Chicago, IL 60605
04:30PM Travel to Group Dinner
05:00PM Included Group Dinner at **Ed Debevic's**
06:00PM Load Bus and Travel to Chicago Symphony Orchestra
220 South Michigan Avenue, Chicago, IL 60604
06:15PM FREE Preconcert Lecture!
Presented 75 minutes prior to the concert by a musicologist - a terrific way
to enhance the concert experience and to ask questions.
07:30PM **Performance at the Chicago Symphony of Jakub Hruša & Leif Ove Andsnes**
09:30PM Concert Ends, Return to Hotel

DAY THREE: Sunday, March 15

7:00AM	Included Breakfast at Hotel Restaurant
TBA	Load bus
TBA	Drive to Chicago Temple
TBA	Warm up and rehearse
TBA	Play at 11 am service
TBA	Lunch at Chicago Temple
TBA	Concert at Chicago Temple
TBA	Drive to Water Tower Place
TBA	Shopping at Water Tower Place
TBA	Dinner – TBA location
6:00PM	Drive to Hotel
7:45PM	Relax and Swim at Hotel

DAY FOUR: Monday, March 16

07:00AM	Included Breakfast at Hotel Restaurant
08:00AM	Hotel Check Out and Load bus
12:00PM	Arrive Tomah, WI for lunch on own
01:00PM	Depart Tomah
04:30PM	Arrive in Duluth