

## ADMINISTRATIVE REPORT

**DATE:** March 28, 2024  
**TOPIC:** 6.9 – Extended Field Trips  
**PRESENTER:** Dr. Tyrone Brookins, Kelly Jansen & Kristine schaefer  
**REFERENCE TO POLICY/STATUTE:** 610

### A. PURPOSE OF REPORT

- April 4-7, 2024 – East Ridge High School Robotics Team
  - 30-40 students and 20-30 adult supervisors will travel to St Cloud, MN.
  - Travel – Parent/students responsible for drop off and pick up
  - Hotel – TBD
  - Robotics competition
  - Supervisor, Brian Howard
- April 5-6, 2024 – Woodbury High School Boys Lacrosse
  - 50 students and 6 adult supervisors will travel to Kenosha, WI.
  - Travel – Northfield Bus Lines, Coach Bus
  - Students will stay at Springhill Suites by Marriott Kenosha
  - Team bonding
  - Supervisor, Jason Worwa
- April 5-6, 2024 – East Ridge High School Girls Lacrosse
  - 36 students and 9 adult supervisors will travel to St. Cloud, MN.
  - Travel – Minnesota Coach Bus
  - Students will stay at the Courtyard by Marriott St Cloud, MN.
  - Team bonding
  - Supervisor, Rich Limpert



- April 13-14, 2024 – Park High School Community Inclusion Center/Step Team
  - 16 students and 4 adult supervisors will travel to LaGrange, IL.
  - Travel – District vans
  - Students will stay at the Best Western or Chicago Club Inn & Suites
  - Competition
  - Supervisor, Mason Fong
  
- April 26-28, 2024 – Woodbury High School Ultimate Frisbee Club
  - 15 students and 4 adult supervisors will travel to Madison, WI.
  - Travel – District vans
  - Students will stay at the AmericInn by Wyndham Madison South
  - Tournament
  - Supervisor, Cari Jo Drewitz
  
- May 17-18, 2024 – Park High School Girls Lacrosse
  - 40 students and 3 adult supervisors will travel to Rochester, MN.
  - Travel – Reading Bus Lines
  - Students will stay at the Country Inn and Suites
  - Non-conference tournament
  - Supervisor, Scott Leonard
  
- June 16-22, 2024 – East Ridge High School Debate/Speech Team
  - 12-15 students and 6 adult supervisors will travel to Des Moines, IA.
  - Travel – TBD
  - Students will stay at the Residence Inn, Des Moines
  - Tournament
  - Supervisor, Katherine Scholz



- June 17 – July 8, 2024 – Woodbury High School Spanish Immersion Program
  - 62 students and 4 adult supervisors will travel to Malaga, Spain
  - Travel – Colegio Maravilla provides all transportation
  - Students will stay with host families
  - Educational travel
  - Supervisor, Sarah Sorenson-Wagner

**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): Brian Howard 651-341-5056

School and Program: East Ridge High School Robotics

Date of Requested Trip: Thursday 4/4/24 - Sunday 4/7/24

1. What group is taking this trip? East Ridge Robotics Team

Estimated # of Students 30-40 Adult Supervisors 20-30

2. Destination: St Cloud, MN

Date/Time of Departure: 4/4/24 5:00 pm

Date/Time of Return: 4/7/24 8:00pm

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

FIRST Robotics Regional Competition - Granite City

<https://frcnorthland.org/granite-city/>

4. Name the manner of travel and the carrier.

Students and Parents are responsible for their own transportation to and from the competition

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

Most Students and Parents are staying at

TBD

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

Parents were consulted on when and where

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

TBD

8. Describe the manner of selecting participants.  
All Team members in good standing are invited.
9. Indicate who will be in charge of supervising the trip.  
Brian Howard
10. State the safety precautions and procedures for emergencies while on the trip.  
Parents are responsible for their Students. Students traveling without Parents must have an agreed to Chaperone
11. Give budget costs, how trip will be funded and estimated cost per student.  
Competition fee was \$3000 funded by the team. Parents and Students are responsible for their own travel, room, food, etc while on the trip
12. State evaluation procedures.
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

