

Memorandum

To: MSHSL
CC: Bonnie Fuller-Kask, Duluth East Nordic Ski Coach
From: Duluth School Board
Date: 10/20/2011
Re: Yellowstone Nordic Ski Trip

Background:

The MSHSL has requested that the Duluth School board give permission for the 11th annual Yellowstone Nordic Ski Trip. This is a community trip where several local coaches take kids from the following schools to ski in Yellowstone: East, Central, Denfeld, Marshall, Two Harbors, Ely, Mesabi East, Cloquet, Hermantown, and St. Cloud Tech.

The trip is run through a local company, Superior Performance. None of the bills will come to any of the schools. Duluth Public Schools does not fund this trip and the only connection ISD 709 has is that our coach is one of the chaperones, and a few of our Duluth skiers are going. ISD 709 does not accept any liability beyond this notification.

From Dave Stead, MSHSL (dstead@mshsl.org)

Even though this trip is not an official ISD 709 Nordic Ski event, a determination was made by the MSHSL about travel where the schools team members and coach travel together in season. If the coach doesn't go and the trip is voluntary for anyone who wants to go travel during their vacation, that's not an issue. If the coach is involved, the trip is then considered to be a school team trip. So, yes, in that instance, approval from the school boards would be necessary.

The 4 points below are in response to the MSHSL Travel Policy.

1. Itinerary: Leave Duluth at 5:00pm on Fri., Nov.18, 2011
Arrive Kelly Inn, West Yellowstone on Sat., Nov.19
Leave West Yellowstone at 4:00pm on Fri., Nov. 25
Arrive Duluth on Sat., Nov.26
2. All skiers pay for their own trip. No funds are received from the School.
3. Title IX: Both boys and girls are welcome on the trip.
4. ISD 709 School Board: Please approve travel for the East Nordic Skiing Boys and Girls Teams.

Summary

The Yellowstone Ski trip has been a long standing tradition in the ski community. Even though ISD 709 is not sponsoring it, and it is not on our schedule. Please consider this a letter of permission for the coaches and Duluth student athletes to participate.

Bonnie Fuller-Kask, Head Coach Duluth East Nordic Ski Team
218-724-2775 - coachbonnie@cpinternet.com
www.dulutheastnordic.org

DISTRICT 709 FIELD TRIP REQUESTS

In accordance with School District Policy District 6160, District 709 recognizes properly planned, well conducted, and carefully supervised field trips may be a vital part of the curriculum. School field trips are encouraged within available resources and requirements outlined below.

DIRECTIONS: All staff are required to submit a Field Trip Request **prior** to the field trip being finalized with the involved students and to:

- Receive administrative and/or extra-curricular coordinator approval for all instructional and supplementary field trips
- Receive administrative reviewal and school board approval for all extended trips (Exceptions may be granted by the school board chair to accommodate emergencies.)

DEFINITIONS:

Instructional Trips - Trips that take place during the school day, relate directly to a course of study, and require student participation. Fees may not be assessed against students.

Supplementary Trips - Trips in which students voluntarily participate in and which often take place outside the regular school day, but do not include overnight stays. Financial contributions may be requested of students.

Extended Trips Within Minnesota and Continental United States - Trips that involve one or more overnight stops within Minnesota or the Continental United States and may be instructional or supplementary and are voluntary in nature. Extended field trips require school board approval prior to the trip.

INSTRUCTIONAL TRIP ACTION

Principal: Approved Name: _____
 Not Approved Date: _____

SUPPLEMENTAL TRIP ACTION

Principal: Approved Name: _____
 Not Approved Date: _____

Instructional/Supplemental Trips need not be sent to District office.

EXTENDED TRIP ACTION

Principal: Recommended Name: Jim Lundt
 Not Recommended Date: 10/3/11

Assistant Superintendent: Recommended Name: _____
 Not Recommended Date: _____

School Board: Approved Name: _____
 Not Approved Date: _____

All extended trip proposals must be sent to the Assistant Superintendent's Office to be placed on the Education Committee meeting agenda for approval.

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: HOSA(Health Occupations Students of America) 11th and 12 grade
2. Contact Person (Responsible for Checklist Completion): Kimberly Olson
3. Field Trip Date(s): November 9th-10th, 2011 Destination: Radisson Plaza Hotel (stay) Target Center Conference
4. Field Trip Overview (Include events, establishments and locations): See attached: Hosa Fall Delegate Assembly Leadership.

