



District Service Center
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ADMINISTRATIVE REPORT

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

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

DATE: September 21, 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: September 21, 2017

REPORT

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

- **November 10-11, 2017: East Ridge High School’s Girls Hockey team bonding experience and Scrimmage in Roseau, MN. Team will travel by Charter/Coach bus and stay at AmericInn Hotel Roseau MN. (Tom Kulenkamp)**
- **March 14-19, 2018: East Ridge High School’s Choir Performance for College Professor/City Tour of Memphis and Nashville, TN and attends professional performances to expose students to what is possible on a professional level. Enrich relationships with other students and staff in the choir program. Will travel by Charter/Coach bus and stay at the Holiday Inn Express in Antioch, TN. (Elizabeth Gullick)**



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Tom Kulenkamp (763)639-3162

School and Program: East Ridge High School – Girls Hockey

Date of Requested Trip: Friday, November 10th and Saturday, November 11th, 2017

1. What group is taking this trip? JV and Varsity Girls Hockey

Estimated # of Students: approx. 30 Adult Supervisors: 4 coaches

2. Destination: Roseau, MN

Date/Time of Departure: 7 am, Friday, November 10th, 2017

Date/Time of Return: 10 -11pm Saturday, November 11th, 2017

3. State purpose and educational value of trip (attach information to form if needed).
This is a girl's hockey scrimmage in Roseau/Warroad. It is an opportunity for the newly formed team to play together. It allows players time to get to know each other outside of school and at the rink. This is an important bonding trip. The games give the coaches an opportunity to watch the team play and make team placements and positions.

4. Name the manner of travel and the carrier.
Coach bus via Minnesota Coaches. All players will travel on the bus. ✓

5. State housing arrangements (must include name, address and phone number of hotel).
AmericInn Hotel, Roseau, MN for one night- November 10th. ✓

6. Describe parental involvement in planning – including who, what, where, when and how.
Booster Club Board Members have planned and helped with trip. Sheila Claugherly- President – involved in planning for the trip- bus reservation, hotel reservation. Karen Glancey- Treasurer- make and collect all payments, and complete permission slips. All board members will prepare and buy supplies/food needed for bus trip.

7. List participants (reminder to have participants complete parent/guardian permission form).
Participants will be determined after tryouts. Tryouts are the week of October 30th.

8. Describe the manner of selecting participants.
The coaches will be selecting the team via tryout procedures.

9. Indicate who will be in charge of supervising the trip.
Coaches - Tom Kulenkamp, Emily Klatt, Tim Duggan and Andy Roeser. ✓

10. State the safety precautions and procedures for emergencies while on the trip.
All parents are to give all numbers/contact information for use while on the trip. Girls will be required to travel together and room together. Rules will be communicated to all players.

11. Give budget costs, how trip will be funded and estimated cost per student.
Budgeted amount for trip ~\$5000. Approximately \$ 200 per player. We are using some booster money earned from fundraising. Parents will contribute in order to cover each players cost.

12. State evaluation procedures.
Coaches will evaluate.

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

None known.

Signature of Staff Member Responsible: Tom Kulenkamp kmg

Date field trip request was submitted to Principal: 9/11/17

Principal/Administrator Signature and Date: Joel Ober JL

Approved: _____ Not Approved: _____

Assistant Superintendent Signature and Date: M. Pluett 9-14-17

Approved: _____ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____

EAST RIDGE 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: East Ridge High School Choirs Performance Tour to Nashville, TN

Staff Member in charge: Elizabeth Gullick
Building: ERHS
Date: 9/5/2018 ✓

1. State destination, itinerary, and dates:

Place: Memphis, TN, Nashville, TN

What: ERHS Choir Performance and Cultural Tour

Dates: March 14 - 19, 2018 ✓

Departure Time: 5:00 pm March 14 (estimate)

Return Time: 8:00 pm, March 19 (estimate)

Will this trip extend beyond the normal school day? YES NO

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

- Visit a college campus and perform for a college professor, who will work with choir students to improve our musical performance
- Attend professional performances to expose music students to what is possible at the professional level ✓
- Perform/record at professional venues around Nashville
- Visit cultural locations around the cities of Memphis and Nashville to enrich student learning across several subject areas
- Represent East Ridge and our district beyond the Twin Cities metro area
- Demonstrate musicianship at the highest level at our performances
- Enrich relationships with other students and staff in the Choir program ✓