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Signature of Staff Member Responsible: Brian Howard 2024-02-26

Date field trip request was submitted to Principal: 2024-02-26

Principal/Administrator Signature and Date: Sara P. [Signature] 2/27/24

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

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Assistant Superintendent Signature and Date: [Signature] 2/28/24

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): Jason Worwa ( 612-469-6980)

School and Program: WHS Boys Lacrosse

Date of Requested Trip: 04/5/2024 to 04/6/2024

1. What group is taking this trip? WHS Boys JV/Varsity Lacrosse
2. Estimated # of Students: 50 Adult Supervisors: 6
3. Destination: Kenosha, WI
4. Date/Time of Departure: 04/5/24 @ 4:00 pm  
Date/Time of Return: 04/6/2 @ 11:00 pm
5. State purpose and educational value of trip (attach information to form if needed).

Value of the trip is to increase team bonding in both programs (JV & Varsity), as well as build a culture surrounding both teams and have more integrated program activities and events within the lacrosse community for Woodbury High School.

6. Name the manner of travel and the carrier. Coach bus rented through Northfield Bus Lines or equivalent
7. State housing arrangements (must include name, address and phone number of hotel).

Two players per room. Coaches will be sharing rooms together as well.

Hotel:

Springhill Suites by Marriott

**Address:** 7653 125th Ave, Kenosha, WI 53142

**Phone:** (262) 551-3401

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

Boys Booster Club – Jennifer Henry decided location with input from Jason regarding, hotel, food, transportation, at booster meetings throughout January and February.

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

Boys Lacrosse Program (rosters on MN Lax Hub and WHS Lacrosse page)

10. Describe the manner of selecting participants.

All program participants will have the opportunity to go for Woodbury Royals Boys Lacrosse.

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

Jason Worwa – Boys Head Varsity Lacrosse Coach

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

Player attendance will be taken before we leave a site (i.e. food stop, bathroom rest stop break, leaving hotel, scrimmage sites, etc.) to ensure all players are accounted for prior to leaving the area. Players will also need to provide a message to their head coach at lights out to notify coaches of 1) players not in their assigned room, 2) unaccounted for players so adults can take necessary steps to locate any missing/out of place players.

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

Trip will be funded through the booster club. Estimated cost per student will be \$100.

12. State evaluation procedures.

Players will be evaluated at tryouts for both programs and those who make either JV or Varsity will be able to come on the trip with their programs.

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

None available at this time but we will be asking parents/guardians of any special concerns or needs for their student athletes and have those documented prior to departing.

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Signature of Staff Member Responsible: Jason Worwa

Date field trip request was submitted to Principal: 2/20/2024

Principal/Administrator Signature and Date: Jodi Lieberman 2-20-24

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

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Assistant Superintendent Signature and Date: Kate Sullivan 2-22-24

Approved: ✓ Not Approved: \_\_\_\_\_

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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): Rich Limpert (651) 675-7695

School and Program: East Ridge Girls Lacrosse

Date of Requested Trip: April 5<sup>th</sup> & 6<sup>th</sup>, 2024

1. What group is taking this trip? Varsity and JV  
Estimated # of Students 36    Adult Supervisors 9
2. Destination: St. Cloud, MN  
Date/Time of Departure: Friday, April 5<sup>th</sup> at 9am  
Date/Time of Return: Saturday, April 6<sup>th</sup> at 7pm
3. State purpose and educational value of trip (attach information to form if needed). This trip will be a team bonding trip for the girls where we learn about the student / athletes within our high school, their goals as individuals and as members of the team. The ultimate goal for this trip is to develop a culture of being at our best in the classroom, in the community and on the field.
4. Name the manner of travel and the carrier. Coach Bus, Minnesota Coaches
5. State housing arrangements (must include name, address and phone number of hotel).  
Courtyard by Marriot (St.Cloud)  
404 West St Germain Street St. Cloud, Minnesota 56301
6. Describe parental involvement in planning – including who, what, where, when and how. The coaching staff and the Booster Club will be putting together team activities, team dinners and arranging coaches time for strategy and coaching session.
7. List participants (reminder to have participants complete parent/guardian permission form).  
(To be Attached)

