

ADMINISTRATIVE REPORT

DATE: November 16, 2023
TOPIC: 5.9 – Extended Field Trips
PRESENTER: Dr. Tyrone Brookins, Kelly Jansen & Kristine Schaefer, Assistant Superintendents
REFERENCE TO POLICY/STATUTE: 610

A. PURPOSE OF REPORT

- December 15-16, 2023 – Park High School Wrestling Team
 - 14 students and 4 adult supervisors will travel to Rochester, MN.
 - Travel – 833 school vans
 - Students will stay at the Centerstone Plaza Hotel Rochester, MN.
 - Tournament
 - Supervisor, Jim LaBrosse
- December 28-29, 2023 – Park High School Wrestling Team
 - 30 students and 6 adult supervisors will travel to Eau Claire, WI.
 - Travel – 833 School Bus
 - Students will stay at Best Western Hotel Eau Claire, WI.
 - Tournament
 - Supervisor, Jim LaBrosse
- January 27-29, 2024 – Park High School Boys Hockey Team
 - 36 students and 6 adult supervisors will travel to Duluth, MN.
 - Travel – Reading Coach Bus Company
 - Students will stay at the Hampton Inn Canal Park, Duluth, MN.
 - Tournament



- Supervisor, Jeff Corkish
- March 4-8, 2024 – Park High School Students
 - 18 students and 3 adult supervisors will travel to Costa Rica
 - Travel – EF Educational Tours
 - Purpose of the trip is to introduce students to international travel and immerse them in a new culture
 - Supervisor, Andrew Voegele
- April 18-21, 2024 – East Ridge High School Civil Rights Tour
 - 50 students and 5 adult supervisors will travel to Atlanta, Birmingham, Montgomery, Selma and Memphis
 - Travel – Hemisphere Educational Travel – Itinerary attached
 - Students will stay at either Hampton Inn or Holiday Inn Express
 - Study the civil rights movement
 - Supervisor, Cindy Gish & Judy Bartel

B. RECOMMENDATION

- Approval

C. CONNECTION TO STRATEGIC PRIORITY

- Student Experience





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: Dec. 15, 23

1. What group is taking this trip? Park Wrestling - Varsity

Estimated # of Students 14 Adult Supervisors 4

2. Destination: Rochester Mayo Civic Center

Date/Time of Departure: 12/15/23 10:00 AM

Date/Time of Return: 12/16/23 4:00 PM

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

Increased competition level - Best tournament in the 5th state area

4. Name the manner of travel and the carrier.

School Vans

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

TBA and shared - Centerstone Plaza Hotel
507-292-7337 Rochester, MN.

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

Coaches plan event

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

13 Varsity wrestlers

8. Describe the manner of selecting participants.

Varsity

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

Jim LaBrosse, Ryan Duffy, LeRoy Olson
Jeremy Chilton

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

NA

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

Booster Club pays for Hotel

12. State evaluation procedures.

Wins / losses Individual placement

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: 11/3

Principal/Administrator Signature and Date: A. [Signature] 11/6

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 11/6/23

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): Jim LaBrosse 612-310-2689

School and Program: Park High Wrestling

Date of Requested Trip: 12/28/23

1. What group is taking this trip? Park Wrestling - Varsity & JV

Estimated # of Students 30 Adult Supervisors 6

2. Destination: WW - Eau Claire - McPhee Athletic Center

Date/Time of Departure: 12/28/23 6:00 AM

Date/Time of Return: 12/29/23 10:00 AM

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

Team Bowling. Varsity & JV Dual Meets & Pizza Party

4. Name the manner of travel and the carrier.

School Bus

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

Best Western Hotel Eau Claire WI
Conference Center 715-838-9989

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

Coaches - Varsity Dual Meet
JV Individual Tournament

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

Varsity & JV (all Wrestlers)

8. Describe the manner of selecting participants.

All Team members are going

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

Head Varsity & Asst. Coach

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

NA

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

Boosters pay for hotel

12. State evaluation procedures.

Team Bonding

50. Individual placements
Varsity Dual Meet wins!

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

Signature of Staff Member Responsible: [Signature]

Date field trip request was submitted to Principal: 11/3

Principal/Administrator Signature and Date: [Signature] 11/6

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 11/6/23

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): Jeff Corkish

School and Program: Park Boys Hockey Jv and Varsity

Date of Requested Trip: Jan 27, 28 and 29.

1. What group is taking this trip? Park Boys High School Hockey Team

Estimated # of Students 36 Adult Supervisors 6

2. Destination: Duluth Mn

Date/Time of Departure: 10:00 AM bracket is yet to be sent out but this time is anticipated

Date/Time of Return: TBD but mid afternoon of the 29th is anticipated.

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

Hockey Tournament

4. Name the manner of travel and the carrier.

Reading Coach Bus Co. 507-926-5404

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

TBA - Hampton Inn Canal Park
218-720-3000 310 Canal Park Dr. Duluth, MN. 55802

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

Hockey boosters will be paying for the coach bus costs as well as the hotel for players and bus driver.

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

See the attached list (will be added after tryouts are complete)

8. Describe the manner of selecting participants.

All players and student managers will be included on this trip.