3. Total students involved: Maximum 47 students Ages/grade level: ages 15-18/10th-12th grades

4. Student Concerns: Special Needs: Proposed Precautions:
Addressed on an individual basis

5. Special Concerns: Unique to activity or Site
Special Concerns: - extended travel to large city
- overnight hotel stays
Proposed Precautions: - additional parent chaperones to have additional supervision

6. Name the manner of travel and the carrier.

School Bus _____ Walk _____ Car (Private owned) _____
Charter Bus Service X Charter Company: Rochester City Lines ✓

7. State proposed housing arrangements (if overnight trip).

Hotel: Holiday Inn Express & Suites Nashville Southeast Antioch, 201 Crossings Pl
Antioch, TN 37013 ✓ Address

8. Complete parent/guardian permission form.

All participants will complete the appropriate Type II permission form with registration for tour.

9. Management Concerns:

- a. Source of funds - Give budget costs and explain how monies will be procured.
Estimated cost of \$900 per participant (student and adult chaperone). Families will be charged the full cost in order to participate in this enrichment opportunity. Fundraising options will be presented by the ERHS Choir Boosters to help defray the cost. Consideration for additional Booster support will be made for families with demonstrated financial need (qualify for district free/reduced lunch). ✓
- b. Special provision for lunch and/or transportation to and from school
Cost of the tour includes breakfast each day at the hotel, as well as 3 included dinners. Participants will be responsible for the cost of lunch each day on their own and any other meals Not specifically listed on the itinerary.
Transportation via coach bus from ERHS and back, including to all tour destinations is included in the price listed above.
- c. What is the plan for the supervision of students who do not participate in the field trip?
Will need an all day substitute teacher for Elizabeth Gullick for the class days of Thursday, ✓
March 15th, Friday, March 16, and Monday, May 19, 2018. ERHS would need to pay for this, since this is an ERHS activity, but afternoon Middleton Elementary classes would also need coverage.
- d. How many adults will be needed to safely supervise this proposed field trip?
5 additional parent chaperones, plus choir director ✓
- e. Adults required with special skills (WSI<First Aid, Life Saving Certificate, Chauffer license):
Parent chaperones will be chosen based on experience supervising student groups, as well as medical doctor, nurse, or EMT experience.

Also need to bring our professional accompanist (who will not be in charge of supervising students) for our performances.

- f. What would this make the adult to pupil ratio? 1:<10
- g. Specify other adults who will supervise the field trip (teachers, aides, parents, etc)
Elizabeth Gullick (teacher), plus 5 additional parent chaperones
- h. In case of my absence on the day of the trip, the field trip should be cancelled
YES NO
- i. Resources that would help to make this field trip safer and/or more educationally valuable
Good News Tour and Travel provides basic travel insurance as an inclusion of the tour cost. Students will be prepped in class and on specifics of what to expect in each experience. Will hold a parent/student tour meeting prior to departure.
- j. Do you feel this trip is covered by prior general parent permission for field trips?
 YES NO Separate permission forms will be collected
- k. Do participants understand and agree to abide by the rules of appropriate behavior?
 YES NO
All students and families will sign a behavior expectations form as part of registration for the tour
- l. Have supervisors discussed procedures for emergencies (accidents, illness, separation, discipline)? YES X NO (not yet, see below)
Parent chaperones will be chosen based on experience supervising student groups, as well as medical doctor or EMT experience. In addition to parent chaperones; the choir director will be responsible to supervise the students for the duration of the trip.

The tour manager from Good News Tour and Travel, Inc. will bring all hospital information on the tour to help facilitate getting medical attention to any student or chaperone who is in need. All chaperones will carry mobile phones and have the director's phone number. Chaperones will meet before the tour and everyday on tour to learn which 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, a chaperone will stay with the student at the hotel.
- 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 will be consulted.

Procedures for Student Separation from Group:

- Chaperone will attempt to contact student via cell phone.
- Chaperones will retrace the steps of that student. Director 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.

10. 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 educational performance tours.

Date 9/12/17

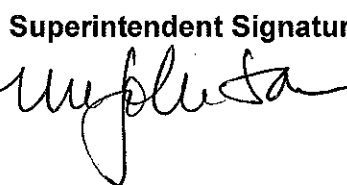
Approved Not Approved

Principal/Administrator Signature


School Board Approval

Date 9.14.17

Approved Not Approved

Superintendent Signature
 9.14.17

Date