

ADMINISTRATIVE REPORT

DATE: March 17, 2022
TOPIC: 6.8 – 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. March 25-27, 2022 – East Ridge High School Boys Golf Team – 6-8 students and 3 adult supervisors will travel to Liberty, MO. to play in a tournament. They will travel via district 833 vans and will be staying at the Holiday Inn & Suites in Overland Park, KS. (Bret Brookins)
- b. April 8-9, 2022 – East Ridge & Woodbury High School Girls Golf Team – 6 students and 1 adult supervisors will travel to Waverly, IA. to play in a golf tournament. They will travel via district 833 vans and will stay at the Cobblestone Suites in Waverly. (Kathy Madden & Karen Weiss)
- c. April 4-8, 2022 – Woodbury High School Girls Lacrosse Team – 25 students and 7-8 adult supervisors will travel to Duluth, MN. to play in a tournament. They will travel via district 833 vans and will be staying at The Inn on Lake Superior. (Ivy Benner & Eliza Huther)
- d. April 29 – May 1, 2022 – East Ridge & Woodbury High School Ultimate Frisbee Team – 36 students and 8 adult supervisors will travel to Joliet, IL. to participate in a frisbee competition. They will travel via district 833 vans and Enterprise rental vans and will be staying at the Fairfield Inn in Joliet. (Donna Johnston & Mike Merwin)



- e. May 6-7, 2022 – Woodbury High School Boys Golf Team – 6 students and 1 adult supervisors will travel to Biwabik, MN. to participate in a golf tournament. They will travel via district 833 vans and will stay at the Lodge at Giants Ridge in Biwabik (Shawn Mahady)
- f. May 13-14, 2022 – Park High School Soft Ball team – 16 students and 3 adult supervisors will travel to Winona, MN. for a team building experience. They will travel via district 833 vans and will stay at The Plaza hotel & suites in Winona. (Robert Loshek)
- g. June 14-25, 2022 – Park High School World Language Department – 35 students/parents and 5 adult supervisors will travel to Paris, France & Milan Italy. They will travel via EF Tour Company that will arrange all flights, ground transportation & hotel accommodations. (Stacy Paleen)

RECOMMENDATION

Approval





South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Bret Brookins _____

School and Program: East Ridge HS

Date of Requested Trip March 25-27

1. What group is taking this trip? Boys Varsity Golf

Estimated # of Students 6-8 Adult Supervisors Bret Brookins, Justin Lorang, or Kevin Kohnen

2. Destination: Liberty, Missouri.

Date/Time of Departure: 6:30 AM Date/Time of Return: 8:00 PM

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

Boys Golf team is traveling to Kansas to play 4-6 rounds holes of golf preparing for the 2022 season because of the weather in MN

4. Name the manner of travel and the carrier.
School issued vans

5. State housing arrangements (must include name, address and phone number of hotel).
Hotel rooms Holiday Inn Express
Holiday Inn & Suites : Overland Park-Conv Ctr
10920 Nall Avenue, Overland Park, Kansas 66211

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

The booster club will help to create an agenda to stay, eat and travel.

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

Gus Briguet, Jack Tollison, Grant Kohnen, Alex Venne, David Rahn, Sam Hart, Keaton Carter

8. Describe the manner of selecting participants.
The players will be the top players on the team based on their scoring averages from previous season and also players who don't have to try out for the 2022 team. They are granted membership of the team for being on the section team the year before.
9. Indicate who will be in charge of supervising the trip.
Bret Brookins
10. State the safety precautions and procedures for emergencies while on the trip.
All players will have a form filled out and a contract that discusses precautions and procedures
11. Give budget costs, how trip will be funded and estimated cost per student.

Players/booster club – cost per player will be \$20/nt and the booster club will pay the difference. Players are in charge of their own meals and/or the sponsorships that have indicated they want their money that they donate to go towards this trip.
12. State evaluation procedures.
After the trip we will discuss how the trip went, what we can do to change and how our character shows other teams that we are all great human beings.
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
None.