8. Describe the manner of selecting participants.  
Participants will be selected to the Varsity and JV teams on Thursday, April 4<sup>th</sup>.
9. Indicate who will be in charge of supervising the trip.  
Rich Limpert and the East Ridge Girls Lacrosse coaching staff.
10. State the safety precautions and procedures for emergencies while on the trip.  
We will be following the Emergency & Rescue Procedures: A Guideline Manual for School/Bus Involvement (Attached)

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

Coach Bus:	\$3,375.00	
Hotel Rooms:	\$2,064.00	
Field and Refs:	\$ 798.00	
Cost Per Student:		\$150.00
Booster Club Contribution per Student:		\$ 30.93

11. State evaluation procedures. ?
12. List any proposed precautions, special needs, special concerns, student concerns, - if applicable. Player Liability waiver

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Signature of Staff Member Responsible: Rich Limpert

Date field trip request was submitted to Principal: 2/26/2024

Principal/Administrator Signature and Date: Sara Pledick 2/27/24

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

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Assistant Superintendent Signature and Date: Kristen Schur 2/28/24

Approved: ✓ Not Approved: \_\_\_\_\_

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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): Mason Fong 651.425.3731 or 414.732.6864

School and Program: Park High School and Community Inclusion Center

Date of Requested Trip: Saturday, April 13 – Sunday, April 14, 2024

1. What group is taking this trip? Park Wolfriders Step Team

Estimated # of Students 16 Adult Supervisors 4

2. Destination: Lyons Township High School 100 South Brainard Ave. LaGrange, IL 60525

Date/Time of Departure: Saturday, April 13, 2024 5am

Date/Time of Return: Sunday, April 14, 2024 9pm

3. State purpose and educational value of trip (attach information to form if needed).  
The Park Wolfriders Step Team is a program that has been part of Park High School for over 10 years. The group has performed all over the Twin Cities Metro. There have only been a few opportunities to compete in Step competitions because of the lack of such programs in Minnesota. This year's team has been practicing since September, three times a week to only perform for events such as Park sporting events, invited to non-Sowashco Black History Month Events, Cottage Grove City Hall, and Sowashco Black History Month Event. This year's Seniors class have never been able to compete in their four years in this program. This opportunity will give the whole team an experience to compete, travel to a different state, and meet others that have a passion for Step.

4. Name the manner of travel and the carrier.  
District School Vans by certified drivers.

5. State proposed housing arrangements.  
Currently we plan to stay at either a Best Western or Chicago Club Inn and Suites. These hotels are approximately 10 minutes from the competition space. The chaperones will be in two rooms and four students will share a room, totaling in six rooms.

6. Describe parental involvement in planning – including who, what, where, when and how. Currently, we are just requesting parental/guardian permission to attend this competition.
7. List participants (reminder to have participants complete parent/guardian permission form). Currently, the Step Team has about 20 members and this opportunity only allows 16 members to go. There are two factors that will contribute to the final list; parental/guardian approval and a final competition cut down to 16 students. We will have the official list within the next week.
8. Describe the manner of selecting participants.  
There are two factors that will contribute to the final list; parental/guardian approval and a final competition cut down to 16 students. We will have the official list within the next week.
9. Indicate who will be in charge of supervising the trip.  
Mason Fong – Park High School Multicultural Specialist  
Sean Burns – Wolfriders Step Coach (Contracted with school district)  
Two other chaperones whom at least one will be a female.
10. State the safety precautions and procedures for emergencies while on the trip.  
While traveling the safety precautions will follow the guidelines that are stated in transporting students and school and district policy on attending extended school sponsored field trips.
11. Give budget costs, how trip will be funded and estimated cost per student.  
Total \$2000  
\$1000 for hotel rooms  
\$500 for gas  
\$500 entrant fees, parking, etc.  
Students will be on their own for food estimated \$50 per student  
Currently students have raised about \$1500
12. State evaluation procedures.  
Students will be asked to reflect on their time in the program and about the experience of competing. This could be a great way to evaluate if future trips should be considered.
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.  
N/A
14. SPECIAL NOTE  
The reason for the quick turnaround request is that our Step Coach Sean Burns is only a district contractor and did not know the full process in taking students on an extended field trip. Please consider allowing our students to attend this competition as they have worked very hard and this is an opportunity to show off their hard work and talent.

