SOUTH WASHINGTON COUNTY SCHOOLS
SCHOOL BOARD
7362 East Point Douglas Rd S.
Cottage Grove, MN 55016

ADMINISTRATIVE REPORT

DATE: December 8, 2021
TOPIC: 6.17 – Extended Field Trips
PRESENTER: Jennifer Thomas, Office Coordinator for Assistant Superintendents,
Dr. Tyrone Brookins, Kelly Jansen & Kristine Schaefer
REFERENCE TO POLICY/STATUTE: Policy 610

A. **PURPOSE OF REPORT**

a. December 17-18, 2021 – Park High School Wrestling Team – 14 students and 4 adult supervisors will travel to Rochester, MN. to participate in a tournament. They will travel via 833 vans and will be staying at the Country Inn and Suites in Rochester. (Jim LaBrosse)
b. March 23-26, 2022 – East Ridge High School Robotics Team – 40 students and 6 adult supervisors will travel to Grand Forks, ND. for a Robotics competition. Parents will provide transportation and will stay at the Expressway Suites in Grand Forks. (Brian Howard & Matt Thomas)
c. April 7-9, 2022 – East Ridge High School Robotics Team – 40 students and 6 adult supervisors will travel to the University of Minnesota. Parents will provide transportation and they will return home each night. (Brian Howard & Matt Thomas)
d. October 14-17, 2022 – Lake Middle School 8th grade – 150 students and 15 adult supervisors will travel to Washington D.C. via Integrity Tour Company. Flight and hotel are not known yet but, will be provided after the new year. (Prudence Lamar)

RECOMMENDATION
Approval

South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Jim LaBrosse 612-310-2689

School and Program: Park Wrestling

Date of Requested Trip: 12/17/21

1. What group is taking this trip? Park Wrestling

   Estimated # of Students 14 Adult Supervisors 4

2. Destination: Rochester Community College

   Date/Time of Departure: 8:00 Am 12/17/21

   Date/Time of Return: 7:00 pm 12/18/21

3. State purpose and educational value of trip (attach information to form if needed).

   increased competition level
   MN Christmas Tournament

4. Name the manner of travel and the carrier.

   School Vans

5. State housing arrangements (must include name, address and phone number of hotel).

   Hotel - Country Inn & Suites - Rochester South
   77 Wood Lake Dr. SE
   Rochester, MN 55904 507-287-6758

6. Describe parental involvement in planning – including who, what, where, when and how.

   NA

7. List participants (reminder to have participants complete parent/guardian permission form).

   14 - wrestlers
   106 - 113 - 126 - 132 - 138 - 145 - 152 - 160 - 171 - 182 - 195
   220 - 285

8. Describe the manner of selecting participants.

Varsity

9. Indicate who will be in charge of supervising the trip.

Jim LaBrosse, Mike Siluis

10. State the safety precautions and procedures for emergencies while on the trip.

Parents will be notified if any emergencies occur!

11. Give budget costs, how trip will be funded and estimated cost per student.

Booster Club

12. State evaluation procedures.

NA

13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable. NA

****

Signature of Staff Member Responsible: J. LaBrosse

Date field trip request was submitted to Principal: 11/15

Principal/Administrator Signature and Date: [signature]

Approved: 11/16/21 Not Approved: _____

****

Assistant Superintendent Signature and Date: [signature] 11/18/21

Approved: ✓ Not Approved: _____

****

School Board Review Date: _____

Approved: _____ Not Approved: _____

South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone):

Robotics Coaches:

Brian Howard, head coach – 651-341-5056
Matt Thomas, Assistant Coach
Jerome Gerber, PSO President – 651-341-8486

School and Program: East Ridge Robotics Team – The ERRORS

Date of Requested Trip: Wednesday, March 23 to Saturday, March 26, 2022

1. **What group is taking this trip? Robotics Team**

   Estimated # of Students - 40 Team Members
   Adult Supervisors - 5-6 team coaches/mentors and each student will be required to have a parent or assigned guardian present

2. **Destination: Grand Forks, ND**

   Date/Time of Departure:

   - Team Captains and Leaders – after school on Wednesday 3/23
   - Rest of team – after school on Thursday 3/24

   Date/Time of Return: Dependent on parent decision. Either Saturday 3/25 or Sunday 3/26

3. **State purpose and educational value of trip (attach information to form if needed).**

   FIRST Robotics Competition – The team will compete using the robot built in January/February in our shop to earn a chance to compete in the State Championship and to attend the World Championships.

