

## REVISED

## ADMINISTRATIVE REPORT

**DATE:** April 21, 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. June 11-July 3, 2022 – Woodbury High School Spanish Immersion Program – 50 students and 4 adult supervisors will travel to Malaga, Spain. The students will participate in an extensive study/travel abroad program. The trip itinerary is attached. (Elicia Buzinec)
- b. **May 13-15, 2022 – Woodbury High School AFJROTC – 40 students and 3 adult supervisors will travel to Rapid City, S.D. to watch an air show featuring the Blue Angles, tour Mount Rushmore and the Badlands. They will travel via coach bus (Thielen Bus Lines) and will stay at the Sleep Inn and Suites in Rapid City. (Tom Petzold & Kathy Cotto)**

## RECOMMENDATION

Approval





South Washington County Schools  
Cottage Grove, MN

## 610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Elicia Buzinec 651-425-4406

School and Program: Woodbury High School Spanish Immersion Program

Date of Requested Trip: June 11 – July 3, 2022

1. What group is taking this trip? WHS Spanish Immersion Program

Estimated # of Students 50 Adult Supervisors 4

2. Destination: Malaga, Spain

Date/Time of Departure: June 11, 2022

Date/Time of Return: July 3, 2022

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

The South Washington County K-12 Spanish Immersion Program was extended into the high school in 2013-2014. A portion of the High School Pathway planning included the opportunity for students to participate in an extensive study/travel abroad program. The purpose of the trip is to provide Spanish Immersion students the opportunity to expand and extend their Spanish language skill by participating in a course designed to include formal classroom instruction along with a varied program of supervised leisure activities and excursions to introduce the students to Spanish culture, sports and lifestyles. Sample weekly itinerary attached for 3-week stay.

4. Name the manner of travel and the carrier.

We will fly from MSP to Spain via Delta, KLM, and AirFrance Airlines. Colegio Maravilla provides all transportation upon arrival in Malaga. Travel itinerary attached.

5. State proposed housing arrangements.

All students will live with host families for the duration of the trip. All host families are screened and rooms are inspected and approved by Colegio Maravillas staff. Students are provided breakfast and dinner with their host family. Lunch is provided at school. Staying with a host family is an interesting alternative and provides an excellent opportunity to get to know the Spanish lifestyle. Most host families live within walking distance of the school or within a 10-15 minute bus/train ride. Students will be placed in double or triple rooms, sharing either with a classmate or with another

international student of approximately the same age and gender. Students who attend Colegio Maravillas are primarily from European countries (France, Italy, Germany, Ireland).

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

Parent meetings were held the following dates: 3/23/20, 9/28/20, 10/27/20, 5/18/21. Initial meetings were held to determine student interest and solicit parent volunteers to work on travel planning, fundraising, and management of budget.

The Travel Planning Team included the following:

Sarah Sorenson-Wagner; WHS Principal, Paula Arland; Parent. Multiple planning meetings were held between August 2020-present. All travel details were planned by this team. This is the fourth trip planned to Spain so many of the logistics and travel arrangements are already in place from previous years, including a long-term relationship with travel agent and school principal at Colegio Maravillas. Parent feedback was solicited to select dates of the trip, consideration for layovers, and cost of airfare.

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

See attached.

8. Describe the manner of selecting participants.

All current 10<sup>th</sup> and 11<sup>th</sup> grade students in the Spanish Immersion program at Woodbury High School were eligible for the trip. \*Three 12<sup>th</sup> grade students will also participate. Please note, this is a change from past practice. Students have typically completed either 10<sup>th</sup> or 11<sup>th</sup> grade, but due to the trip cancellation last year, 12<sup>th</sup> grade students are being allowed to still participate.

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

Elicia Buzinec, Woodbury High School Assistant Principal

Paula Arland, Parent

Nelly Anderson, WHS Spanish Immersion Teacher

Kirsten Rios, Parent & Nuevas Fronteras Teacher

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

All chaperones are either District 833 staff members or parents who have extensive experience supervising students.

Chaperones will bring all medical information on the trip to help facilitate getting medical attention to any student or chaperone who is in need. All chaperones will carry mobile phones and will be accessible to students throughout the duration of the trip. Chaperones will meet before the trip and as needed before excursions to determine steps to take in emergency situations. Staff from Colegio



Maravillas also provide supervision throughout the staff in all on-site activities and planned off-site excursions.

