

ADMINISTRATIVE REPORT

DATE: June 16, 2022
TOPIC: 6.9 – 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 21-24, 2022 – Woodbury High School HOSA – 13 students and 4 adult supervisors will travel to Nashville, TN. For the HOSA International Leadership Conference. They will travel via Delta/Southwest Airlines and will be staying at the Quality Inn & Suites in Nashville. (Sivanuja Balagi)
- b. September 2-3, 2022 – Woodbury High School Cross Country Team – 50 students and 2 adult supervisors plus parents will travel to Sioux Falls, South Dakota for a Cross Country meet. They will travel via Jefferson Bus lines and will be staying at the Glo Best Western in Sioux Falls. (Geoff Stevens)
- c. October 17-20, 2022 – Cottage Grove Middle School – 100 students and 6 adult supervisors will travel to Washington, D.C. for an educational visit. They will travel via Worldstride's tour company. Sample literary attached. (Darren Reiter)
- d. January 6-7, 2023 – East Ridge High School Wrestling Team – 15 students and 3 adult supervisors will travel to Superior WI. for a tournament. They will travel via 833 vans and will be staying at the Hampton Inn Superior Duluth. (Jon Balagot)





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

RECOMMENDATION

Approval





South Washington County Schools
Cottage Grove, MN

510.4 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Sivaranuja Balaji (ANU)

School and Program: WOODBURY HIGH SCHOOL / HOSA INTL. LEADERSHIP CONFERENCE

Date of Requested Trip: 6/21/2022 to 6/24/2022

1. What group is taking this trip? HOSA

Estimated # of Students 13 Adult Supervisors 4

2. Destination: NASHVILLE, TN

Date/Time of Departure: 6/21/2022 @ 3:15 pm

Date/Time of Return: 6/24/2022 @ 9 pm

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

A team of 13 WHS students representing HOSA chapter advanced to international competition held @ Nashville b/w 6/21 to 6/24.

4. Name the manner of travel and the carrier.

Air travel - most students accompanied by adult chaperone traveling by Delta while few are traveling by Southwest

5. State proposed housing arrangements - must include address and phone number

Quality Inn Opryland Area

2516 Music Valley Dr, Nashville TN 37214 Phone: 629-666-5230

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

Four of the parents - Balaji Srinivasan, Sairam Sitarangan, Asima Yasin, Emad Ibrahim have involved in coordinating travel & logistics for all students. They will accompany the students all through the trip.

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

Rahul Balaji, Srinath Hantharajan, Vishnu Vundamatti, Miranjana Sairam Pashin Poonivala, Arif Ansari, Suha Ibrahim, Artlyn Zakanna, Arnish Tripathi, Anika Tripathi, Saleha Ali, Heming Lu, Tessa Campbell

8. Describe the manner of selecting participants.

The students participated in the HOSA national/state competition between Apr 25th-26th 2022 & won 4 of

the participated events to qualify for competing in HOSA International

Srinivasan

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

Balaji - 314-504-2435. Balaji Srinivasan
Sriram - 612-730-4552. Sriram Sitaraman

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

chaperone contact informations -
Balaji - 314-504-2435, Sriram - 612-730-4552.

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

\$1000 - \$1200 per student funded by parents of each student

12. State evaluation procedures.

↳ competition advanced to international

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

N/A

Signature of Staff Member Responsible: _____

Srinivasan Balaji

Date field trip request was submitted to Principal: _____

Jodi Loubser 5/11/27

Principal/Administrator Signature and Date: _____

Jodi Loubser

Approved: X _____

Not Approved: _____

Assistant Superintendent Signature and Date: _____

Kristen Schaefer

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): Geoff Stevens 651-425-5473 _____

School and Program: Woodbury High School Cross Country

Date of Requested Trip: 9/2/2022-9/3/2022

1. What group is taking this trip? Cross Country

Estimated # of Students 50 Adult Supervisors Geoff Stevens, Jeff Burkart, Parent chaperones

2. Destination: Sioux Falls South Dakota

Date/Time of Departure: 9/2/2022 10:00am

Date/Time of Return: 9/3/2022 2:00pm

3. State purpose and educational value of trip (attach information to form if needed).
Cross Country meet/Team Bonding

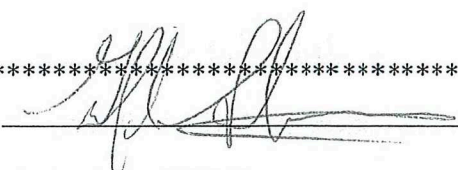
4. Name the manner of travel and the carrier.
Charter Bus
Jefferson Bus Lines

5. State proposed housing arrangements.
Hotel
GLO Best Western
1211 S Darryl Place
Sioux Falls, SD 57110

6. Describe parental involvement in planning – including who, what, where, when and how.
Jen Sutch Booster Club President and other parent volunteers
The booster club will be paying for some of the cost of the trip (food, drinks, etc)

