

ADMINISTRATIVE REPORT

DATE: April 25, 2024
TOPIC: 6.12 – Extended Field Trips
PRESENTER: Dr. Tyrone Brookins, Kelly Jansen & Kristine Schaefer
REFERENCE TO POLICY/STATUTE: 610

A. PURPOSE OF REPORT

- May 9-12, 2024 – Woodbury High School Speech Team
 - 8 students and 3 adult supervisors will travel to Omaha, NE.
 - Travel – District vans
 - Students will stay at the Courtyard by Marriott, Bellevue, NE.
 - Tournament
 - Supervisor, Lily Pieper
- June 18-21, 2024 – Lake Middle School Debate Club
 - 8 students and 8 adult supervisors will travel to Des Moines, IA.
 - Travel – Parents and students responsible for travel
 - Students will stay at Residence Inn, Des Moines
 - Tournament
 - Supervisor, Katie Scholz
- June 19-29, 2024 – East Ridge, Woodbury & Park High School World Language
 - 14 students and 3 adult supervisors will travel to France and London
 - Travel – EF Tour Company
 - EF Tours will provide housing
 - Educational tour
 - Supervisor, Natalie Bird



- July 15-19, 2024 – Park High School Art
 - 20-30 students and 2 adult supervisors will travel to Palisade, MN.
 - Travel – District school bus
 - Students will stay at the Long Lake Conservation Center Lodge
 - Exposure to creative art
 - Supervisor, Kristina Jameson

- July 18-26, 2024 – East Ridge High School World Language
 - 3 students and 1 adult supervisors will travel to Peru
 - Travel – EF Tours
 - EF Tours will provide housing
 - Educational tour
 - Supervisor, Michele Salinas

B. RECOMMENDATION

- Approval

C. CONNECTION TO STRATEGIC PRIORITY

- Student Experience





South Washington County Schools
Cottage Grove, MN

510.4 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Lily Pieper 651-368-5049

School and Program: Woodbury High School, Speech Team

Date of Requested Trip: 5/9/24-5/12/24

1. What group is taking this trip? Speech Team

Estimated # of Students 8 Adult Supervisors 3

2. Destination: Omaha, NE

Date/Time of Departure: 5/9/24 8 a.m.

Date/Time of Return: 5/12/24 6:30 p.m.

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

The purpose of this trip is to attend a National Speech Tournament, NIETOC. Students will get to share their researched speeches and listen to other students from across the country.

4. Name the manner of travel and the carrier.

We will be driving two school vans, already reserved. Our drivers will be coaches certified through the school district.

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

We will be staying at the Courtyard by Marriott in Bellvue-Beardmore Event Center. Phone Number: 402-408-5300. Address: 3730 Raynor Pkwy, Bellvue, NE 68123

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

Our booster parents (Yvonne Sullivan and Yvonne Zhang) are assisting in travel budgeting and helping facilitate student payments for the trip. They have also assisted in finding travel accommodations. We have regular meetings to discuss best options.

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

Adil Ansari, Amani Abokor, Lucas Dong, Lola Sudderth, Katherine Westlake, Mio Irako Olson, Yifan Zhai, Eunsol Lee

8. Describe the manner of selecting participants.

Students had to qualify to those tournament throughout the regular MN Speech Season.

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

Head Coach, Lily Pieper. Also two Assistant Coaches: Ben Lu and Izzy Parker.

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

We will take note of any and all student allergies prior to the trip to allow for a contamination free environment in all travel and lodging. Students will also follow any safety or health guidelines published by the hosting site.

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

Students will be in charge of paying for their trip, they will pay for hotel rooms, gas, and food. Estimated cost per student is \$350 plus food.

12. State evaluation procedures.

The goal of this trip is to provide students with a premiere competition experience with students across the country. The trip will be a success if students learn, have fun, and perform their best in their rounds.

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

The coaching staff will take note of any potential concerns/needs (allergens, accomodations, etc.) prior to the trip.

Signature of Staff Member Responsible: Lily Pieper

Date field trip request was submitted to Principal: April 4, 2024

Principal/Administrator Signature and Date: Jodi Frehler 4-8-24

Approved: ☒ Not Approved: ☐

Assistant Superintendent Signature and Date: L. Stetson 4/12/24

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): Katie Scholz, 651-494-7552, LMS Debate Club Advisor

School and Program: Lake Middle School Debate Club

Date of Requested Trip: June 18-21th

1. What group is taking this trip: Lake Middle School Debate Club

Estimated # of Students: 8

Adult Supervisors: A parent chaperone is required for each student

2. Destination: Des Moines, Iowa

Date/Time of Departure: June 18

Date/Time of Return: June 20 or 21st

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

The National Speech and Debate Tournament is the largest academic competition in the country each year. Students will compete in the Middle School division of Public Forum Debate. East Ridge Debate Team is also attending this tournament - the Middle School team is coached by many of the ERHS Debate Team Members.

4. Name the manner of travel and the carrier.

Students and Parents are responsible for transportation to and from Des Moines. It is expected that they will drive to Des Moines. Competition days are the 19th and 20th, with students who advance competing on the 21st. Parents may take their students home when they are eliminated from the competition.