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

Head coach Jeff Corkish

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

Student athletes and managers will follow the hierarchical contact chain so information is quickly shared. Any emergency will include contact to Mr. Kuemmel. All confidential info will be with the head coach.

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

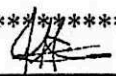
Hockey boosters will be paying for the student hotel rooms, evening meal and bus costs over the cost of the traditional school bus. Shawna Munger will be our booster contact for costs and payments.

12. State evaluation procedures.

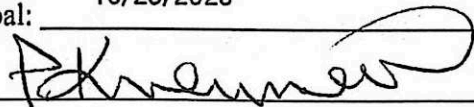
I am not aware of any evaluation procedures.

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

Players and families will all learn team expectations when it comes to safety for the team and individual players. This may include things like allergy to foods, asthma medication etc. Confidential information will be kept with the main supervisor and shared with those in need of knowing.

Signature of Staff Member Responsible: 

Date field trip request was submitted to Principal: 10/23/2023

Principal/Administrator Signature and Date:  10/23

Approved: Not Approved:

Assistant Superintendent Signature and Date:  11/2/23

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): Andrew Voegele - (952) 393-5024

School and Program: Park High School / EF Educational Tours

Date of Requested Trip: Spring Break 2024 _____

1. What group is taking this trip? EF Educational Tours _____

Estimated # of Students 18 Adult Supervisors 3

2. Destination: Costa Rica

Date/Time of Departure: Beginning of Spring Break 2024 *March 4-8, 2024*

Date/Time of Return: End of Spring Break 2024

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

The purpose of the trip is to introduce students to international travel and immerse them in a new culture. While Spanish language is a component of the trip for those students who take a Spanish class or want to learn Spanish, this trip also focuses on Costa Rican / Latin American culture and ecological stewardship. The value of the trip is hard to quantify because it is so ample. Students will learn valuable cultural and social lessons, language, biology and environmentalism, how to travel, the list goes on.

4. Name the manner of travel and the carrier.

Manner of travel is by air to Costa Rica, carrier as yet to be determined. Once in country, EF provides a tour bus which accompanies the tour group everywhere it goes.

5. State proposed housing arrangements.

Lodging is in hotels, with like-gendered students sharing rooms of 2-4 students. Hotel specifics are to be determined.

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

Parents are invited to attend informational and pre-departure meetings, and they are invited to come on the trip as paying participants. However, the bulk of the planning is taken care of by EF

7. List participants (reminder to have participants complete parent/guardian permission form).
Travelers as of 9/26/23

Eliana	Anderson
Micheline	Anderson (Parent)
Amanda	Cardinal
Gavin	Degel
Sydney	Kampf
Nathan	Kinney
Olivia	Korpi
Milo	Lambright
Mason	Manderfeld
Isabel	Martinez
Jacob	Morrisette
Piper	Olson
Sydney	Phan
Jayden	Rentz
Charles	Wilson
Ruby	Pule - Salgado
Ashley	Trejo

8. Describe the manner of selecting participants.
Any Park student is welcome to enroll. Non-Park students will be welcome on the trip as well, though we will not be advertising the trip directly to other schools.

9. Indicate who will be in charge of supervising the trip.
Andrew Voegele (avoegele@sowashco.org / ex. 5779 / (952) 393-5024

10. State the safety precautions and procedures for emergencies while on the trip.
We will be adhering strictly to EF's safety procedures ([see here](#))(For a comprehensive accounting of EF safety procedures see: <https://www.eftours.com/help-center/safety>)

11. Give budget costs, how trip will be funded and estimated cost per student.
Cost of the trip for students is \$3,719 and \$4,440 for adults, paid for by the families. The Park World Language department sells Butter Braids annually as a fundraiser to help students pay for travel. Other fundraising options are possible depending on the desires of the group. As of 9/26/23 no additional fundraising programs have been done by the group.

12. State evaluation procedures.

Our trips are assessed with EF during and after our tour through the EF Tour evaluation tool. This is a comprehensive review of what went well on the tour and what could be improved for future tours.

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

See safety procedures – all appropriate accommodations and precautions will be made for any student who requires.

<https://www.eftours.com/help-center/safety>

Signature of Staff Member Responsible: [Signature]

Date field trip request was submitted to Principal: September 25/2023

Principal/Administrator Signature and Date: [Signature] 9/27/23

Approved: [Signature] Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 10/13/23

Approved: [Checkmark] 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): Cindy Gish
Judy Bartel 651-425-2388

School and Program: East Ridge HS Civil Rights tour

Date of Requested Trip: Spring 2024 - annual or bi-annual

1. What group is taking this trip? Open to grades 10-12
Estimated # of Students 50 Adult Supervisors 1 per 10 students - free
2. Destination: Atlanta, Birmingham, Montgomery, Selma, Memphis
Date/Time of Departure: Thurs 4/18/24 7:30am
Date/Time of Return: Sun 4/21/24 6:15pm
3. State purpose and educational value of trip (attach information to form if needed).
Study Civil Rights Movement
4. Name the manner of travel and the carrier.
See attached Itinerary
5. State housing arrangements (must include name, address and phone number of hotel).
see itinerary Hampton Inn or Holiday Inn Express
6. Describe parental involvement in planning - including who, what, where, when and how.
Responsible for airport transport to & from.
7. List participants (reminder to have participants complete parent/guardian permission form).
Depending upon the number of students - 1:10 chaperone ratio.