5. Field Trip Departure from School (Date and Time): November 9th at 8:00am
 Field Trip Return to School (Date and Time): November 10th at 5:00pm
6. Objectives of Field Trip: 3-4 students to run for State Office and 3-4 students to attend as voting delegates total of 7 students and one advisor

7. Relationship to Curriculum or Student Learning: Leadership, teamwork, POS and Career Pathway exploration, Partnership for CTE, Implementing of HSP(Health Science Programs) Parliamentary procedures, citizenship.

8. Planned Follow-up Field Trip Activities: Midwinter, State and National Conferences for HOSA. Service project for Juvenile Diabetes (JDRF).
9. Field Trip Budget Request **STUDENTS WILL ALL BE SELF PAY.**

Estimated Expenses	
Total Admission/Fees \$440.00- 7 students and 1 Advisor	\$55 each \$440
Total Meals	\$32.00 \$256
Total Lodging	\$112.26
Total Transportation	\$
<input checked="" type="checkbox"/> School District Vehicle(s) VAN 0.55	167.00
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$ -0-
Other:	\$ -0-
Total	\$366.26 863.00

Revenues		
District Budget	Code: <u>Carl Perkins</u>	\$ ✓
Booster Group	<u>Student Activities</u>	\$ ✓
Donations		\$
Student Fees		\$ ✓
Total Additional Stipends:		\$
Total		\$

11. Reviewed/Completed Request Checklist: Yes No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

FIELD TRIP REQUEST CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

- X Develop and Communicate Student Discipline Expectations
- X Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- X Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- X Gain Access to Cell Phone for Field Trip
- X Plan Arrangements for Early Pick-Up or Late Drop-Off Students (if necessary).
Guide: May choose to leave message on school voice mail to help with late drop off.
- X Plan Meal Arrangements (if necessary)
Reminder: Notify food service of non-participation.
- X Plan Administration of Student Medication and First Aid Needs (if necessary)
Guide: Contact School Nurse.
- X Develop and Communicate Action Plan if Student Gets Lost on Trip
- X Arrange Adult Chaperones for Field Trip (if necessary)
Guide: One (1) adult for every twenty (20) students depending on field trip. Parent volunteers are encouraged when possible or appropriate.
- X Develop and Communicate Teacher and Adult Chaperone Expectations
Example: Supervision duties, no smoking, no alcohol
- X Planned Itinerary

TIME	LOCATION
11/09/11 0:800	Leave Denfeld
11:00	Arrive
12:00	Tour University-conference ect.
11/10/11 02:00	Leave to go home

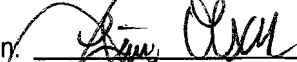
- X Maintain Student Roster and Check-in/Check-out Procedure
- X Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person: 

FIELD TRIP REQUEST CHECKLIST – Extended Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

- X Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians
Note: Attach tentative planned itinerary.
- X Arrange Funding of Expenses During Trip
- X Arrange Meal Plans
- X Arrange Lodging Plans and Room Assignments
- X Collect Family Emergency Information for Students
Example: Home phone numbers, emergency contacts, medical information
- Additional Information
Note: Provide any additional information.

Signature of Contact Person: 

DISTRICT 709 FIELD TRIP REQUESTS

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DIRECTIONS: All staff are required to submit a Field Trip Request **prior** to the field trip being finalized with the involved students and to:

- > Receive administrative and/or extra-curricular coordinator approval for all instructional and supplementary field trips
- > Receive administrative reviewal and school board approval for all extended trips (Exceptions may be granted by the school board chair to accommodate emergencies.)

DEFINITIONS:

Instructional Trips - Trips that take place during the school day, relate directly to a course of study, and require student participation. Fees may not be assessed against students.

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Extended Trips Within Minnesota and Continental United States - Trips that involve one or more overnight stops within Minnesota or the Continental United States and may be instructional or supplementary and are voluntary in nature. Extended field trips require school board approval prior to the trip.

INSTRUCTIONAL TRIP ACTION

Principal: Approved Name: _____
 Not Approved Date: _____

SUPPLEMENTAL TRIP ACTION

Principal: Approved Name: _____
 Not Approved Date: _____

Instructional/Supplemental Trips need not be sent to District office.

EXTENDED TRIP ACTION

Principal: Recommended Name: Deise Clairmont
 Not Recommended Date: 10/3/11

Assistant Superintendent: Recommended Name: _____
 Not Recommended Date: _____

School Board: Approved Name: _____
 Not Approved Date: _____

All extended trip proposals must be sent to the Assistant Superintendent's Office to be placed on the Education Committee meeting agenda for approval.