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


8. Describe the manner of selecting participants.
Cross Country athletes
9. Indicate who will be in charge of supervising the trip.
Geoff Stevens
10. State the safety precautions and procedures for emergencies while on the trip.
We will have student health forms and emergency contact information
11. Give budget costs, how the trip will be funded and estimated cost per student.
Students and booster club will cover costs
Booster club and a fee for the students to cover the hotel rooms
12. State evaluation procedures.
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

Signature of Staff Member Responsible: 

Date field trip request was submitted to Principal: 5/6/2022

Principal/Administrator Signature and Date:  5-10-22

Approved: 5-10-22 Not Approved: _____

Assistant Superintendent Signature and Date:  5/23/22

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): Darren Reiter 612-308-9729

School and Program: Cottage Grove Middle School

Date of Requested Trip: Monday, October 17th to Thursday, October 20th, 2022

1. What group is taking this trip? Any interested 8th grade students from CGMS

Estimated # of Students 100

Adult Supervisors Darren Reiter, Sam Dummer, Tricia Dummer, Chris Foss,
Adam Quale, Craig Bauman,

2. Destination: Washington, DC

Date/Time of Departure: Monday, October 17th, 2022 (Flight time is TBD)

Date/Time of Return: Thursday, October 20th, 2022 (Flight time is TBD)

3. State purpose and educational value of trip (attach information to form if needed).
Students will be able to visit many of the monuments and memorials that they have been studying in their Social Studies classes.

4. Name the manner of travel and the carrier.
Travel plans are provided by our tour company, Worldstride's.

5. State proposed housing arrangements.
Housing arrangements are provided by our tour company, Worldstride's.

6. Describe parental involvement in planning – including who, what, where, when and how.
There is no parental involvement in the planning of this trip.

7. List participants (reminder to have participants complete parent/guardian permission form).
The final list of participants will not be available until September, 2022.

8. Describe the manner of selecting participants.
All 8th grade students are eligible, unless administration determines a concern.

9. Indicate who will be in charge of supervising the trip.
- | | |
|------------------------------|-----------------------------|
| Darren Reiter – Tour leader | Sam Dummer – CGMS Teacher |
| Tricia Dummer - CGMS Teacher | Chris Foss - CGMS Teacher |
| Adam Quale - CGMS Teacher | Craig Bauman - CGMS Teacher |

10. State the safety precautions and procedures for emergencies while on the trip.
Students that attend the trip will fill out a medical form so that we can properly prepare for any necessary medical needs.
11. Give budget costs, how trip will be funded and estimated cost per student.
The district will be responsible for the cost of the substitute teachers.
12. State evaluation procedures.
Parents and students are given an opportunity to fill out an evaluation.
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
N/A

Signature of Staff Member Responsible: Dan Reiter

Date field trip request was submitted to Principal: June 6, 2022

Principal/Administrator Signature and Date: Harold Scott 6/6/22

Approved: _____ Not Approved: _____

Assistant Superintendent Signature and Date: Kash Schen 6/8/22

Approved: ✓ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____

2022 8th Grade Washington DC Trip

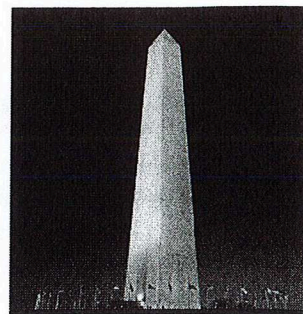
Trip Coordinator: Darren Reiter

dreiter2@sowashco.org

(W) 651-425-6769

(C) 612-308-9729

Intro Video For The Trip



Trip Dates

Monday, October 17th – Thursday, October 20th, 2022

Chaperones

We only take teachers from CGMS for the trip. **Sorry, no parent chaperones!**

Travel Company

Worldstride's

1-800-468-5899

www.worldstrides.com

Trip ID # 200054

You will always need this ID # to access your account.

Cost of Trip (Big incentive to sign up in the first 48 hours of the trip being introduced!!!)

\$1,745 if registered before 11/13/2021 date

\$1,845 if registered before 12/1/2021 date

\$1,945 if registered after the 12/1/2021 date

This price includes everything on the trip including airfare, bus, hotel, meals, entrance fees, hotel security, tour guides, etc. The only item that students may need money for is souvenirs.

Trip should be paid in full by **August 1, 2022**.

Hotel

The Westin Tyson's Corner

7801 Leesburg Pike, Tysons, VA 22182

(703) 893-1340

Security

Safety is a major concern for our chaperones! We have security guards at our hotel each night to keep our students safe and make sure that other guests of the hotel are not in our area of the hotel.

Flight

We will not receive official flight information until approximately 30 days before the trip.