**Procedures for Student Illness or Medical Emergency:**

- Student's parents will be called and consulted about treatment procedure or acceptable medications.
- If a student is not able to participate in the day's activities, the student will stay at home with his/her host family or with a chaperone at school.
- In case of severe medical emergency student will be taken to the nearest hospital immediately. The information on their health form will be used until their parent or guardian is consulted.

**Procedures for Student Separation from Group:**

- Chaperone will attempt to contact student via cell phone.
- Chaperones will retrace the steps of that student. Chaperone will attempt to contact student & parents.
- A picture of the student or students will be provided (via Infinite Campus) as a reference for chaperones and other venue officials who may aide in locating the student(s).
- A chaperone will always wait at the assigned meeting or pick up point in case the student returns to that spot while others are searching.

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

Per Student Colegio Maravillas Cost: 1,525 Euros (approximately \$1800)

Per Student Airfare: \$2,150

The anticipated total cost per traveling is approximately \$3,900. A host of fundraising opportunities were made available for students to earn a portion of the trip's cost over the past 2 years.

12. State evaluation procedures.

Each student/family and chaperone will be asked to complete an online survey/evaluation form. Comments made by these participants will be taken into account when planning future trips. A trip to Spain has been scheduled every 2 years so all students in the Spanish Immersion Program at Woodbury High School have the opportunity to participate once during their high school experience.

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

**Precautions**

The logistics for this trip will be thoroughly planned and reviewed in preparation for the trip. Student documents (passport information) will be held by each chaperone. Individual parent meetings to discuss student concerns will be scheduled before departure as needed.

**Special Concerns**

Extensive planning and meetings have taken place regarding COVID preparedness. COVID testing is currently required to enter Spain and to re-enter the US upon return. We continue to work with our

travel agent to monitor the safety of traveling to Spain. Parents are aware that if their child is quarantined in Spain, they will supervised by host family and transportation will be adjusted for alternate travel back to the US.

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Signature of Staff Member Responsible: 

Date field trip request was submitted to Principal: 3/25/22

Principal/Administrator Signature and Date:  3/25/22

Approved: 3/25/22 Not Approved: \_\_\_\_\_

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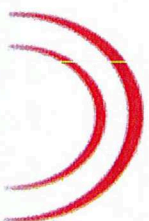
Assistant Superintendent Signature and Date:  4/4/22

Approved: ✓ Not Approved: \_\_\_\_\_

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School Board Review Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_



CONCERT & STUDY TOURS

## ***The Woodbury High School Spanish Immersion Study Group 2022 Malaga, Spain***

**Travel Dates:** June 11-July 3, 2022

**Number of participants:**

**60 persons (56 students / 4 adults)**

**Total Cost-**

**Flight and travel insurance: \$2150.00 per person**

### **Tour Inclusions:**

❖ Round trip flights between Minneapolis / St. Paul, Minnesota and Malaga, Spain using Delta, KLM and Air France airlines.

The group is being accommodated on the following flight schedules:

June 11- Mpls. to Amsterdam	730PM arrive 1050AM (June 12 <sup>th</sup> )
June 12- Amsterdam to Malaga	130PM arrive 430PM
July 3 - Malaga to Paris	600AM arrive 840AM
Paris to Mpls.	330PM arrive 530PM

Flight times are subject to possible/probable schedule changes.

❖ Travel Insurance policy for all group members.





**MARAVILLAS**  
Programa Internacional  
www.maravillas.es - Costa del Sol

### SUMMER COURSE FOR TEENS - PROGRAM OF ACTIVITIES FROM 14th TO 19th JUNE 2021

	MONDAY 14th	TUESDAY 15th	WEDNESDAY 16th	THURSDAY 17th	FRIDAY 18th	SATURDAY 19th
07:30-08:00						Breakfast 8:00
08:00-08:30	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	
08:30-09:00	09:00 Level Test (new students)					DEPARTURE
09:30-10:30	Spanish Class	Spanish Class	Spanish Class	Spanish Class	Spanish Class	DAY TRIP TO CORDOBA
10:30-10:45	Pausa	Pausa	Pausa	Pausa	Pausa	With our teachers
10:45-11:45	Spanish Class	Spanish Class	Spanish Class	Spanish Class	Spanish Class	
11:45-12:00	Pausa	Pausa	Pausa	Pausa	Pausa	
12:00-13:00	Spanish Class	Spanish Class	Spanish Class	Spanish Class	Spanish Class	VISIT TO CATHEDRAL MOSQUE AND THE ALCAZAR
13:00-14:00	Welcome speech	Activities in the school	Activities in the school	Activities in the school	Activities in the school	
14:00 - 15:30	BUFFET LUNCH 15:30	BUFFET LUNCH 14:45	BUFFET LUNCH 15:00	BUFFET LUNCH 15:30	BUFFET LUNCH 15:30	Packed Pic-nic lunch prepared by the host families
15:30-19:00	Departure from school Orientation Tour + Beach	Departure from school Kayak on the lake	Departure from school Half day visit to Mijas	Departure from school Beach sports and games	Departure from school Beach sports and games	19:00 Return to Benalmadena
FIN DE ACTIVIDAD						
19:00 - 21:00	Dinner with host families	Dinner with host families	Dinner with host families	Dinner with host families	Dinner with host families	Dinner with host families
21:00-24:00	Meet your new friends at school and sport activities at the sport centre	Free Time	21:00 Meet at the school sport activities at the sport centre	Free Time	21:00 Meet at the school Play bowling	Free Time