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Signature of Staff Member Responsible: Mason

Date field trip request was submitted to Principal: 3/20

Principal/Administrator Signature and Date: [Signature] 3/20/24

Approved: [Signature] Not Approved: \_\_\_\_\_

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Assistant Superintendent Signature and Date: [Signature] 4/20/24

Approved: [Signature] Not Approved: \_\_\_\_\_

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

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



# LYONS TOWNSHIP HIGH SCHOOL

## Step Show Competition



January 31<sup>st</sup>, 2024

Hi, everyone! I hope all is going well for you. Lyons Township High School (LTHS) would love for you to compete in our 8<sup>th</sup> Annual Step Show Competition: **"Step into the Lion's Den."** Here is the information...

**Saturday, April 13<sup>th</sup>, 2024**

**Lyons Township High School North Campus Reber Center**

**100 South Brainard Ave.**

**LaGrange, IL 60525**

**Show Begins at 4:00PM**

Enclosed you will find an information packet including the registration form, team contract, judging sheet, and guidelines.

Thank you so very much in advance for your support & participation, we truly appreciate it!

Sincerely,

Tamiaka Killins

[tkillins@d204lths.net](mailto:tkillins@d204lths.net) or (708) 227 – 0971





# LYONS TOWNSHIP HIGH SCHOOL

## Step Show Competition

### Registration Instructions



**How to Register:** Fill out the enclosed registration form in order to register your team for the show. Email all materials, application form, roster, & contract to [tkillins@lths.net](mailto:tkillins@lths.net). **Please register no later than Wednesday, March 23<sup>rd</sup>.**

**Registration Fee:** There is a registration fee of \$75 to be paid at the time of registration. Please make all checks payable to: ***Lyons Township High School Steppers.***

Mailing Address: Lyons Township High School South Campus  
Attention: Tamiaka Killins  
4900 South Willow Springs Rd.  
Western Springs, IL 60558

**Roster:** You must submit your step team roster as part of the registration process. Each team must be accompanied by a sponsor/choreographer/coach that is at least 21 years of age. The sponsor/choreographer/coach will be responsible for the liability of the team and its members. Step teams will not be allowed to register or perform without a sponsor/choreographer/coach. The sponsor/choreographer/coach has the responsibility of checking in the team upon arrival to the competition.

If your roster changes after the registration deadline of **Wednesday, March 23<sup>rd</sup>, 2024** simply email the changes to [tkillins@d204.lths.net](mailto:tkillins@d204.lths.net) no later than Friday, April 5<sup>th</sup>, 2024. Only the names on your roster will be allowed to enter the team area before, during or after the show. Anyone not on the Roster Sheet will be charged admission to the show.

**Ticket Sales:** Tickets cost \$10 general admission.

### **Registration Checklist:**

\_\_\_\_ Team Application w/ Team Roster Information

\_\_\_\_ Team Contract

\_\_\_\_ Registration Fee: (\$75, make check or money order payable to Lyons Township High School)



*South Washington County Schools*  
*Cottage Grove, MN*

**610 EXTENDED FIELD TRIP FORM**

Staff Member(s) Responsible (Name and phone): Cari Jo Drewitz, Cell: 763-458-9892

School and Program: Woodbury High School, Ultimate Frisbee Club

Date of Requested Trip: April 26 – 28, 2024

1. What group is taking this trip? Woodbury High School Ultimate Frisbee

Estimated # of Students 15 Adult Supervisors 2 coaches, 2 chaperones

2. Destination: Madison, Wisconsin

Date/Time of Departure: April 26 2024, approx. 9AM and 4PM

Date/Time of Return: April 28, 2024, approx 8 PM

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

The team would compete in an out of state tournament. The trip allows team building as well as playing against some strong teams from high schools outside of Minnesota.