FIELD TRIP REQUEST FORM

Date of Submission: 9/29/11

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: Grade 7 Morgan Park
2. Contact Person (Responsible for Checklist Completion): Bruce ^{Holm}
3. Field Trip Date(s): 30 May - Jun. 2011 Destination: Thunder Bay Canada
4. Field Trip Overview (Include events, establishments and locations): See attached
Last year's Schedule

5. Field Trip Departure from School (Date and Time): 30 May 2011 - 7 AM
Field Trip Return to School (Date and Time): 1 Jun. 2011 - 2 PM

6. Objectives of Field Trip: Culture view, Pen Pal Letters,
College experience, history tour
interaction

7. Relationship to Curriculum or Student Learning: Geography (Physical,
Cultural) similarities/differences

8. Planned Follow-up Field Trip Activities: Bridge to next year

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$
Total Meals	\$
Total Lodging	\$
Total Transportation	\$
<input type="checkbox"/> School District Vehicle(s)	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$
Other:	\$
Total	\$

See attached

Revenues	
District Budget	\$
Booster Group	\$
Donations	\$
Student Fees	\$
Total Additional Stipends:	\$
Total	\$

\$280 est.

11. Reviewed/Completed Request Checklist: Yes No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

FIELD TRIP REQUEST CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

- Develop and Communicate Student Discipline Expectations
- Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- Gain Access to Cell Phone for Field Trip
- Plan Arrangements for Early Pick-Up or Late Drop-Off Students (if necessary).
Guide: May choose to leave message on school voice mail to help with late drop off.
- Plan Meal Arrangements (if necessary)
Reminder: Notify food service of non-participation.
- Plan Administration of Student Medication and First Aid Needs (if necessary)
Guide: Contact School Nurse.
- Develop and Communicate Action Plan if Student Gets Lost on Trip
- Arrange Adult Chaperones for Field Trip (if necessary)
Guide: One (1) adult for every twenty (20) students depending on field trip. Parent volunteers are encouraged when possible or appropriate.
- Develop and Communicate Teacher and Adult Chaperone Expectations
Example: Supervision duties, no smoking, no alcohol
- Planned Itinerary

TIME

LOCATION

See attached schedule

- Maintain Student Roster and Check-in/Check-out Procedure
- Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person:

Bruce H. [Signature]

FIELD TRIP REQUEST CHECKLIST – Extended Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

- Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians
Note: Attach tentative planned itinerary.
- Arrange Funding of Expenses During Trip
- Arrange Meal Plans
- Arrange Lodging Plans and Room Assignments
- Collect Family Emergency Information for Students
Example: Home phone numbers, emergency contacts, medical information
- Additional Information
Note: Provide any additional information.

Signature of Contact Person:

Bruce H. [Signature]

Final Thunder Bay Information

Your student should have some Canadian money for the trip. We will stop at Ryden's store to exchange money. The Canadian dollar is worth about the same as the US Dollar. If you can find a local bank that will exchange here, you will get a better rate. No fruit or meats may enter Canada so don't bring them. Water only on the bus, you can drink or eat when we have the stops. We need to keep the bus clean, as it will be like a home to us for 3 day. The bus toilet should be for emergencies only as it can't be emptied for 3 days. We will have bathroom breaks. Do not attempt to use the phones in your dorm room.

Things students should bring with them:

1. Rain clothing, as we will tour Fort William rain or shine so wear comfortable shoes.
2. Swimming suit and towel for the games complex swim park (The University will have a towel to use at the dorm).
3. Clothing for both warm and cold weather.
4. Spending money (\$50.00? parents may send more with them) for the three meals we will eat at fast food places for lunches, snacks, and mall.
5. Shampoo, toothbrush, etc. and other personal care items.
6. Sunscreen and a cap for the time outside in the sun.
7. They may bring a personal CD player, I-pod, or hand held games if they wish but no boom boxes or TVs.
8. Some cell phones will work others will not.

Things not to bring (or buy in Thunder Bay)

1. Water guns, balloons, portable TV, laser pointers (do not buy one in Canada), computers, toy guns or portable DVD players.
2. Anything that would be a violation of law in Minnesota.
3. Skate boards.
4. No fresh fruit or meat products can be taken into Canada.

Emergency number for the University is:

1-807-343-8779 (day) 1-807-343-85690) 24 hours security
If you have any questions please call me at 626-4512-ext 132.

