DISTRICT 709
FIELD TRIP REQUESTS

SEND TO AB's OFFICE

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: PS
☐ Not Recommended Date: 10-8-24

Assistant Superintendent: ☒ Recommended Name: Anthony Bruce
☐ Not Recommended Date: 10/22/24

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: DEHS Orchestra
2. Contact Person (Responsible for Checklist Completion): Byron Klimek
3. Field Trip Date(s): 4/12 - 4/16 Destination: New York, New York
4. Field Trip Overview (Include events, establishments and locations): New York Philharmonic Performance, Perform as an orchestra in New York. Take a workshop with a director in New York. Carnegie Hall Visit.
5. Field Trip Departure from School (Date and Time): 4/12 @ 2:30 AM
   Field Trip Return to School (Date and Time): 4/16 1 PM.
6. Objectives of Field Trip: Proud performance opportunity in a premier Cultural hub, Expose Students to world class music, Strengthen
7. Relationship to Curriculum or Student Learning: Performing in a public setting, Students will Respond & Evaluate professional performances.
8. Planned Follow-up Field Trip Activities: Discuss musical selections & Choices of Conductors. Musical Theater VS Orchestra.
9. Field Trip Budget Request : Expenses Handled by Jay Bee Travel

Estimated Expenses	
Total Admission/Fees	$
Total Meals	$
Total Lodging	$
Total Transportation ☐ School District Vehicle(s) ☐ Commercial Transportation Carrier ~ Name: _____ ☐ Private Vehicle (requires certificate of insurance) ~ Name: _____	$
Total Additional Stipends:	$
Other:	$
Total	$2000.00 / Student

Revenues		
District Budget	Code:	$
Booster Group		$
Donations		$
Student Fees		$2000.00 per Person
Total Additional Stipends:		$
Total		$ 94,000.00

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.

- [x] Develop and Communicate Student Discipline Expectations
- [x] Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- [x] Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- [x] Gain Access to Cell Phone for Field Trip
- [x] 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.
- [x] Plan Meal Arrangements (if necessary)
  Reminder: Notify food service of non-participation.
- [x] Plan Administration of Student Medication and First Aid Needs (if necessary)
  Guide: Contact School Nurse.
- [x] Develop and Communicate Action Plan if Student Gets Lost on Trip
- [x] 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.
- [x] Develop and Communicate Teacher and Adult Chaperone Expectations
  Example: Supervision duties, no smoking, no alcohol
- [x] Planned Itinerary

TIME	LOCATION

- [x] Maintain Student Roster and Check-in/Check-out Procedure
- [x] 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.

- [x] Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians
  Note: Attach tentative planned itinerary.
- [x] Arrange Funding of Expenses During Trip
- [x] Arrange Meal Plans
- [x] Arrange Lodging Plans and Room Assignments
- [x] Collect Family Emergency Information for Students
  Example: Home phone numbers, emergency contacts, medical information
- [x] 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 ORCHESTRA

New York City
April 2 – 6, 2027

FRIDAY, APRIL 2

02:30AM	Depart Duluth East for MSP Terminal One
05:00AM	Arrive to MSP Terminal One for check-in
07:05AM	Depart MSP Terminal 1 aboard Delta Air Lines flight 2719 for LaGuardia Airport
10:59AM	Arrive to New York-LGA
12:30PM	Depart bus, drop bags at hotel, and enjoy lunch on own near hotel
02:30PM	Walk to Radio City Music Hall
2:45 & 3PM	Enjoy a backstage tour of **Radio City Music Hall!** *Touring through this massive theater and backstage shed a new light on just how intricate stage production is. And you'll meet a Rockette!*
05:00PM	Hotel Check-in is next at **The RIU Plaza Times Square** and dinner on your own *305 West 46th Street, Manhattan, NY*
06:45PM	Depart hotel for Carnegie Hall!
07:30PM	Sit back and enjoy a performance of the **Philadelphia Orchestra at Carnegie Hall!**
09:30PM	Return to hotel, bed checks, and lights out

SATURDAY, APRIL 3

08:30AM	**Included breakfast buffet at the hotel**
10:00AM	You will travel to **New York's Central Park** where you will have free time to explore this 843-acre park, which makes it the fifth-largest park in the city by area.
12:00PM	Lunch on own while visiting Central Park
01:00PM	Meet and walk back to hotel to pick up instruments for workshop
01:30PM	Depart for your **Broadway Workshop**
02:00PM	**Broadway Orchestra Workshop** begins!
04:00PM	Once finished, return to hotel to drop off instruments and change
05:00PM	**Included dinner at Wagamama**
08:00PM	You're headed to Broadway to enjoy a performance of **Wicked!**
09:45PM	Return to hotel
10:30PM	Bed checks and lights out

SUNDAY, APRIL 4

08:00AM	**Included breakfast buffet at the hotel**
10:00AM	In a private rehearsal room in Times Square, **Meet an Artist from a show**. *They will describe their life on Broadway, what their challenges and successes are and maybe even sing a number or two!*
01:00PM	Lunch on own – TBA location
02:30PM	Free time
05:30PM	Included Dinner at TBA restaurant
08:00PM	Enjoy stunning views of New York at night with admission to **Top of the Rock Observation Deck.**
10:00PM	Return to hotel, bed checks, lights out

MONDAY, APRIL 5

07:30AM	**Included breakfast buffet at the hotel**
09:00AM	Meet your local guide at the hotel for a lower **Manhattan Tour!** This includes Wall Street, the Bull, and a drive through **Little Italy** and **China Town**, plus a tour of the 9-11 site and memorial. *(taking subway)*
12:30PM	Explore the **9/11 Memorial and Grounds** *180 Greenwich St, New York, NY 10007*
01:30PM	Admission to the **National 9/11 Museum** *Groups must line up at the group check-in located at the southeast corner of the Museum. Arrive 15 minutes prior to your reservation time.*
04:30PM	Dinner on your own at food court (across the street)
06:15PM	Arrive at Circle Line Pier to board boat *Departs from Pier 83 - West 42nd at 12th Ave*
07:00PM	Enjoy an **Evening Harbor Lights Cruise** while admiring the stunning evening lights of New York's celebrated skyline and landmarks from the water
09:00PM	Return to hotel via subway
10:00PM	Bed checks, lights out

TUESDAY, APRIL 6

05:00AM	Check out, and meet your motor coach at hotel for airport transfer
07:30AM	Flight from LGA to MSP Terminal One aboard Delta Air Lines flight 2473
09:40AM	Arrive at Minneapolis St. Paul Airport, Terminal One
10:30AM	Transfer to Duluth East via Minnesota Coaches