Signature of Staff Member Responsible: Bret Brookins

Date field trip request was submitted to Principal: 3/1/22

Principal/Administrator Signature and Date: Dawn Plunk 3/1/22

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: Karl Su 3/4/22

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): Kathy Madden

School and Program: East Ridge High School Girls Golf

Date of Requested Trip: Friday April 8 and Saturday April 9

1. What group is taking this trip? Girls Varsity Golf

Estimated # of Students 6 Adult Supervisors 1

2. Destination: Waverly Iowa

Date/Time of Departure: 4/8 a.m.

Date/Time of Return: 4/9 p.m.

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

4. Name the manner of travel and the carrier.
School Van

5. State housing arrangements (must include name, address and phone number of hotel).
Cobbleston Suites 208 E Bremer Ave, Waverly, IA 50677. 319 - 352-1311

6. Describe parental involvement in planning – including who, what, where, when and how.
ER and Woodbury coaches are making all the arrangements

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

Marit Lyle
Georgia Holt
Ella Whinnery
Annie Kinsella
Katrien Van Heyst
Abby Davis

8. Describe the manner of selecting participants.
Varsity Team
9. Indicate who will be in charge of supervising the trip.
Kathy Madden Head Coach
10. State the safety precautions and procedures for emergencies while on the trip.
Complete coach supervision
11. Give budget costs, how trip will be funded and estimated cost per student.
\$150
12. State evaluation procedures.
The varsity team
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

Signature of Staff Member Responsible: Kathy Madden

Date field trip request was submitted to Principal: Jan. 25, 2022

Principal/Administrator Signature and Date: Sara Rusk

Approved: 2/11/22

Not Approved: _____

Assistant Superintendent Signature and Date: Kash Seh 2-15-22

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): KAREN WEISS, KATHY MADDEN

School and Program: WHS GIRLS GOLF & ER GIRLS GOLF

Date of Requested Trip: APRIL 8 & 9th

1. What group is taking this trip? WHS GIRLS GOLF & ER Girls Golf

Estimated # of Students 4-6 Adult Supervisors WHS Coach KAREN WEISS
KATHY MADDEN - ER coach

2. Destination: WAXERH, IA

Date/Time of Departure: 9:00 am APRIL 8, 2022

Date/Time of Return: 8:00 pm APRIL 9, 2022

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

TEAM BONDING OPPORTUNITY...
DUAL MATCH (36 HOLES) ROYAL RAPTOR CUP

4. Name the manner of travel and the carrier.

SCHOOL VAN

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

COBBLESTONE INN & SUITES
208 E. BREMER AVE. (319) 352-1311
WAXERH, IA 50671

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).

WAXERH YANG
KIMSEY WOOD
CHLOE CARLSON
ALLISON FOWLES
+ 2 TBD

8. Describe the manner of selecting participants.

VARSITY TEAM

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

KAREN WEISS

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

EMERGENCY CONTACTS, INSURANCE INFO
COLLECTED

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

50% ALUMNATES FUND - 50% PLAYER
\$1125/PLAYER TOTAL ALL INCLUSIVE

12. State evaluation procedures.

NA

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

NA

Signature of Staff Member Responsible: Karen Weiss

Date field trip request was submitted to Principal: 2-2-22

Principal/Administrator Signature and Date: Godi Lockman Jan 2-2-22

Approved: ✓ Not Approved: _____

Assistant Superintendent Signature and Date: Krista Shur 2/15/22

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): Ivy Benner (612-31-6725), Eliza Huther (952-239-0598)

School and Program: Woodbury High School Girls Varsity Lacrosse

Date of Requested Trip: 04/08/22 - 04/09/22

1. What group is taking this trip? Girls Varsity Lacrosse Team
Estimated # of Students: 25 Adult Supervisors: 7-8
2. Destination: Duluth, MN - playing at Proctor High School (04/08) and Duluth East High School (04/09)