4. **Name the manner of travel and the carrier.**

   All students will be required to travel with their parent or assigned guardian.

5. **State housing arrangements (must include name, address and phone number of hotel).**

Expressway Suites
*East Ridge High School Robotics group
1-701-757-7000 reservations
4040 11th Ave S
Grand Forks, ND 58201

6. **Describe parental involvement in planning – including who, what, where, when and how.**

Parents were aware of the date options when signing up for the team.

7. **List participants (reminder to have participants complete parent/guardian permission form).**

All team members in good standing at the time will be invited to attend.

8. **Describe the manner of selecting participants.**

All team members in good standing at the time will be invited to attend.

9. **Indicate who will be in charge of supervising the trip.**

Brian Howard, Matt Thomas and Jerome Gerber

10. **State the safety precautions and procedures for emergencies while on the trip.**

While on the trip, we will follow all District 833 guidelines, as well as FIRST and Alerus Center guidelines for the event.

11. **Give budget costs, how trip will be funded and estimated cost per student.**

- The entrance fee of $5,000 has been paid by 3M.
- The hotel rooms will cost $92.95 a night, and single and double rooms are available
- Families will be encouraged to ride-share if it is COVID-safe at the time

12. **State evaluation procedures.**

We evaluated all hotels that had offered preferential pricing and chose one that is close enough for families to walk back and forth from the venue, but also the most reasonably priced.

6. **Describe parental involvement in planning – including who, what, where, when and how.**

Parents were aware of the date options when signing up for the team.

7. **List participants (reminder to have participants complete parent/guardian permission form).**

All team members in good standing at the time will be invited to attend.

8. **Describe the manner of selecting participants.**

All team members in good standing at the time will be invited to attend.

9. **Indicate who will be in charge of supervising the trip.**

Brian Howard, Matt Thomas and Jerome Gerber

10. **State the safety precautions and procedures for emergencies while on the trip.**

While on the trip, we will follow all District 833 guidelines, as well as FIRST and University of Minnesota guidelines for the event.

11. **Give budget costs, how trip will be funded and estimated cost per student.**

- The entrance fee of $5,000 has been paid by 3M.
- No hotel costs – families should return home nightly
- Families will be encouraged to ride-share if it is COVID-safe at the time

12. **State evaluation procedures.**

We evaluated all hotels that had offered preferential pricing and chose one that is close enough for families to walk back and forth from the venue, but also the most reasonably priced.

13. **List any proposed precautions, special needs, special concerns, student concerns, - if applicable.**

This will be evaluated as the final roster of students attending has been determined.

****

Signature of Staff Member Responsible: _____

Date field trip request was submitted to Principal: 11/16/21

Principal/Administrator Signature and Date: _____ 11/16/21

Approved: X Not Approved: _____

****

Assistant Superintendent Signature and Date: _____ 11/19/21

Approved: ✓ Not Approved: _____

****

School Board Review Date: _____

Approved: _____ Not Approved: _____

South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone):

Robotics Coaches:

Brian Howard, head coach – 651-341-5056
Matt Thomas, Assistant Coach
Jerome Gerber, PSO President – 651-341-8486

School and Program: East Ridge Robotics Team – The ERRORS

Date of Requested Trip: Thursday, April 7 to Saturday, April 9 2022

1. **What group is taking this trip? Robotics Team**

   Estimated # of Students - 40 Team Members
   Adult Supervisors - 5-6 team coaches/mentors and each student will be required to have a parent or assigned guardian present

2. **Destination: University of MN**

   Date/Time of Departure:

   - Team Captains and Leaders – Thursday April 7
   - Rest of team – Friday, April 8

3. **State purpose and educational value of trip (attach information to form if needed).**

   FIRST Robotics Competition – The team will compete using the robot built in January/February in our shop to earn a chance to compete in the State Championship and to attend the World Championships.

