

ADMINISTRATIVE REPORT

DATE: May 19, 2022
TOPIC: 6.10 – Extended Field Trips
PRESENTER: Jennifer Thomas, Office Coordinator for Assistant Superintendents,
Dr. Tyrone Brookins, Kelly Jansen & Kristine Schaefer
REFERENCE TO POLICY/STATUTE: Policy 610

A. PURPOSE OF REPORT

- a.** June 15–24, 2022 – East Ridge and Woodbury High School French Program – 20 students and 3 adult supervisors will travel to France and Spain. The students will immerse themselves in the French and Spanish languages, cultures through guided tours, exploration, food/interactive activities. (Natalie Bird)
- b.** August 26–27, 2022 – Woodbury High School Girls Soccer – 40 students and 3 adult supervisors will travel to Duluth, MN. to participate in two non-conference games. (Pat Malicki)

RECOMMENDATION

Approval





*South Washington County Schools
Cottage Grove, MN*

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Natalie Bird 651-425-2440

School and Program: East Ridge High School / Woodbury High School French program

Date of Requested Trip: June 15-24, 2022

1. What group is taking this trip? District 833 students grades 9-12

Estimated # of Students 20 Adult Supervisors 3

2. Destination: France and Spain

Date/Time of Departure: June 15 PM

Date/Time of Return: June 24 TBA

3. State purpose and educational value of trip (attach information to form if needed).
To immerse in the French and Spain languages and cultures through guided tours, exploration, food, and interactive activities.

4. Name the manner of travel and the carrier.
Will be traveling to and from Europe by plane and traveling within France and Spain via coach bus, or metro. (I do not have the exact airline or bus company yet from EF tours.)

5. State proposed housing arrangements.
Staying at a variety of hotels. (TBA from EF Tours)

6. Describe parental involvement in planning – including who, what, where, when and how.
Parents are required to attend all trip meetings to help prepare the students for travel. One parent has enrolled to travel with the group.

7. List participants (reminder to have participants complete parent/guardian permission form).
19 students from both WHS and ERHS. 1 student from PHS.

12. State evaluation procedures.

13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
Masks, covid testing before we go on tour, and again before reentering the US. All travelers are vaccinated.

Signature of Staff Member Responsible: Natalie Bird


Date field trip request was submitted to Principal: 4/20/22

Principal/Administrator Signature and Date: _____

Approved: 

Not Approved: 4/22/22

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): Pat Malicki 651-425-5486

School and Program: WHS Girl's Soccer

Date of Requested Trip: Friday August 26th 2022 and Sat August 27th, 2022

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: 8/26/22 at 9:00 AM

Date/Time of Return: 8/27/22 at 5:00

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

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

4. Name the manner of travel and the carrier.

- Rent a coach bus (Minnesota Coaches Inc Bus Company)

5. State proposed housing arrangements.

- Stay at a hotel in the Duluth area:

Country Inn and Suites
4257 Haines Road
Duluth MN 55811
218-466-3312

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.
 - Stephanie Williams Booster Club President
 - Desiree Leinhard Booster Club Vice President
 - Aleisha Lee Booster Club Treasurer

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 8/15/22
9. Indicate who will be in charge of supervising the trip.
 - Pat Malicki, Erin Diamond, 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 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: 5/2/22

Principal/Administrator Signature and Date: Joceli Foubler Leub

Approved: 5/3/22 Not Approved: _____

 Assistant Superintendent Signature and Date: Kristi Schaefer 5/9/22

Approved: ✓ Not Approved: _____

 School Board Review Date: _____

Approved: _____ Not Approved: _____