Date/Time of Departure: 04/08/2022 @ 9 AM

Date/Time of Return: 04/09/22 @ 9:30 PM

3. State purpose and educational value of trip (attach information to form if needed).
Girls Varsity lacrosse scrimmage against Duluth East High School and Hermantown/Proctor Co-op High School team for team bonding and early game-style practice.
4. Name the manner of travel and the carrier.
Players will be transported via two district Type 3 vehicles (passenger vans) driven by Coach Ivy and Coach Eliza Huther.
5. State housing arrangements (must include name, address and phone number of hotel).
The Inn on Lake Superior.
Address: 350 Canal Park Dr, Duluth, MN 55802
Phone Number: 218-726-1111
6. Describe parental involvement in planning – including who, what, where, when and how.
The WHS Girls Lacrosse Booster Club has been planning the lodging, food and transportation for the trip (Josh Miller, Andrea Rekow, Tracie Tuman, Molly Kodl). Coach Ivy Benner has been arranging tentative room assignments - # of players in each room, and team bonding activities for at the hotel and around downtown Duluth, MN. Booster club parents will be picking up team dinner at the hotel after the varsity scrimmage for the team to eat at the hotel.
7. List participants (reminder to have participants complete parent/guardian permission form).
 - Players: TBD -Tryouts are on 04/05/22 and 04/06/22
 - Coach Ivy Benner
 - Coach Eliza Huther

- Booster club (Molly Kodl, Tracie Tuman, Andrea Rekow, Josh Miller)

8. Describe the manner of selecting participants.

Participants will be players who have made the varsity roster after the two days of tryout evaluations, in addition to the varsity managers - TBD.

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

Head Coach Assist. Coach
Ivy Benner and Eliza Huther

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

Attendance will be taken at both scrimmages, as well as the buddy/group system when going through downtown Duluth. In addition, room roll calls at the end of Friday night before scheduled lights out. Head counts will be done prior to leaving any location in the passenger vans.

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

Booster club will be paying for the trip - \$60/player, \$0/coaches

12. State evaluation procedures.

No evaluation procedure will be used. Trip is for team bonding and preseason scrimmages.

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

Dietary restrictions for food will be reported to the booster club by the families of those needing accommodations for players.

Signature of Staff Member Responsible: Ivy Benner  02-24-22

Date field trip request was submitted to Principal: 2-24-22

Principal/Administrator Signature and Date: 

Approved:  Not Approved: _____

Assistant Superintendent Signature and Date:  3/1/22

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): Donna Johnston 515-971-9359 & Mike Merwin 815-298-1280

School and Program: East Ridge Ultimate Frisbee

Date of Requested Trip: 4/29/22-5/1/22

1. What group is taking this trip? Ultimate Frisbee

Estimated # of Students 22 Adult Supervisors 6

2. Destination: Joliet, Illinois

Date/Time of Departure: 7AM 4/29/22

Date/Time of Return: 10PM 5/1/22

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

Ultimate frisbee competition

4. Name the manner of travel and the carrier.

12 or 15 passenger rentals from Enterprise or another travel service. Parent volunteers will be driving.

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

The team will be staying at a hotel close to the field site. This hotel is still to be determined but is most likely to be:

Fairfield Inn

1501 Riverboat Center Dr, Joliet

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

Multiple parents will be going through the process to become USAU certified chaperones to assist in the execution of this trip.

Kim Snyder is helping to organize the parent involvement for East Ridge.

Parent involvement could include:

- Coordinating and setting up breakfast, lunch, dinner, and snacks
- Hotel checks
- Coordinating student outings during the evenings
- Parent coordination

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

TBD

8. Describe the manner of selecting participants.

This event is a varsity sports event. The athletes selected to play on the East ridge Varsity Ultimate team will be able to attend. There is a small possibility for athletes not on Varsity to be pulled up specifically for this weekend. We will be bringing approx. 18-22 athletes.