8. Describe the manner of selecting participants.
Students will choose to sign up. Disciplinary reports will be checked.

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

10. State the safety precautions and procedures for emergencies while on the trip.
There will be a guard in the hallway from 11 pm - 6:00 am. If someone gets ill a chaperone will be with that student.

11. Give budget costs, how trip will be funded and estimated cost per student.
Student/family funded - \$1759.00 per student

12. State evaluation procedures.

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

Signature of Staff Member Responsible: Judith S Bartel

Date field trip request was submitted to Principal: 10/31/23

Principal/Administrator Signature and Date: [Signature] 10/31/23

Approved: Not Approved:

Assistant Superintendent Signature and Date: [Signature] 11/2/23

Approved: Not Approved:

School Board Review Date: _____

Approved: _____ Not Approved: _____



1375 E. Woodfield Road; Suite 530
Schaumburg, IL 60173
Toll Free: 800-323-6439 Fax: 847-619-0240
www.hemispheretravel.com

East Ridge High School Civil Rights Tour Via Air
Thursday, April 18, 2024 Until Sunday, April 21, 2024
4 Days and 3 Nights

Date Prepared: 10/30/2023

Judith Bartel
East Ridge High School
4200 Pioneer Drive
Woodbury, MN 55125

Hello and thank you for contacting Hemisphere Educational Travel!

We appreciate the opportunity to provide you with the following tour proposal. Please keep in mind that we customize all of our tours. I will be happy to re-price the tour proposal below if you would like to include any tour upgrades or remove any existing tour components.

Upon acceptance of the tour proposal, we will discuss deposit arrangements and forward you the tour contract and participant paperwork including your customized tour itinerary. You will have the option of sending in bulk school payments or allowing individuals to send us payments directly.

We strive to build strong and lasting relationships with all of our schools and groups. If your group has specific budgetary restrictions or special needs, please let us know and we will do our best to accommodate your requests. Since we customize all of our tours, we have the flexibility to give you the tour that meets the needs of your group.

We have been showing student groups the world since 1970 and strive to provide an educational and exciting tour for your students. Should you have any questions, please call me direct at the toll free number listed above Monday through Friday.

Sincerely,

Stephanie Debrecht - Group Travel Consultant

Visit www.hemispheretravel.com or talk to your Educational Account Executive about all of the exciting domestic and international destinations that Hemisphere has to offer!



1375 E. Woodfield Road; Suite 530
Schaumburg, IL 60173
Toll Free: 800-323-6439 Fax: 847-619-0240
www.hemispheretravel.com

East Ridge High School Civil Rights Tour Continued

SAMPLE ITINERARY

DAY 1 Thursday, April 18, 2024

5:30 AM Approximate Arrival at Airport

Breakfast- At Group's Expense

7:30 AM Outbound Flight

*Roundtrip Airfare from the Minneapolis airport to the Atlanta airport. We are not currently holding airfare for your group, so all prices and times are subject to change based on availability. **Please note that carry on or checked baggage fees are not included in your tour (if applicable).***

11:00 AM Approximate Arrival in Atlanta, GA

11:30 AM Deluxe Motorcoach

*Deluxe motorcoach equipped with air conditioning, reclining seats, lavatory, and TVs and DVD player. Group will have exclusive use of the motorcoach for the duration of the tour. *Please note your motorcoach may or may not be equipped with Wi-Fi, and power outlets. If you require these features, please inform your Group Travel Consultant as we will attempt to accommodate your request. There may be an additional charge.*

12:00 PM Center for Civil and Human Rights

The National Center for Civil and Human Rights is an engaging cultural attraction that connects the American Civil Rights Movement to today's Global Human Rights Movements. Exhibits at the center include "Voice to the Voiceless: The Morehouse College Martin Luther King, Jr. Collection", "Rolls Down Like Water: The American Civil Rights Movement", and "Spark of Conviction: The Global Human Rights Movement."

Lunch- Included

Meal money or food voucher or box lunch

2:30 PM Guided Tour of Atlanta & MLK Neighborhood

The guided tour includes: Atlanta city tour and a tour of the MLK sites on Auburn Street.

5:30 PM Dinner- Student Friendly Restaurant

Mary Mac's (pending availability)

7:00 PM Motorcoach Departs

Depart for Montgomery, AL. Please note: your destination has a one-hour time difference.

9:00 PM Hotel in Destination

Accommodations at a hotel similar to a Hampton Inn or Holiday Inn Express. Please note that we do not hold hotel space for a group without a tour commitment; therefore, tour pricing is subject to change in the event that availability changes at the hotel.

10:00 PM Private Hotel Security

Private Hotel Security Guard included to sit on the floor of the hotel the group occupies from 10:00 PM to 5:00 AM.