Meals

All meals are provided on the trip. We start the day with breakfast at the hotel. Lunch and dinner are then provided for the students while we travel. Many lunches are taken care of using "cards" that give students an option of 5-20 different restaurant choices. For dinner, we typically will eat at a sit down restaurant or buffet.

Registration

\$49 which is non-refundable (This fee is part of your trip price)

You can register by:

- 1) Calling Customer Service for Worldstride's 1-800-468-5899
- 2) Registering online www.worldstrides.com/signup
- 3) Mailing the form in from your information packet

After you are registered

You must consistently make your monthly payments in order to avoid late charges and fees that incur. Worldstride's typically charges their customers a \$5 "handling fee". **They have agreed to waive this fee for our participants as long as you are current on your payments.** Please contact Worldstride's and remind them of this if you see this fee on your bill. If it is not removed the next month, contact Mr. Reiter and he will work to get this fee removed.

Trip Insurance **\$219**

This is a choice that can only be made by you. If there is any question, it might be wise for you to purchase the trip insurance because of the full refund guarantee.

Discipline

This trip is a privilege and we expect to take students that understand behavior expectations. I will work with our school administration to determine if a student is able to handle our behavior expectations or not.

Behavior Contract

Each student will need to sign a Behavior Contract before they go on the trip.

Medical Forms

Please be specific on this form. You can update the form at our final meeting in October of 2022.

Fundraising

We will be starting our next fundraiser on November 11, 2021. We will try to hold 3 fundraisers to help students earn money for the trip. Here is the fundraising information for any 6th or 7th grade students that are interested in going on the trip when they are in 8th grade.

FLAG Financial Assistance

<https://www.worldstrides.com/?s=flag+scholarship>

Worldstride's does provide a scholarship program for families that have a combined income under \$85,000. Please contact them with any questions that you may have about this program.

Gift of Education Letter

<https://fundraising.worldstrides.com>

A Gift of Education Letter is something that students can send to friends and family members asking for them to contribute funds toward their trip.

Cancelling your student

If you need to cancel your student before July 30th, you should contact Mr. Reiter first. I usually have better luck when helping you get a refund. If you cancel after July 30th, I will do my best to help you, but I cannot promise anything. After this date, fees can be taken out to cover the cost of airline tickets.

Roommate Selection

Students will choose their roommates the first week of October, 2022. Parents will have a chance to confirm their choices at our final meeting.

Final Parent Meeting

Will be held one to two weeks from our trip. It is not determined at this time if it will be virtual or an in-person meeting.

Worldstride's No Risk Guarantee This is the policy that Worldstride's has concerning the possible cancellation/postponement of a scheduled trip.



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

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

Jon Balagot- Head Wrestling Coach: 651.724.5243, j.balagot_160@yahoo.com

Mike Ritt- Assistant Coach: 651.245.8972 mike15742@yahoo.com

Ryan Lund- Assistant Coach: 612.407.8920, ryanlund83@gmail.com

School and Program: East Ridge High School, Wrestling

Date of Requested Trip: 1/6/2023-1/7/2023

1. What group is taking this trip? Wrestling

Estimated # of Students 15 Adult Supervisors 3

2. Destination:

Hotel: **66 E 2nd St, Superior, WI 54880**

Tournament venue: 2600 Catlin Ave, Superior, WI 54880

Date/Time of Departure: 1/6/23-1pm

Date/Time of Return: 1/7/23-9pm

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

Wrestling tournament: education, competition, and learning through the sport of wrestling.

4. Name the manner of travel and the carrier.

South Washington county bussing.

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

Hampton Inn Superior Duluth

66 E 2nd St, Superior, WI 54880

t: (715) 718-2723

C: (313) 318-0655

8. Describe the manner of selecting participants.
Wrestling team/roster
9. Indicate who will be in charge of supervising the trip.
Jon Balagot, Mike Ritt, Ryan Lund
10. State the safety precautions and procedures for emergencies while on the trip.
Students emergency contacts will be used in case of emergency while on the trip to be notified immediately. If a student is injured on the trip, the students emergency contact will be notified immediately and student should either be taken home with the parent, or brought to medical care depending on the severity of the injury.
11. Give budget costs, how trip will be funded and estimated cost per student.
Total cost staff, students, and driver: \$1655.34, cost per student \$111.00. Expenses will be funded with the wrestling activities budget.
12. State evaluation procedures.
Throughout the trip, students should be respectful, and engaging in learning, completing, team bonding, and comradery. Students should be expected to learn on and off the mat while also being engaged on their matches and the matches of their teammates. Field trips and tournaments are an extension of the classroom and should be treated as such.
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
N/a

Signature of Staff Member Responsible: _____

Date field trip request was submitted to Principal: 5/25/22

Principal/Administrator Signature and Date: Lisa Rhoads 5/25/22

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: Kristin Shum 5/31/22

Approved: ✓ Not Approved: _____