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

Students and Parents are not limited to a particular hotel. However the "Team Hotel" for the ERHS Debate Team is the Downtown Des Moines Residence Inn. Middle School students and parents are encouraged to stay at the same location for team bonding / cohesivity.

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

The parents of the ERHS high school team were involved in the selection of the hotel, based on the proximity to different competition sites. LMS parents are responsible for booking hotel rooms, transportation to and from the competition site and making food arrangements for their students.

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

Arjun Mahajan
Rithikaa Balaji
Dharshan Vijayakumar
Sanjay Mangala
Nevin Prince

Nadal Prince
Angie Kamboj
Ethan Lux

8. Describe the manner of selecting participants.

After the end of the LMS Debate Club "season" students were offered the opportunity to enter and participate in the Middle School National Tournament (no formal qualification required). Students have an attendance and work ethic expectation that must be maintained for the National Tournament Prep season (January - June).

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

Katie Scholz is the listed advisor / coach. However, parents are responsible for chaperoning / supervising their students during competition days. Katie Scholz will be in Des Moines, but is also responsible for the High School

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

Parents have been made aware that they are responsible for their child's wellbeing throughout the entirety of the tournament. Each debate team (2 students) is expected to have at least one chaperone on-site at all times to be responsible for any food and transportation needs. Coach Katie will have a group communication chain (phone and e-mail) that includes all parents so that any safety issues, logistics changes, or general information is communicated as soon as possible. High School Debate Coaches Tammy Trout-McIntyre and Clark McIntyre will

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

Families are responsible for all costs. No fundraising will be done.

Entry fee and membership: \$85

Hotel cost for 2 nights: ~ \$600

Food for 3 days: ~ \$ 75

12. State evaluation procedures.

N/A



also be on site in Iowa. The goal is to have one coach on site with the Middle Schoolers if possible. However, it is noted that Coaches are expected to serve as Judges at this tournament and we do not receive our assignments until late May / early June.

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

The biggest concern is whether or not one of the High School Coaches can be on site at the Middle School competition location (different from the high school locations). Parents have been made aware that they are solely responsible for their student's safety, behavior, transportation and wellbeing. Once Judging Assignments are released, more information will be given to parents about where all three of the High School coaches will be during each day of competition.

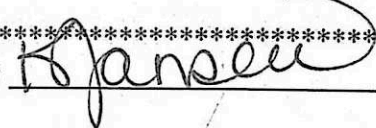
Signature of Staff Member Responsible: /katherine m. scholz/

Date field trip request was submitted to Principal: 3/27/24

Principal/Administrator Signature and Date:  

Approved: ☒

Not Approved: ☐

Assistant Superintendent Signature and Date: 

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): Natalie Bird 651-808-0595

School and Program: ERHS/PHS/WHS World Language

Date of Requested Trip: June 19-29

1. What group is taking this trip? Students from ERHS and WHS

Estimated # of Students 14 (and 1 parent) Adult Supervisors 2

2. Destination: France and London

Date/Time of Departure: June 19, 2024, time TBA

Date/Time of Return: June 29, 2024, time TBA

3. State purpose and educational value of trip (attach information to form if needed).
The purpose of traveling to France (various cities) and London is to provide students with a well-rounded foreign travel experience in which they are able to take part in the language, food, traditions and life in both countries.

4. Name the manner of travel and the carrier.
EF Tours - provides foreign and domestic travel opportunities to school groups. They have 50 years of experience. Major airlines are used. We will use train, coach bus, metro and walk in France and London.

5. State proposed housing arrangements.
EF tours will provide housing in the form of hotel stays in the various cities we visit.

6. Describe parental involvement in planning – including who, what, where, when and how.
Parents helped their students register, will provide financial assistance and get their child to and from MSP airport. Parents of travelers have attended my meetings to be sure students are ready to travel and understand expectations.

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

| | |
|----------|-----------------------|
| Jack | Aldrich |
| Ava | Christensen |
| Lyla | Fluck |
| Rebecca | Graham |
| Isabelle | Hanson |
| Clara | Hughes |
| Olivia | Lukrafka Varassin |
| Iris | Meyer |
| Charles | Quick |
| Emmalee | Reil |
| Rafael | Rodrigues Gonzalez |
| Yaneliz | Rodriguez Ambert |
| Drake | Werner |
| Dylan | Werner |

8. Describe the manner of selecting participants.
Any high school student in District 833 student was eligible to register.

9. Indicate who will be in charge of supervising the trip.
Natalie Bird will be the lead supervisor of this trip. EF Tours will provide a 24-hour tour guide in addition to local guides that will join us a various destinations. For every six students that register another trip chaperone is chosen - Michele Salinas will be chaperoning the trip as well per EF Tour guidelines.

10. State the safety precautions and procedures for emergencies while on the trip.
Each student and parent will sign a behavioral contract before leaving on the trip.
24-hour access to English speaking coordinator is provided by EF Tours to keep the parents abreast of any emergency that may occur.
24-hour access to in-country medical care is provided through the EF tour guide, the hosting country EF office and in-country medical facilities.