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

Donna Johnston and Mike Merwin

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

There will be a chaperone phone tree in place for any issues that arise that do not directly need emergency medical supervision. Student athletes will not be allowed to leave the hotel/team site without the supervision of a certified adult chaperone. Once in the hotel a curfew will be set for 10PM. At this time there will be a bedroom check conducted by the chaperones to again verify that all athletes are accounted for in their designated rooms. Individual rooms will have captains or leaders in each to assure proper behavior.

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

- Hotel – 2100\$ + tax
 - o 7 rooms for 2 nights at \$150 per night
 - Numbers based on 22 athletes, 2 coaches and 2 chaperones
- Tournament Fee – 425\$ + USAU event fee(17\$ each student)
- Food – TBD
- Rental Van – \$2000 for 2 vans (based on 12 person van) + gas

Estimated cost per student: 150 – 250 excluding food

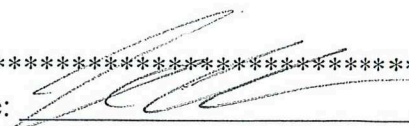
12. State evaluation procedures.

N/A

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

NO NUTS – One of the athletes on the Woodbury team has a severe allergic reaction to ALL peanuts, and tree nuts. This is the largest concern as the two schools will be staying at the same hotel.

Signature of Staff Member Responsible:

 2-22-22

Date field trip request was submitted to Principal: 2/22/22

Principal/Administrator Signature and Date: [Signature] 2/22/22

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 2-24-22

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): Donna Johnston 515-971-9359 & Mike Merwin 815-298-1280

School and Program: Woodbury Ultimate Frisbee

Date of Requested Trip: 4/29/22-5/1/22

1. What group is taking this trip? Ultimate Frisbee

Estimated # of Students 14 Adult Supervisors 2

2. Destination: Joliet, Illinois

Date/Time of Departure: 7AM 4/29/22

Date/Time of Return: 10PM 5/1/22

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

Ultimate frisbee competition

4. Name the manner of travel and the carrier.

Passenger vans. WHS Motor Pool (two vans) have been reserved.

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

The team will be staying at a hotel close to the field site. This hotel is still to be determined but is most likely to be:

Fairfield Inn

1501 Riverboat Center Dr, Joliet

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

Multiple parents will be going through the process to become USAU certified chaperones to assist in the execution of this trip.

Gail Lowry and Cari Jo Drewitz are helping to organize the parent involvement for Woodbury.

Parent involvement could include:

- Coordinating and setting up breakfast, lunch, dinner, and snacks
- Hotel checks
- Coordinating student outings during the evenings
- Parent coordination

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

TBD

8. Describe the manner of selecting participants.

This event is a varsity sports event. The athletes selected to play on the Woodbury Varsity Ultimate team will be able to attend. We will be bringing approx. 14 -18 athletes.

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

Donna Johnston and Mike Merwin

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

There will be a chaperone phone tree in place for any issues that arise that do not directly need emergency medical supervision. Student athletes will not be allowed to leave the hotel/team site without the supervision of an adult chaperone and sign out. Once in the hotel a curfew will be set for 10PM. At this time there will be a bedroom check conducted by the chaperones to again verify that all athletes are accounted for in their designated rooms. Individual rooms will have captains or leaders in each to assure proper behavior.

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

Expenses:

- Hotel – 1800\$ + tax
 - o 6 rooms for 2 nights at \$150 per night
 - Numbers based on 18 athletes, 2 coaches and 2 chaperones
- Tournament Fee – 425\$ + USAU event fee(17\$ each student)
- Motor Pool Van – Gas costs – Approx. 300
- Food – TBD

Estimated cost per student: 150 – 200 excluding food

- We plan to use some of the budget that we already have in place in the WHS Ultimate account to subsidize this cost.

