

ADMINISTRATIVE REPORT

DATE: June 20, 2024
TOPIC: 5.8 – Extended Field Trips
PRESENTER: Dr. Tyrone Brookins, Kelly Jansen & Kristine Schaefer
REFERENCE TO POLICY/STATUTE: 610

A. PURPOSE OF REPORT

- August 22-23, 2024 – Woodbury High School Girls Soccer
 - 40 students and 3 adult supervisors will travel to Duluth, MN.
 - Travel – Richfield Bus Company
 - Students will stay at the Comfort Inn West Duluth
 - Non- conference games
 - Supervisor, Pat Malicki
- September 6-7, 2024 – Woodbury High School Cross Country
 - 50 students and 3 adult supervisors will travel to Sioux Falls, South Dakota
 - Travel – Jefferson Bus Lines
 - Students will stay at the Quality Inn and Suites Sioux Falls
 - Cross Country meet
 - Supervisor, Geoff Stevens
- October 16-20, 2024 – Park High School Orchestra
 - 25 students and 3 adult supervisors will travel to Phoenix and Sedona, Arizona
 - Travel – Good News Tour Company
 - Students will stay at the Best Western Inn & Suites Phoenix
 - Experience musical performances



- Supervisor, Amanda Czepa
- October 17-21, 2024 – Woodbury High School Marching Band
 - 50 students and 5 adult supervisors will travel to Orlando, Florida
 - Travel – Gateway Tours
 - Students will stay at the Fairfield Inn by Marriott Orlando
 - Perform in public with a major performance company
 - Supervisor, Scott Fairweather

B. RECOMMENDATION

- Approval

C. CONNECTION TO STRATEGIC PRIORITY

- Student Experience





610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Pat Malicki 651- 425 - 5486

School and Program: WHS Girl's Soccer

Date of Requested Trip: Thursday August 22nd 2024 and Friday August 23rd ,2023

1. What group is taking this trip? WHS Girl's Soccer

Estimated # of Students 40 Adult Supervisors 3

2. Destination: Duluth, MN

Date/Time of Departure: 8/22/24 at 10:00 AM

Date/Time of Return: 8/23/24 at 7:00 pm

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

- Team building
- Play two non conference teams for both the Varsity and JV teams

4. Name the manner of travel and the carrier.

- Rent a coach bus (Richfield Bus Company)

5. State proposed housing arrangements.

- Stay at a hotel in the Duluth area:
Comfort Inn West
3900 W Superior St
Duluth MN 55807
218-628-1464

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

- WHS Girls' Soccer Booster Club will be planning the bus rental, fundraising, and hotel arrangement.
 - Aleisha Lee Booster Club President
 - Nancy Novak Booster Club Vice President
 - Parent chaperones
- 7. List participants (reminder to have participants complete parent/guardian permission form).

- Any WHS student that makes the girl's Varsity or JV soccer team
8. Describe the manner of selecting participants.
 - All players who earn a position on either the Varsity or JV soccer teams during tryout starting on 8/12/24
 9. Indicate who will be in charge of supervising the trip.
 - Pat Malicki, Kylie Moore, WHS Girls Booster Club, and parent chaperones
 10. State the safety precautions and procedures for emergencies while on the trip.
 - All players will fill out the permission form including emergency contact information.
 - All players as well as parents will be given a trip agenda before the trip
 11. Give budget costs, how trip will be funded and estimated cost per student.
 - Approximately \$180.00/ student.
 - Booster Club will help pay for the cost of the trip through fundraising.
 - Scholarships are available. (Through Booster club fundraisers)
 12. State evaluation procedures.
 - Discussions with Girls Soccer booster club, student athletes, coaches, and Athletic Director
 13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
 - None

Signature of Staff Member Responsible: *Pat Malicki*

Date field trip request was submitted to Principal: 6/5/24

Principal/Administrator Signature and Date: *Jodi Feldman* 6-5-24

Approved: *X* Not Approved: _____

Assistant Superintendent Signature and Date: *Kristin Schaefer* 6/5/24

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): Geoff Stevens 651-425-5473 _____

School and Program: Woodbury High School Cross Country

Date of Requested Trip: 9/6/2024 - 9/7/2024 _____

1. What group is taking this trip? Cross Country

Estimated # of Students 50 Adult Supervisors Geoff Stevens, Jeff Burkart, Emily Firchu,
Parent volunteers

2. Destination: Sioux Falls South Dakota

Date/Time of Departure: 9/6/2024 10:00am _____

Date/Time of Return: 9/7/2024 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.

Quality Inn and Suites
5410 N Granite Lane
Sioux Falls, SD 57107

6. Describe parental involvement in planning – including who, what, where, when and how.
Molly Peitruszewski 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 *Student cost \$75*
12. State evaluation procedures.
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: 3/6/2024

Principal/Administrator Signature and Date: *Jodi Locklin* 6/5/24

Approved: *X* Not Approved: _____

Assistant Superintendent Signature and Date: *[Signature]* 6/5/24

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): Amanda Czepa 763-439-2983

School and Program: Park High School Orchestra Department

Date of Requested Trip: October 16, 2024 - October 20, 2024

1. What group is taking this trip? Interested PHS Orchestra Students

Estimated # of Students 25 Adult Supervisors 2-3

2. Destination: Phoenix and Sedona, Arizona

Date/Time of Departure: Wednesday, October 16, 7:00 AM

Date/Time of Return: Sunday, October 20, 10:00 PM

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

The students will have an opportunity to experience musical performances of the Arizona Symphony, see 15,000 musical instruments at the Musical Instrument Museum, and take in multiple musical cultural experiences in Sedona.

4. Name the manner of travel and the carrier.

The group will travel Southwest Airlines to/from Arizona under the travel direction of Good News Tour and Travel Company. Once in Arizona, the group will travel by motorcoach to all activities.

5. State proposed housing arrangements.

The students will stay at Best Western Inn Suites Phoenix Hotel/Suites (1615 E Northern Ave, Phoenix, AZ, 85020- 602-997-6285). They will be housed in groups of 2-4 students, and chaperones will nightly enforce proper behavior. A daily buffet breakfast at the hotel is included in the cost.

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

Planning will continue to be done in consultation with music parents and administration when necessary. Parents will also help coordinate several fundraising opportunities to help provide students with opportunities to raise money for the tour.

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

Participants will register for the trip by the middle of June, and will fill out the appropriate signed parent/guardian permission form and behavior contract.

8. Describe the manner of selecting participants.

Any student in the Park High School Orchestra Program, provided they are in good academic standing.

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

Director Amanda Czepa will be the supervising teacher on the trip. Parent chaperones will be assisting with supervision and managing behaviors and schedules throughout the tour.

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

The tour company, Good News Tour and Travel, includes an overnight security guard as part of the tour package. First aid supplies will be on the bus and at the hotel at all times when students are present. If a student needs medical attention, they will be accompanied by a director or chaperone at all times.

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

The total cost estimate for the trip is \$1909.00 per person. Students and families will fund the trip, but fundraisers will occur to help offset the cost for students.

12. State evaluation procedures.

The tour will include multiple opportunities for both students and parents to evaluate the trip both during and after it is complete.

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

The number and type of students requiring special assistance will be determined when the tour roster is finalized in the fall. Improper student conduct on the trip will result in the student being sent home at his/her own expense.

Signature of Staff Member Responsible: Amanda Czepa

Date field trip request was submitted to Principal: 6-3-24

Principal/Administrator Signature and Date: T. J. Sch

Approved: A Not Approved: _____

Assistant Superintendent Signature and Date: K. Sch 6/5/24

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): Scott Fairweather 651-425-4495

School and Program: Woodbury High School Marching Band

Date of Requested Trip: October 17-21

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

Estimated # of Students 50 Adult Supervisors 5

2. Destination: Orlando, Florida

Date/Time of Departure: October 17, 2024

Date/Time of Return: October 21, 2024

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

The purpose of this trip is to provide a unique opportunity to our music students as both performers and audience members. Students will experience what it is like to be an honorary cast member and perform at a Disney theme park. These performance experiences will provide valuable feedback to enhance their musical education. In addition, students will experience being an audience member for a performance of the Disney parade performers, evening show performers and other characters found throughout the parks. Students with future potentials involving theater or music performance will have a first hand experience what it is like to perform in public with a major performance company.

The trip will build community within our classes, provide valuable music education experiences, and create memories that will last a lifetime. See tentative itinerary attached.

4. Name the manner of travel and the carrier.

We will fly from MSP via American Airlines to Orlando in two groups. One group will fly from MSP to Philadelphia, then Orlando. Group Two will fly from MSP to Dallas to Orlando.

Gateway Tours will provide the ground transportation in and around Orlando via motorcoach buses.

We will depart from Orlando again in two Groups via American Airlines. Group One will fly Orlando to Chicago to Minneapolis. Group Two will fly Orlando to Miami to Minneapolis.

5. State proposed housing arrangements.

Students and and chaperones will stay at the Farifield Inn by Marriott

8615 Vincland Ave.

Orlando, FL

32821

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

Band Booster Executive Board was informed first of the trip in March 2024. The Board was involved in the location decision and logistical considerations for transporting instruments. The parents were introduced to the trip on the May 8th Marching Band Kick Off meeting to determine student interest. Band Parent trip meeting in August for questions

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

See attached. Registration not complete at this date.

8. Describe the manner of selecting participants.

All students participating in the Woodbury High School Marching Band were eligible for the trip

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

Scott Fairweather, Director of Bands at Woodbury High School

Olin Edwards, Woodbury High School Assistant Marching Band Instructor

Administrator Woodbury High School

ADDITIONAL Chaperones will be added depending on the final number of students

Parent Chaperone Alicia Tillman

Parent Chaperone Ross Anderson

Parent Chaperone TBD

Parent Chaperone TBD

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

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.

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 back at the hotel with a chaperone.
- 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 aid 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.

The total trip cost per individual student \$1920

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.

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.

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.

Standard protocol will be submitted to the health office to help determine any needs we need to be aware of.

Signature of Staff Member Responsible: 

Date field trip request was submitted to Principal: _____

Principal/Administrator Signature and Date: 

Approved: X 5/24/24 Not Approved: _____

Assistant Superintendent Signature and Date: *Krista Schum* 6/4/04

Approved: ✓ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____