4. Name the manner of travel and the carrier.

School District vans. WHS vans have been reserved.

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

The team will be staying within 1 mile of the tournament site.

AmericInn by Wyndham Madison South  
516 Grand Canyon Dr  
Madison, WI 53719

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

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



Gail Lowery and Janelle Rodemeyer 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. 12-15 athletes.

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

Cari Jo Drewitz and Dustin Nystel - *Coaches*

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 - \$2500

- 10 rooms for 2 nights at \$125 per night
- Numbers based on 22 athletes, 2 coaches and 2 chaperones

Tournament Fee - \$400

Motor Pool Van - Gas costs - Approx. 300

Food - TBD

Estimated cost per student: 175 - excluding food

12. State evaluation procedures.

N/A

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

N/A

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Signature of Staff Member Responsible: Caitlin Devery

Date field trip request was submitted to Principal: 2-13-24

Principal/Administrator Signature and Date: Jodi Lockman Luk 2-13-24

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

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Assistant Superintendent Signature and Date: Kate She 2/16/24

Approved: ✓ Not Approved: \_\_\_\_\_

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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): Scott Leonard 651-270-7769

School and Program: Park Girls Lacrosse

Date of Requested Trip: May 17-18

1. What group is taking this trip? Girls lacrosse jv and varsity

Estimated # of Students 40 Adult Supervisors 3

2. Destination: Rochester Mayo HS

Date/Time of Departure: May 17<sup>th</sup> at 3:30 pm

Date/Time of Return: May 18<sup>th</sup> at 2 pm

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

We will travel to Rochester to play a non-conference games, we will then spend the evening taking part in team bonding activities at the hotel. This is a chance for 40 girls to get to know each other as we prepare for our conference schedule and playoffs.

4. Name the manner of travel and the carrier. We will take a charter bus from Reading Bus Lines.

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

Country Inn and Suites  
77 Woodlake Dr SE  
Rochester, MN. 507-473-4804

6. Describe parental involvement in planning – including who, what, where, when and how. Park Girls Lacrosse Booster Club, will be setting up the bus, hotel, dinner on the way to Rochester, post game meal, and breakfast Saturday morning. They will also be paying for all of the above items.

7. List participants (reminder to have participants complete parent/guardian permission form). Varsity and jv members of the girls lacrosse team.

8. Describe the manner of selecting participants.  
Players tryout for the girls lacrosse team April 4<sup>th</sup>-6<sup>th</sup>, players are then placed onto 1 of 3 teams(b-squad, jv or varsity).
9. Indicate who will be in charge of supervising the trip.  
Scott Leonard, Paul McMorrow and Bailey Aasen will be supervising the trip, they are the jv and varsity coaching staff.
10. State the safety precautions and procedures for emergencies while on the trip.  
Each player will fill out emergency information at the start of the season. It includes insurance, doctor, allergy, hospital and contact information. This information is shared with all coaches. There will be an athletic trainer present at the games.
11. Give budget costs, how trip will be funded and estimated cost per student.  
Bus \$2,200, hotel \$1,700, and food \$200. The booster club will be paying these costs using funds raised working a basketball tournament. The cost is around \$100 per player.
12. State evaluation procedures.  
The trips success will be based on how well our team works together as a unit for the remainder of our season.
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.  
The boosters find out from our players if there are any special meals that need to be purchased based on dietary restrictions.

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Signature of Staff Member Responsible: \_\_\_\_\_

Date field trip request was submitted to Principal: \_\_\_\_\_

Principal/Administrator Signature and Date: \_\_\_\_\_

Approved: \_\_\_\_\_

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

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Assistant Superintendent Signature and Date: \_\_\_\_\_

Approved: \_\_\_\_\_

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

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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):

School and Program:

Date of Requested Trip:

1. What group is taking this trip: East Ridge High School Debate Team, Speech Team  
Estimated # of Students: 12-15                      Adult Supervisors: 2 coaches, 4 parents
2. Destination: Des Moines, Iowa  
Date/Time of Departure: Sunday June 16th, morning  
Date/Time of Return: Saturday June 22, morning
3. State purpose and educational value of trip (attach information to form if needed).  
These students have qualified to compete at the National Speech and Debate Association's national tournament (the largest annual academic competition in the world)
4. Name the manner of travel and the carrier.  
Students and coaches will drive to Des Moines and back, specific arrangements are being made
5. State housing arrangements (must include name, address and phone number of hotel).  
Arrangements still being made, but unaccompanied students and coaches will be staying at the Residence Inn, Des Moines (160 Jordan Creek Pkwy West Des Moines, IA); 1-866-591-4852
6. Describe parental involvement in planning – including who, what, where, when and how.  
Parents of each student are responsible for booking students' hotel accommodations. Parents have been involved in the planning process and will provide significant assistance chaperoning while in Des Moines
7. List participants (reminder to have participants complete parent/guardian permission form).

Anjali Nambudiri, Daniel Song, Anuraa Venkat, Aanya Mohta, Mathan Liu, Alan Wei\*

\*The qualification process for this tournament is not finished until April 27th - we expect to qualify additional students.

8. Describe the manner of selecting participants.

Students must either qualify at a district National Qualifying Tournament. Qualifiers for each event (Speech, Debate, Congress) are held at different times during the year. Students may also be selected to represent our District (Central MN) in World Schools Debate.

9. Indicate who will be in charge of supervising the trip.  
Coaches and parents of students attending the trip

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

Text message group for students, parents and coaches

all students must travel with a cell phone / charger at all times

There will be an adult chaperone at each tournament competition location

There will be additional adults available to remain at a hotel in the event a student is sick.

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

Cost per student: approximately \$1000, paid for by each student.

Cost per coach: approximately \$1000, paid for by the Speech and Debate Booster Clubs

12. State evaluation procedures.

Guidelines for travel are available to all students in the Student Manuals for Speech and Debate, confirmation of travel requirements has been repeated to students and parents through the season.

13. List any proposed precatons, special needs, special concerns, or student concevrns.

Nothing further

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Signature of Staff Member Responsible: /katherine m. scholz/

Date field trip request was submitted to Principal: February 19, 2024

Principal/Administrator Signature and Date: Sara Ploch 2/20/24

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

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Assistant Superintendent Signature and Date: Kristen Sch 2/23/24

Approved: ✓ Not Approved: \_\_\_\_\_

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

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



South Washington County Schools  
Cottage Grove, MN

## 610 EXTENDED FIELD TRIP FORM

Staff Member Responsible (Name and phone): Sarah Sorenson-Wagner 651-425-4410

School and Program: Woodbury High School Spanish Immersion Program

Date of Requested Trip: June 17 – July 7 OR 8, 2024

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

Estimated # of Students 62 Adult Supervisors 4

2. Destination: Malaga, Spain

Date/Time of Departure: June 17, 2024

Date/Time of Return: July 7, 2024 or July 8, 2024

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

The purpose of the trip is to provide Spanish Immersion students at Woodbury High School 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 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: 3/28/22, 4/25/22, 3/28/23, 5/1/23, 12/4/23. Initial meetings were held to provide information, 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 2022-present. All travel details were planned by this team. This is the fifth 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 10th and 11th grade students in the Spanish Immersion program at Woodbury High School were eligible for the trip.

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

Mark Canton, Assistant Principal at WHS (administrator in charge)

Krista Boland, Nuevas Fronteras Health Office Specialist

Erica Buck, Nuevas Fronteras Speech-Language Pathologist

Alyssa Brandner, Nuevas Fronteras Teacher

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

All chaperones are either District 833 staff members 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 for 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: \$1,825 (includes travel insurance)

The anticipated total cost per traveler is approximately \$3,800. 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**

None at this time.

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Signature of Staff Member Responsible: \_\_\_\_\_

Date field trip request was submitted to Principal: \_\_\_\_\_

Principal/Administrator Signature and Date: Jefferson Wagner

Approved: 2/27/24 Not Approved: \_\_\_\_\_

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Assistant Superintendent Signature and Date: Kristen 3/1/24

Approved: ✓ Not Approved: \_\_\_\_\_

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

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