12. State evaluation procedures.

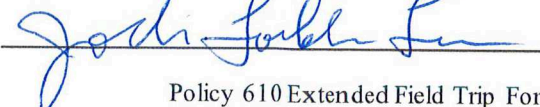
N/A

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

NO NUTS – One of the athletes on the Woodbury team has a severe allergic reaction to ALL peanuts, and tree nuts.

Signature of Staff Member Responsible:  2/22/22

Date field trip request was submitted to Principal: 2-22-22

Principal/Administrator Signature and Date:  2-22-22

Approved: ✓ Not Approved: _____

Assistant Superintendent Signature and Date: Kristle Schen 2-28-22

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): Shawn Mahady 651.895.5114

School and Program: Woodbury School Boys Golf

Date of Requested Trip: May 6/7 _____

1. What group is taking this trip? Northern Minnesota Golf Invitational _____

Estimated # of Students Six Adult Supervisors One

2. Destination: Giants Ridge Golf Course – Biwabik, MN

Date/Time of Departure: May 6 – 6:00 am _____

Date/Time of Return: May 7 – 8:00 pm _____

3. State purpose and educational value of trip (attach information to form if needed).
Participation in the Northern Invitational hosted by Virginia High School. Team building,
learning to respect the game and your opponents.

4. Name the manner of travel and the carrier.
District 833 Van – driven by Head Coach – Shawn Mahady

5. State housing arrangements (must include name, address and phone number of hotel).
Lodge at Giants Ridge -6373 Wynne Creek Drive – Biwabik, MN 55708 218.865.5170

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

Planned trip with Booster Club, parents and assistant coaches input.

7. List participants (reminder to have participants complete parent/guardian permission form).
Boys Varsity Golf Team – participants determined after qualifying scores in April and May.

8. Describe the manner of selecting participants.

Players selected by scoring average, positive attitudes and completed school work.

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

Shawn Mahady = Head Coach – Woodbury high School Boys Golf

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

EAP in place per MSHSL guidelines and vehicle inspection per the training received from South Washington County in February, 2022.

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

Trip will be funded by WHS and the WHS Boys Golf Team Booster Club. Cost per student is approximately \$175 with virtually no out of pocket expenses.

12. State evaluation procedures.

Trip will be evaluated for success upon our return.

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

NA at this time.

Signature of Staff Member Responsible: Shawn Mahady

Date field trip request was submitted to Principal: Jo B 2-28-22

Principal/Administrator Signature and Date: Jodi Suber 3-2-22

Approved: ✓ Not Approved: _____

Assistant Superintendent Signature and Date: Kristen Schaefer 3-15-22

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): Robert Loshek 651-425-6767

School and Program: Park High School Softball program

Date of Requested Trip: FRIDAY, MAY 13 - SATURDAY, MAY 14, 2022

1. What group is taking this trip? THE PARK VARSITY SOFTBALL TEAM

Estimated # of Students 16 Adult Supervisors 3

2. Destination: WINONA, MN PLAZA SUITES, WINONA, MN

Date/Time of Departure: 6:00 PM on MAY 13, 2022

Date/Time of Return: 3:00 PM on MAY 14, 2022

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

THE TRIP IS BEING USED AS A TEAM BUILDING / TEAM BONDING EXPERIENCE FOR OUR VARSITY SOFTBALL TEAM.

4. Name the manner of travel and the carrier.

THE TEAM WILL BE BUSSED IN VANS BY COACHES WHO HAVE BEEN DISTRICT VAN TRAINED. PLAYERS MAY TRAVEL WITH

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

THE PLAZA HOTEL + SUITES 1025 HWY 61 EAST,
WINONA, MN 55987 phone# (507) - 453-0303

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

THE SOFTBALL BOOSTER CLUB WILL BE PUTTING TOGETHER AN ITINERARY - WHERE THE VANS WILL BE LOADED WITH GEAR +

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

PARK SOFTBALL VARSITY TEAM

Team dinner provided.