4. **Name the manner of travel and the carrier.**

   All students will be required to travel with their parent or assigned guardian.

5. **State housing arrangements (must include name, address and phone number of hotel).**

   Students should return home nightly.

13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

This will be evaluated as the final roster of students attending has been determined.

****

Signature of Staff Member Responsible: _____

Date field trip request was submitted to Principal: 11/16/21

Principal/Administrator Signature and Date: _____ 11/16/21

Approved: X Not Approved: _____

****

Assistant Superintendent Signature and Date: _____ 11/19/21

Approved: ✓ Not Approved: _____

****

School Board Review Date: _____

Approved: _____ Not Approved: _____

South Washington County Schools
Cottage Grove, MN

510.4 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): ***Prudence Lamar 651-425-6552***

School and Program: ***Lake Middle School – 8th grade Washington D.C. trip***

Date of Requested Trip: ***Oct. 17, 2022 through Oct. 20, 2022***

1. What group is taking this trip? *8th grade students*
   Estimated # of Students *150* Adult Supervisors *15*

2. Destination: *Washington D.C.*
   Date/Time of Departure: 7am Oct. 14, 2022
   Date/Time of Return: 10pm Oct. 17, 2022

3. State purpose and educational value of trip (attach information to form if needed).
   The purpose of this trip is to provide extended education outside the classroom; seeing, experiencing and interacting with the many sights and memorials located in our Nation's Capital. This experience helps students to make real life connections with what they learn in the classroom. This field trip supports state history, citizenship and government standards. This trip also teaches the students about personal responsibility.

4. Name the manner of travel and the carrier.
   Integrity Tours is the tour company. They coordinate air, bus and tours including the chartered coach bus. The company also provides tour guides and security. The company uses nationally known airline companies.

5. State proposed housing arrangements. *Students will stay in a hotel – 4 students to a room. Chaperones have 2 to a room.*

6. Describe parental involvement in planning – including who, what, where, when and how.
   Parents will drop students off at MSP International Airport and will be required to also pick them up from MSP. No other parental involvement is necessary.

7. List participants (reminder to have participants complete parent/guardian permission form). *The participants register when they are in 7th grade. They will attend the trip when they are in 8th grade. The number of students that typically register for the trip is 150.*

8. Describe the manner of selecting participants.
   This trip is open to all students that will be 8th grade students at Lake Middle School and that had attended Lake Middle School in the spring of their 7th grade school year at Lake Middle School or a middle school in our School District, students voluntarily choose to attend the field trip. The registration process takes place during the previous school year.

9. Indicate who will be in charge of supervising the trip. *Prudence Lamar is the program leader – social studies teacher at Lake Middle School. Other chaperones will be Lake Middle School teachers/staff. The staff to student ratio will be 1/15.*

10. State the safety precautions and procedures for emergencies while on the trip.

- *Medical forms will be filled out by parents.*
- *Proposed Precautions: A behavior contract will be signed by both student and parent. Students with inappropriate behavior will be sent home at the parent's expense.*
- *Nighttime security will be provided by tour company.*
- *Emergency and Evacuation plan is created at the start of the trip through the tour company*
- *24-hour tour company help desk*
- *The tour company provides on-call doctor and medical insurance is included in the cost of the trip.*

11. Give budget costs, how the trip will be funded and estimated cost per student.
Students pay the entire cost of the trip and Student Tours of America collects the fees and deals with the billing. There are opportunities for student scholarships with application based on need.

12. State evaluation procedures.
**Journals and reflection*
**Social Studies Enrichment Options*
**Science – DC Rocks chart*
**Teacher-student discussions and debriefs*

13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
A plan for special needs, dietary and medical concerns will be established as needed

****

Signature of Staff Member Responsible: Prudence Lamar

Date field trip request was submitted to Principal:

Principal/Administrator Signature and Date: 11-12-21

Approved: [signature] Not Approved:

****

Assistant Superintendent Signature and Date:

Approved: [signature] Not Approved: 11/23/21

****

School Board Review Date:

Approved: Not Approved: