



District Service Center

7362 E. Point Douglas Rd. S.

Cottage Grove, MN 55016

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### ADMINISTRATIVE REPORT

TO: Members of the School Board  
Keith Jacobus, Ph.D., Superintendent

FROM: Bonnie Schmuck, Office Coordinator for Assistant Superintendents for Academic Excellence and Accountability Mike Johnson and Julie Nielsen

DATE: September 28, 2017

TOPIC/PURPOSE OF REPORT: Extended Field Trips

REFERENCE TO POLICY/STRATEGIC PLAN: Policy 610, Field Trips

RECOMMENDED BOARD ACTION: Approval

DATE FOR BOARD ACTION: October 5, 2017

### REPORT

The following extended field trips have been submitted for approval per Policy #610:

- **October 15, 16, 17, 2018: Oltman Middle School – 30/40** 7<sup>th</sup> and 8<sup>th</sup> grade students will travel/fly to Washington DC. Students will tour Smithsonian, Arlington National Cemetery and have a guided tour of both Washington DC and Philadelphia, PA. Travel arrangements provided by Worldstrides Travel Company. 3-5 chaperones will accompany students on this unique educational experience. **(Teresa Willkom)**
- **March 13, 14, 15, 16, 17, 18 2018: Woodbury High School Choir** – 90 students and 9 chaperones will travel/bus to Chicago IL. They will perform 3 scheduled concerts. Take part in clinic sessions with music professionals and attend cultural events and/or concerts. Will also tour Chicago area. This clinic with a choral music specialist will help evaluate our musical skills. Travel and accommodations provided by Good New Tour and Travel. **(Daryl Timmer)**
- **December 27, 28, 29, 2017: Woodbury High School Wrestling Team** – 28 students and 5 chaperones will travel/bus to Fargo North Dakota for wrestling tournament and team building. Charter Company is Courtesy Car rental. Fairfield Inn and Suites Fargo N.D. **(Justin Smith)**

**SOUTH WASHINGTON COUNTY SCHOOLS**  
**Independent School District #833**  
**Cottage Grove MN 55016**



**TYPE II RATIONALE AND DETAILS FOR EXTENDED FIELD TRIP**

Staff Member   Teresa Willkom  

Date   September 2017  

1. State destination, itinerary and dates.

We will fly to Washington DC on Monday, October 15, 2018. Stay in Washington DC until Wednesday, October 17, 2018, then leave by bus for Philadelphia, PA on October 17, 2018 and stay until Thursday, October 18th and fly home from Philadelphia. See attached itinerary and list of sites we visit.

2. State purpose and educational value of trip (include group and individual goals).


Eighth grade students study civics during the year. Every student deserves the chance to see the icons of Washington DC and our government in action. Oltman's students will feel, hear, see, and understand American history. Our students will be immersed in the history he or she has only read in books and seen in movies. This program is a unique educational experience that for example will challenge their minds at the Smithsonian, draw out their emotions at Arlington National Cemetery, and ultimately lead them to understanding their roles as responsible citizens.

3. Name the manner of travel and the carrier

We will travel with Worldstrides Travel Company and fly with Delta or Sun Country airlines.

4. State proposed housing arrangements.

Students will stay in Hotel that Worldstrides chooses. Usually a Holiday Inn, Radisson, Marriott, Sheridan or Hilton Hotel.

*— when received, please forward  THX!*

5. Complete parent/guardian permission form.

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

There will be an informational meeting in April and September for all 7<sup>th</sup> and 8<sup>th</sup> grade students and their parents. Parents who are willing to participate or/help with fundraising will meet when needed. Fundraising will be offered to all students interested in attending the trip. Two weeks prior to departure there will be a mandatory final meeting for all students traveling to DC and their parents.

7. List participants. Include names, addresses, phone numbers and ages.

Deadline for registration is mid October. Oltman will take between 30-40 Oltman 7<sup>th</sup> and 8<sup>th</sup> grade students and 3-5 chaperones. Can supply a list, if needed, when registration is complete at the end of October. *Teresa Willkom, Jaimie Kirchner, Marci Anderson*

**Rational and Details for Extended Field Trip, continued**

8. Describe the manner of selecting participants.

The process is first come first serve basis. Students you have been suspended or have outstanding referrals will not be able to attend.

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

Teresa Willkom will be the Group Advisor. Depending on how many students sign up I will take between 2 and 4 staff members as chaperones (A staff to student ratio of 1 to 8 no more than 1 to 10). We will also be led by a tour guide or guides in both Washington DC and in Philadelphia, PA.

10. State the safety precautions and procedures for emergencies (accidents, illness or separation) while on the trip.

Parents will fill out medical forms (attached) on their child. There is a Worldstrides representative at each hotel we stay at for help in any emergency situation.

Student Concerns:

Number and types of students requiring special assistance

Special Needs

Proposed Precautions

Special Concerns:

Unique to activity or site

Special Concerns

Proposed Precautions

11. Give budget costs and explain how monies will be procured.

\$1959 includes airfare to DC and from Philadelphia, hotel for 3 nights, tour bus rental for 4 days, admittance into all site seeing places and cost of any tours, a tour guide for 4 days, and 3 meals a day for 4 days.

12. State evaluation procedures.

Worldstrides, their employees, the airlines, the hotels, the bus company and the tour guides will be evaluated by program leader at the end of the trip. Eighth grade students participating in the trip will share their experiences with Social Studies classes for it aligns with the grade 8 civics/ economics curriculum.

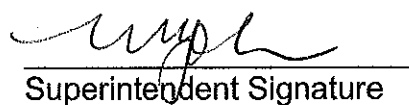
Date 9/18/17

Date 9.21.17

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

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

  
Principal/Administrator Signature

  
Superintendent Signature

School Board Approval \_\_\_\_\_ Date \_\_\_\_\_

# Washington, D.C. Sample Itinerary

## DAY 1

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Arrive in **Washington, D.C.**

**Arlington National Cemetery** America's most famous military cemetery: Changing of the Guard, Tomb of the Unknown Soldier, Kennedy Gravesites

**Iwo Jima Memorial** A tribute to all U.S. Marines based on the famous WWII photo by Joe Rosenthal

**Pentagon Memorial** Honors the 184 victims of the 9/11 attack at the Pentagon

Dinner

Hotel check-in.

## DAY 2

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Breakfast

**Alexandria** One of America's oldest and most historic cities

**Mount Vernon** George Washington's home, plantation, and Education Center, which showcases life during colonial times, 18<sup>th</sup>-century treasures, and our first president as a farmer and businessman

Lunch

**Smithsonian Institution** The world's largest museum complex: National Air and Space Museum, Natural History Museum, National Gallery of Art, National Museum of American History

Dinner

**Jefferson Memorial** Dedicated to our third president and author of the Declaration of Independence

**FDR Memorial** In remembrance of former President Franklin Delano Roosevelt

**MLK Memorial** Honors the famous civil rights activist, Martin Luther King, Jr.

Return to hotel

## DAY 3

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Breakfast

**Ford's Theatre and Petersen House** (by appointment) Where President Lincoln was shot and later died on that fateful day

**White House** (picture stop) Home of the U.S. president

**National Archives** Home of the original Constitution, Bill of Rights, and Declaration of Independence

Lunch

**Capitol Hill Grounds Tour** Capitol Visitor Center: Supreme Court, Library of Congress

**Lincoln Memorial** In remembrance of former President Abraham Lincoln and the great nation he fought to preserve during the Civil War

**Korean War Veterans Memorial** Tribute to the men and women who defended South Korea in the Korean War

**Vietnam Veterans Memorial** Dedicated to the more than 58,000 men and women killed or missing in Vietnam

Dinner

Return to hotel

## DAY 4

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Breakfast and hotel check-out

**Washington Monument** (picture stop) The world's tallest stone monument, which honors our nation's first president

**World War II Memorial** Honors the 16 million who served — and 400,000 who died — in the U.S. Armed Forces during WWII, and all who supported the war effort from home

**Holocaust Museum** Get a glimpse of life for the victims of Nazi Germany with a viewing of "Daniel's Story" at this living memorial

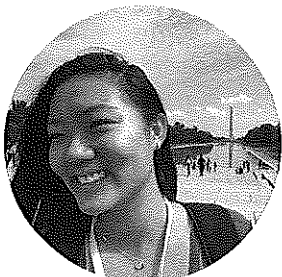
Lunch

**Embassy Row** Houses more than 170 foreign embassies

**National Zoo** Home to several giant pandas and more!

Dinner

Depart **Washington, D.C.**, for home





South Washington County Schools  
Cottage Grove, MN

**610 EXTENDED FIELD TRIP FORM**

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

School and Program: Woodbury High School - Choir

Date of Requested Trip: March 13, 2018- March 18, 2018

1. What group is taking this trip? WHS Choirs

Estimated # of Students 90 Adult Supervisors 9

2. Destination: Chicago, Illinois

Date/Time of Departure: Tuesday, March 13, 2018 @ 4:00 p.m.(after school)

Date/Time of Return: Sunday, March 18, 2018 @ 7:30 p.m.

3. State purpose and educational value of trip (attach information to form if needed).  
The students will perform at least 3 scheduled concerts (not including impromptu opportunities to sing). In addition, the choir will be part of a clinic session with music professionals, attend a cultural events and/or concert, possible exchange concert with another high school, and visit areas of interest in and around Chicago. ✓

4. Name the manner of travel and the carrier.  
Good New Tour and Travel has been chosen as our tour company. We will be busing to Chicago. ✓

5. State proposed housing arrangements.  
The students will stay at a suburban Chicago hotel. They will be housed in triple and/or quad rooms. *Please submit address — Country Inn & Suites 1401 N. Roselle Rd Schaumburg IL 60195*

6. Describe parental involvement in planning – including who, what, where, when and how.  
Planning has been done in conjunction with the Woodbury High School Choir Boosters and the Woodbury Music Department. Parents are also involved with fundraising and chaperoning of the trip. ✓

7. List participants (reminder to have participants complete parent/guardian permission form).  
This list will be submitted when the tour roster is finalized.

8. Describe the manner of selecting participants.  
All students in the Concert Choir and Choralaires and selected other seniors currently enrolled in a performing ensemble who have not been suspended are offered the opportunity to go on this Choir Tour to Chicago. ✓
9. Indicate who will be in charge of supervising the trip.  
Parent chaperones of students from the choirs and the director of the ensembles - Daryl Timmer - will be chaperones for the trip. Parent chaperones have yet to be determined. ✓
10. State the safety precautions and procedures for emergencies while on the trip.  
All students will be reminded of the expectations of behavior on the trip. Guidelines for student activities will be shared at the parent/student meeting held before the tour. ✓
11. Give budget costs, how trip will be funded and estimated cost per student.  
The final cost is yet to be determined. At this time, the trip is estimated to cost each student \$799. The money is raised through fundraisers or through personal effort. Students will fund the entire trip. There is no cost to the district. ✓
12. State evaluation procedures.  
A clinic with a choral music specialist will help us to evaluate our musical skills. The tour will also include opportunities for both students and parents to evaluate the trip.
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

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Signature of Staff Member Responsible: Daryl Timmer

Date field trip request was submitted to Principal: 9/19/17

Principal/Administrator Signature and Date: G. Gremson-Wagner

Approved:  Not Approved:

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Assistant Superintendent Signature and Date: M. Plaster 9.25.17

Approved:  Not Approved:

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

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

WOODBURY HIGH SCHOOL  
SOUTH WASHINGTON COUNTY SCHOOLS  
Independent School District #833  
Cottage Grove, MN 55016

TYPE II RATIONALE AND DETAILS FOR EXTENDED FIELD TRIP

Title of proposed field trip: Rumble on the Red (wrestling tournament)

Staff Member in charge: Justin Smith  
Building: Woodbury High School  
Date: 9-27-17

1. State destination, itinerary, and dates:

Place: Fargo Dome, Fargo, ND  
What: Field Day: Wrestling Tournament  
Dates: December 27<sup>th</sup> – December 29<sup>th</sup>, 2017  
Departure Time: 11:00am  
Return Time: 10:00pm  
Will this trip extend beyond the normal school day? NO

2. State purpose and educational value of trip (include group and individual goals)

The students will get an opportunity to wrestle against some of the best competition in the upper Midwest. The athletes have made goals with action plans to excel at this tournament. We are also showing the students that there is more to their world than just within the metro boundaries, continuing to ignite their passion for lifelong learning.

3. Total students involved: 28 Ages/grade level: 8<sup>th</sup>-12<sup>th</sup> ✓

4. Student Concerns: Special Needs: None Proposed Precautions:  
Number and type of students requiring special assistance

5. Special Concerns: Special Concerns: None Proposed Precautions:  
Unique to activity or Site \_\_\_\_\_

6. Name the manner of travel and the carrier.  
School Bus \_\_\_\_\_ Walk \_\_\_\_\_ Car (Private owned) \_\_\_\_\_  
Charter Bus Service \_\_\_\_\_ Charter Company---Courtesy Car Rental

*e-mailed Justin S. 9-28*

7. State proposed housing arrangements (if overnight trip).  
4 students to a room ✓

*Address, please. Thanks!*

8. Complete parent/guardian permission form. Yes

*Fair Field Inn:  
suites by MARRIOTT  
3902 9th Ave. SW  
Fargo, North Dakota 58103*

9. Management Concerns:

- a. Source of funds - Give budget costs and explain how monies will be procured.  
Woodbury Wrestling Booster Club will be paying for part of transportation & for the lodging (\$1626)
- b. Special provision for lunch and/or transportation to and from school  
Students will be bringing own food.
- c. What is the plan for the supervision of students who do not participate in the field trip?  
N/A
- d. How many adults will be needed to safely supervise this proposed field trip?  
5
- e. Adults required with special skills (WSI<First Aid, Life Saving Certificate, Chauffer license)
- f. What would this make the adult to pupil ratio? 1/6
- g. Specify other adults who will supervise the field trip (teachers, aides, parents, etc)  
Many families are making the trip, but no adult supervision on their end.
- h. In case of my absence on the day of the trip, the field trip should be cancelled NO
- i. Resources that would help to make this field trip safer and/or more educationally valuable. Nothing
- j. Do you feel this trip is covered by prior general parent permission for field trips? YES
- k. Do participants understand and agree to abide by the rules of appropriate behavior?  
YES
- l. Have supervisors discussed procedures for emergencies (accidents, illness, separation, discipline)? YES

10. State evaluation procedures.


Date 9/27/17

Approved  Not Approved

  
Principal/Administrator Signature

Date 9.27.17

Approved  Not Approved

  
Superintendent Signature

School Board Approval Date