8. Describe the manner of selecting participants.
All of the PARK VARSITY PLAYERS + COACHES have the opportunity to attend. They may opt out if need be.
9. Indicate who will be in charge of supervising the trip.
Coach Bob Loshek will be in charge of the trip. (651-343-3522) Asst. coach SAMANTHA Hildebrand will be in charge of the rooms for the players.
10. State the safety precautions and procedures for emergencies while on the trip.
We will have all emergency forms, MED KIT, as well as a plan to get to hospital if need be. Hospital is less than one mile from field.
11. Give budget costs, how trip will be funded and estimated cost per student.
Trip will be funded by the PARK Softball Booster Club.
12. State evaluation procedures.
We will know how it went by how our players treat each other. It is for team building.
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
AT THIS TIME, WE DON'T SEE AN APPLICABLE NEEDS, but will have an emergency plan in case. MED KITs and parents will be on hand if needed.

Signature of Staff Member Responsible: [Signature] MARCH 4, 2022

Date field trip request was submitted to Principal: 3/4

Principal/Administrator Signature and Date: [Signature] 3/8/2022

Approved: [Signature] Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 3-15-22

Approved: [Signature] 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): Stacy Paleen 651-283-5932

School and Program: Park High School – World Language Department – EF Tours

Date of Requested Trip: June 14-June 25

1. What group is taking this trip? Students and Parents from Park High School

Estimated # of Students 35 Adult Supervisors 5

2. Destination: Paris, France to Milan, Italy

Date/Time of Departure: June 14, 2022

Date/Time of Return: June 25, 2022

3. State purpose and educational value of trip (attach information to form if needed).
To give students an opportunity to:
-Expand their knowledge of the world around them
-Discover more about themselves
-Grow more confident and independent
-Come to understand more about new people, places, and cultures
4. Name the manner of travel and the carrier.
We will fly using a major airline carrier. We will travel by coach bus while in Europe.
5. State proposed housing arrangements.
EF Tours is organizing hotels in each major city that we visit (Paris, Loire Valley, Lyon, Provence, Nice, Cinque Terre and Milan).
6. Describe parental involvement in planning – including who, what, where, when and how.
Parents attend all predeparture meetings (one in February and one in May)
7. List participants (reminder to have participants complete parent/guardian permission form).
See list at end of form.
8. Describe the manner of selecting participants.
Open to all students at Park High School

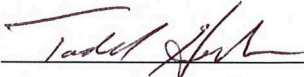
9. Indicate who will be in charge of supervising the trip.
Stacy Paleen – French Teacher at Park High School
10. State the safety precautions and procedures for emergencies while on the trip.
EF Tours has extensive safety precautions in place. We follow them. We also have a full-time tour director with us at all times.
11. Give budget costs, how trip will be funded and estimated cost per student.
Students paid ALL of their costs. There are no costs that will be covered by the district.
12. State evaluation procedures.
We will make sure all students return safely to the US.
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
We are following ALL protocols set forth by EF Tours.


First Name	Last Name
Mason	Allen
Brandon	Andrews
Logan	Arends
Brandon	Chantamarin
Kennedy	Courteau
Jacob	Donlin
Emma	Fettig
Aiden	Fryar
Itzel	Garcia
Michael	Gladis
Hannah	Holmgren
Assin	Joseph
Liam	Koster
Afton	LeMay
Mitchell	LeMay
Alexander	Marty
Mia	Mc Graw
Madeline	Peterson
Myla	Price
Ava	Radel
Amelia	Reckinger
Taylor	Rehm-Anderson
Addison	Reichel

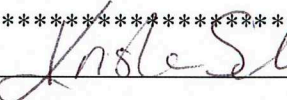
Josephine	Schwartz
Addison	Strub
Sophia	Szukics
McKenna	Tamte
Alexander	Westerman

Signature of Staff Member Responsible: Stacy Paleen

Date field trip request was submitted to Principal: February 16, 2022

Principal/Administrator Signature and Date: 

Approved:  Not Approved: _____

Assistant Superintendent Signature and Date:  2-23-22

Approved:  Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____