South Washington County Schools  
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): THOM PETZOLD / KATHY COTTO  
651-425-4487

School and Program: WHS - AFJROTC

Date of Requested Trip: 13-15 MAY 2022

1. What group is taking this trip? AFJROTC

Estimated # of Students 40 Adult Supervisors 3

2. Destination: RAPID CITY SD

Date/Time of Departure: 13 MAY, 8:00 AM

Date/Time of Return: 15 MAY, 8:00 PM

3. State purpose and educational value of trip (attach information to form if needed).  
Watch an air show featuring the Blue Angels, tour aircraft static displays, view STEM related events. Tour MT Rushmore & the Badlands. This will be an amazing environment to learn our
4. Name the manner of travel and the carrier. aviation curriculum in action.  
Coach Bus - Thielen Bus Lines, Inc.
5. State housing arrangements (must include name, address and phone number of hotel).  
Sleep Inn & Suites (605) 791-5678  
4031 Cheyenne Blvd  
Rapid City SD 57703
6. Describe parental involvement in planning – including who, what, where, when and how.  
Emails to parents to include a Parent/Guardian Info letter.  
see attached
7. List participants (reminder to have participants complete parent/guardian permission form).  
see attached:



8. Describe the manner of selecting participants.  
Must not be failing classes; signed parent/guardian permission forms; no behavior or discipline issues reported by staff or information.
9. Indicate who will be in charge of supervising the trip.  
Major Thom Petzold  
MSgt Kathy Cotto
10. State the safety precautions and procedures for emergencies while on the trip.  
Contact info for parents
11. Give budget costs, how trip will be funded and estimated cost per student.  

Bus - \$6400	Funded partially by Air Force - \$3500
Hotel - \$4100	Activity Account (Fund raisers) - \$6000
	Student cost: \$25 each = \$1000
12. State evaluation procedures.  
NA
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable. NA at this time. We will follow the directions of parents as stated on the permission form.

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Signature of Staff Member Responsible: Whero Pige

Date field trip request was submitted to Principal: SARAH SORENSON - WAGNER

Principal/Administrator Signature and Date: S. Sorenson-Wagner 4/20/22

Approved: X Not Approved: \_\_\_\_\_

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Assistant Superintendent Signature and Date: Krist Schum 4-20-22

Approved: ✓ Not Approved: \_\_\_\_\_

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School Board Review Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

# **SOUTH WASHINGTON COUNTY SCHOOLS**

**Independent School District 833**

**Cottage Grove, Minnesota 55016**

## **Field Trip Parental Authorization Form**

### **FIELD TRIP EVENT: Air Show Visit to Ellsworth AFB, SD**

**Planned by: AFJROTC Staff**

**Depart: May 13<sup>th</sup> approximately 8 AM from WHS    Return: May 15<sup>th</sup> approximately 10:00 PM at WHS**

**PARENT: Please complete and return this form to school no later than: April 13<sup>th</sup>**

**Please call MSgt Cotto or Maj Petzold at 651-425-4487 if you have any questions.**

### **FIELD TRIP PARENTAL AUTHORIZATION**

You release the Department of Defense and all its agents, the United States Air Force and all its agents, District 833 and all its agents, and the AFJROTC Staff of any liability for accident or injury which may occur during this field trip. You also grant permission for treatment of your son/daughter at the nearest medical treatment facility (military or civilian) in the event of emergency and you are aware this treatment, if needed, could become your financial responsibility. This form must be completed and returned before your son/daughter may participate in this field trip.

### **PARENT/GUARDIAN: PLEASE COMPLETE AND RETURN TO SCHOOL:**

I understand that district procedures have been followed in planning for this field trip.