11. Give budget costs, how trip will be funded and estimated cost per student.
Estimated tour cost: \$5000.00 (depending on time of enrollment)
Tips: \$116.00
Spending money: \$30.00-\$40.00 per day for extra snacks, beverages, lunch and souvenirs (personal budget)

12. State evaluation procedures.

EF Tours will solicit evaluations from each of the participants.

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

All special needs and concerns will be dealt with on an individual basis.

Signature of Staff Member Responsible: _____

Date field trip request was submitted to Principal: 3/25/24

Principal/Administrator Signature and Date: [Signature] 3/27/24

Approved: [Signature]

Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 3/27/24

Approved: ✓

Not Approved: _____

School Board Review Date: _____

Approved: _____

Not Approved: _____



South Washington County Schools
Cottage Grove, MN

510.4 EXTENDED FIELD TRIP FORM

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

School and Program: PARK HIGH SCHOOL ART

Date of Requested Trip: July 15 - July 19

1. What group is taking this trip? Art department @ PHS

Estimated # of Students 20-30 Adult Supervisors 2

2. Destination: Long Lake Conservation Center

Date/Time of Departure: July 15 AM

Date/Time of Return: July 19 PM

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

Exposure to creative art + craft activities while learning about nature conservation

4. Name the manner of travel and the carrier.

School bus

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

Long Lake Conservation Center Lodge 28952
438th Ln

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

none, everything taken care of.

mn
56469

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

TBD

8. Describe the manner of selecting participants.

Art Students 2023-2024, Inclusion Center participants, application, first come first served.

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

Kristina Jameson & Julie Christensen

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

lifeguard while swimming, list of allergies and medications, parental contact list.

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

See Attached estimate from LLCC.

12. State evaluation procedures.

*↓ Application Process
Exit Interview*

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

Food allergies & medical precautions will be addressed according to LLCC guidelines.

Signature of Staff Member Responsible: *Kristina Jameson*

Date field trip request was submitted to Principal: *3/14/24*

Principal/Administrator Signature and Date: *Tina Smith 3/20/24*

Approved: ☒ Not Approved: ☐

Assistant Superintendent Signature and Date: *Joe Smith 3/27/24*

Approved: ☒ Not Approved: ☐

School Board Review Date: _____

Approved: _____ Not Approved: _____



610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Michele Salinas (651) 425-²³⁹⁷~~2516~~

School and Program: ERHS World Language

Date of Requested Trip: July 18-26, 2024

1. What group is taking this trip? Students from ERHS

Estimated # of Students 3 Adult Supervisors 1

2. Destination: Peru

Date/Time of Departure: July 18, 2024, time TBA

Date/Time of Return: July 26, 2024, time TBA

3. State purpose and educational value of trip (attach information to form if needed).
The purpose of traveling to Peru (various cities) is to provide students with a well-rounded foreign travel experience in which they are able to take part in the language, food, traditions and every day life of the people.

4. Name the manner of travel and the carrier.
EF Tours - provides foreign and domestic travel opportunities to school groups. They have 50 years of experience. Major airlines are used. We will use train, coach bus, plane, and walk in Peru.

5. State proposed housing arrangements.
EF tours will provide housing in the form of hotel stays in the various cities we visit.

6. Describe parental involvement in planning – including who, what, where, when and how.
Parents helped their students register/enroll on the tour, will provide financial assistance and get their child to and from MSP airport. Parents of travelers have attended my meetings to be sure students are ready to travel and understand expectations.

7. List participants (reminder to have participants complete parent/guardian permission form)
Alisia Weingartz
William Cory
Nash Delawyer

8. Describe the manner of selecting participants.
Any high school student in District 833 student was eligible to register.

9. Indicate who will be in charge of supervising the trip.
Michele Salinas will be the lead supervisor of this trip. EF Tours will provide a 24-hour tour director in addition to local guides that will join us at various destinations. For every six students that register another trip chaperone is chosen. Since there are only 3 students traveling, only one adult supervisor is needed.

10. State the safety precautions and procedures for emergencies while on the trip.
-Each student and parent will sign a behavioral contract before leaving on the trip to make sure safety precautions and behavior expectations are understood and to be made aware of what consequences will be carried out if the contract is broken by the student.
-While on tour, we will have 24-hour access to an English speaking coordinator that is provided by EF Tours to keep the parents abreast of any emergency that may occur.
-We will have 24-hour access to in-country medical care that is provided through the EF tour director, the hosting country EF office and in-country medical facilities.

11. Give budget costs, how trip will be funded and estimated cost per student.
Estimated tour cost: \$4700.00 (depending on time of enrollment)
Tips: \$104.00
Spending money: \$30.00-\$40.00 per day for extra snacks, beverages, lunch and souvenirs (personal budget)

12. State evaluation procedures.
EF Tours will solicit evaluations from each of the participants.

13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
All special needs and concerns will be dealt with on an individual basis.

Signature of Staff Member Responsible: Michele Salinas

Date field trip request was submitted to Principal: 4/5/24

Principal/Administrator Signature and Date: [Signature]

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 4/12/24

Approved: ✓ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____