



District Service Center
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Cottage Grove, MN 55016
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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, Julie Nielsen & Kristine Schaefer

DATE: November 8, 2018

TOPIC/PURPOSE OF REPORT: Extended Field Trips

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

RECOMMENDED BOARD ACTION: Approval

DATE FOR BOARD ACTION: November 15, 2018

REPORT

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

- **March 20-24, 2019** – Woodbury High School Orchestra. 90 students and 9 adult supervisors will travel to Chicago, Illinois via Good news tour company. They will be staying at the Quality Inn, in Schaumburg, IL. The students will attend 4 scheduled performances including the Chicago Symphony, Chicago Lyric Opera, Dinner Theatre and De Paul Master Class. In addition, the orchestras will have time outside of these performances to build orchestra culture and experience the Museum of Science and Industry, Shedd Aquarium, and several other events. **(Ryan Jensen)**
- **October 14-17, 2019** – Lake Middle School 8th grade trip. 150 students and 15 adult supervisors will travel to Washington D.C. Student Tours of America Tour Company will coordinate air, bus and tours including chartered coach bus. They will be staying at the Sheraton Pentagon City Hotel in Arlington Virginia. The purpose of the trip is to provide extended education outside of the classroom; seeing, experiencing and interacting with many sights and memorials located connections with what they learn in the classroom. This filed trip supports state history, citizenship and government standards. This trip also teaches the students about personal responsibility. **(Prudence Lamar)**

Approved: _____

Not Approved: _____



South Washington County Schools
Cottage Grove, MN

*e-mailed
Prudence 10/29/18
see attached*

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): **Prudence Lamar 651-425-6552**

School and Program: **Lake Middle School – 8th grade Washington D.C. trip**

Date of Requested Trip: **Oct. 14, 2019 through Oct. 17, 2019**

1. What group is taking this trip? 8th grade students
Estimated # of Students 150 Adult Supervisors 15
2. Destination: Washington D.C.

Date/Time of Departure: 7am Oct. 14, 2019

Date/Time of Return: 10pm Oct. 17, 2019

3. State purpose and educational value of trip (attach information to form if needed).
The purpose of this trip is to provide extended education outside the classroom; seeing, experiencing and interacting with the many sights and memorials located in our Nation's Capital. This experience helps students to make real life connections with what they learn in the classroom. This field trip supports state history, citizenship and government standards. This trip also teaches the students about personal responsibility.

4. Name the manner of travel and the carrier.
 Student Tours of America is the tour company. They coordinate air, bus and tours including the chartered coach bus. The company also provides tour guides and security. The company uses nationally known airline companies. ✓

5. State proposed housing arrangements.
Students will stay in a hotel – 4 students to a room. Chaperones have 2 to a room.

Address will get from (STA)

6. Describe parental involvement in planning – including who, what, where, when and how.
Parents will drop students off at MSP International Airport and will be required to also pick them up from MSP. No other parental involvement is necessary.

7. List participants (reminder to have participants complete parent/guardian permission form).
The participants will be 7th grade students that register for the trip for when they are in 8th grade. The number of students that typically register for the trip is 150.

8. Describe the manner of selecting participants.
This trip is open to all students that will be 8th grade students at Lake Middle School and that had attended Lake Middle School in the spring of their 7th grade school year at Lake Middle School or a middle school in our School District, students voluntarily choose to attend the field trip. The registration process takes place during the previous school year.

9. Indicate who will be in charge of supervising the trip.
Prudence Lamar is the program leader – social studies teacher at Lake Middle School. Other chaperones will be Lake Middle School teachers/staff. The staff to student ratio will be 1/15. ✓
10. State the safety precautions and procedures for emergencies while on the trip.
 - *Medical forms will be filled out by parents.* ✓
 - *Proposed Precautions: A behavior contract will be signed by both student and parent. Students with inappropriate behavior will be sent home at the parent's expense.*
 - *Nighttime security will be provided by tour company.*
 - *Emergency and Evacuation plan is created at the start of the trip through the tour company*
 - *24-hour tour company help desk*
 - *The tour company provides on-call doctor and medical insurance is included in the cost of the trip.*
11. Give budget costs, how trip will be funded and estimated cost per student.
Students pay the entire cost of the trip and Student Tours of America collects the fees and deals with the billing. There are opportunities for student scholarships with application based on need. ✓
12. State evaluation procedures.

<i>*Journals and reflection</i>	<i>*Science – DC Rocks chart</i>
<i>*Social Studies Enrichment Options</i>	<i>*Teacher-student discussions and debriefs</i> ✓
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

Signature of Staff Member Responsible: Prudence Lamar

Date field trip request was submitted to Principal: 10/22/18

Principal/Administrator Signature and Date: [Signature]

Approved: Not Approved:

Assistant Superintendent Signature and Date: [Signature] 10-25-18

Approved: Not Approved:

School Board Review Date: _____

Approved: _____ Not Approved: _____

Thomas, Jennifer

From: Lamar, Prudence
Sent: Monday, October 29, 2018 3:48 PM
To: Thomas, Jennifer
Subject: Re: Extended filed trip to Washington D.C.

Hi Jennifer,

We are planning to stay at the
Sheraton Pentagon City Hotel
900 South Orme Street, Arlington, Virginia 22204

<https://www.marriott.com/hotels/travel/wasgs-sheraton-pentagon-city-hotel/?scid=bb1a189a-fec3-4d19-a255-54ba596febe2>

The cost of the trip will be \$1,685. I should be receiving the promotional materials early next week.

Prudence Lamar
7th Grade History Teacher ~ Colby Lake House
South Washington County Schools
Lake Middle School
Phone 651-425-6552
<https://sites.google.com/a/apps.district833.org/plamar/home>
www.sowashco.k12.mn.us

ISD 833: An east metro school district serving all or parts of the communities of Cottage Grove, Newport, St. Paul Park and Woodbury and Afton, Denmark and Grey Cloud Island Townships, Minnesota

Semper Fidelis

From: "Thomas, Jennifer" <jthomas@sowashco.org>
Date: Monday, October 29, 2018 at 3:43 PM
To: "Lamar, Prudence" <plamar@sowashco.org>
Subject: Extended filed trip to Washington D.C.

Hi Prudence, Mike Johnson, Assistant Superintendent is requesting the hotel information for this trip.

Name and address of hotel would be great.

Thank you

Jennifer Thomas
South Washington County Schools
District Service Center