Weather conditions will be considered prior to the trip and necessary adjustments may be made. This could include canceling the field trip.

I also understand that I will be responsible for paying all expenses related to sending my child home from the trip due to disciplinary reasons or illness if the school staff deems it necessary.

**I have read and understand the attached Parent/Info sheet and I authorize our son/daughter to participate in the field trip on the dates specified.**

\_\_\_\_\_  
Student's Name

**WOODBURY HIGH SCHOOL**

School

\_\_\_\_\_  
Parent/Guardian's Name

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Home Phone

Does your son/daughter have any special health problems or handicapping conditions which will require special attention of supervision on this field trip? If so, explain: \_\_\_\_\_

THE ABOVE INFORMATION WILL BE TAKEN ON THE FIELD TRIP WITH THE SUPERVISOR

Please fill out, sign, and return this form with a \$25 deposit by Apr 13<sup>th</sup>. The total cost of the trip is \$150 per cadet, however that may be reduced based on whether your child met the requirements of our fund raisers. As a minimum, each cadet is required to pay \$25 (the deposit) with the remaining balance (if any) due May 9<sup>th</sup>. Please make all checks payable to **Woodbury HS AFJROTC**. You will receive a full refund if your child cancels but you will lose your deposit if cancelled after May 9<sup>th</sup>. An Informational Letter is attached that includes all the details of the trip (itinerary, hotel info, rules, packing list, contact numbers, etc.).



## **ELLSWORTH AFB AIR SHOW 2022 (Parent/Guardian Info Letter)**

### **Dates:**

- Depart Woodbury H.S. at 8:00 am, Friday, May 13<sup>th</sup>
- Return Woodbury H.S. at 10pm, May 15<sup>th</sup> (the return time is subject to change based on traffic, etc). We will ask the cadets to call periodically with updates on our return time, but feel free to call MSgt Cotto or Maj Petzold at the phone numbers below to get updates as well.

### **Purpose of Field Trip:**

Watch an Air Show featuring the Blue Angels, Tour aircraft static displays, Visit historic Mt Rushmore, and tour the Badlands. This will provide an amazing environment to learn our aviation curriculum in action.

### **Hotel (2 nights):**

Sleep Inn and Suites

4031 Cheyenne Blvd, Rapid City SD 57703

Phone: (605) 791-5678

The hotel will have a pool.

Breakfast will be included with the room.

**Student Requirements:** Signed parent/guardian field trip permission form due by April 26th. Must not be failing any classes (signed teacher form), and have no behavior/discipline issues reported by staff or administration.

**Student Cost:** The total cost of the trip is \$150 per cadet, however that may be reduced to \$25 based on whether your child met the requirements of our fund raiser. As a minimum, each cadet is required to pay \$25 by April 13<sup>th</sup> (with signed permission form) with the remaining balance (if any) due May 9<sup>th</sup>. Please make all checks payable to Woodbury HS AFJROTC. You will receive a full refund if your child cancels but you will lose your \$25 fee if cancelled after May 9<sup>th</sup>.

**Additional Costs:** Students should bring money for their lunch and dinners as well as spending money to cover snacks, incidentals, additional food and souvenirs.

**Roommate Arrangements:** Students will be 4 to a room as much as possible, (exceptions will be made in the case of an odd number of boys or girls).

**Free Time/Curfews:** Students will be allowed (in pairs or groups) to do their own thing for dinner, Friday and Saturday (at restaurants in or near the hotel). They'll be required to sign out through a Charge of Quarters and be back in the hotel by 10:30 p.m., in their rooms by 11:00 p.m., and lights out by 12:00 midnight. If you (parents or guardians) prefer your child to be in earlier, or have other restrictions, please indicate via email.

**Transportation:** Thielen Bus Lines Inc, commercial coach bus

### **Chaperone/Instructor:**

Major Thomas Petzold Cell # (651) 431-1271

MSgt Kathy Cotto Cell # (719) 433-4020

**Important notes:** As this is a school sponsored field trip, all school and district rules and regulations will be enforced. Any behavioral problems will be dealt with by school administration upon our return. **Drugs, alcohol, and tobacco (to include ECigs)** are prohibited. Please impress on your child to not bring anything along that is not allowed in school. Not only will it result in administrative action, it will jeopardize our access to the air force base.

If you have any questions or specific instructions regarding your student, please call or email Major Petzold or MSgt Cotto at (651) 425-4487. Email: [tpetzold@sowashco.org](mailto:tpetzold@sowashco.org) or [kcotto1@sowashco.org](mailto:kcotto1@sowashco.org).