Bruce Holm

Example Thunder Bay Schedule

Wednesday, June 1, 2011

6:30 AM Leave from in front of Morgan Park
10:00 AM Stop at Ryden's Store to exchange money.
1:00 PM Lunch at McDonalds on Arthur Street
1:30 PM Terry Fox Memorial and Sleeping Giant
2:30 PM Arrive at Lakehead University or visit the pen pals school.
4:00 PM Tour University
5:00 PM Dinner at University Cafeteria
6:15 PM Leave University for Movie Theater
11:00PM Everyone in your dorm building
12:00 Midnight Lights out

Thursday, June 2, 2011

8:00 AM Wake up
8:30 AM Breakfast in University Cafeteria
9:30 AM Leave for Old Fort William
10:00AM Begin tour of Old Fort William
12:30 PM Lunch at Burger King on Arthur Street
1:30 PM Swim at Canadian Games Complex
3:30 PM Leave for the Mall
6:00 PM Return to the University for dinner
7:00 PM Dinner at University cafeteria
8:00 – 11:00 PM Dance at University
11:00 PM In your dorm building
12:00 Midnight Lights out

Friday, June 3, 2011

7:00AM Wake up
7:15 AM Breakfast in University Cafeteria
8:15 AM Room cleanup (all garbage in basket) and inventory
9:00AM Leave for home with stop at Ryden's to change money.
12:00 Noon Lunch at Culvers in Two Harbors.
2:15 PM Arrive at Morgan Park

Thunder Bay Expenses

3/14/2011	Maverick Entertainment Deposit	\$124.82
4/11/2011	Pen Pal Reimbursement	\$69.71
2/28/2011	Pen Pal Reimbursement	\$39.45
5/30/2011	Maverick Entertainment	\$100.00
5/31/2011	Silver City Theatre	\$417.00
5/12/2011	Reimburse Postage	\$24.62
5/31/2011	Natasha Bonk - Security	\$200.00
5/31/2011	Ian McIntosh - Security	\$200.00
6/9/2011	Fort Williams	\$522.00
6/25/2011	Lakehead University	\$10,084.59
6/29/2011	Bus	\$3,709.70
6/29/2011	Substitute Teacher	\$348.00
8/12/2011	Games Complex	\$257.29
	Total	<u>\$15,972.36</u>

Thunder Bay

The total cost of the trip is \$220.00. You must pay \$50.00 down to sign up your student. Please make checks payable to Morgan Park School. The remaining \$150.00 is due by April 15, 2012. If, for any reason, your student can't go the money will be refunded. All grade 7 students are eligible to go on the trip.

Students must be making progress in their classes to be eligible. They must follow all school rules and policies to participate in the trip. They must have regular school attendance. They must have fewer than 40 tardies to classes. They may not have more than 4 referrals, bus reports, ISS, or OSS for the school year. U conduct grades will be considered.

If you have any more questions please contact me at school at 626-4512 ext 132.

Bruce Holm

2012

Dear Parents:

This signed permission slip will allow your student to travel to Thunder Bay, Ontario, Canada. The trip will take place from May 30 to June 1, 2012.

I understand that if any injury occurs to my student during the trip the district insurance provides no coverage. A student's family insurance coverage must, then, provide coverage for medical expenses.

Student Name _____

Parent Signature _____

Home Phone _____

Daytime Phone _____

Alternative Emergency Phone _____

Cell Phone (if any) _____

FIELD TRIP REQUEST FORM

Date of Submission: 10/4/11

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: EHS Band

2. Contact Person (Responsible for Checklist Completion): Jim Erickson

3. Field Trip Date(s): 4/5/12 - 4/11/12 Destination: Orlando, FL

4. Field Trip Overview (Include events, establishments and locations): Perform at Disney Locations, Recording, Movie Production Workshops

5. Field Trip Departure from School (Date and Time): 4/5/12 8:00AM

Field Trip Return to School (Date and Time): 4/11/12 5PM

6. Objectives of Field Trip: Student performances + Workshops

7. Relationship to Curriculum or Student Learning: Play and perform, analysis of performance

8. Planned Follow-up Field Trip Activities:

9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees	<u>Thurs/Fri Sub (1.5)</u>	\$
Total Meals		\$ -
Total Lodging		\$ -
Total Transportation		\$
<input type="checkbox"/> School District Vehicle(s)		
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: <u>Minnesota Coaches</u>		
<input checked="" type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____		
Total Additional Stipends:		\$ -
Other:		\$ -
Total		\$

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$
Student Fees		\$ <u>750.00</u>
Total Additional Stipends:		\$
Total		\$

11. Reviewed/Completed Request Checklist: Yes No

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INSTRUCTIONAL TRIP ACTION

Principal:

- Approved
 Not Approved

Name:

Date:

SUPPLEMENTAL TRIP ACTION

Principal:

- Approved
 Not Approved

Name:

Date:

Instructional/Supplemental Trips need not be sent to District office.

EXTENDED TRIP ACTION

Principal:

- Recommended
 Not Recommended

Name:

Date:

Assistant Superintendent:

- Recommended
 Not Recommended

Name:

Date:

School Board:

- Approved
 Not Approved

Name:

Date:

All extended trip proposals must be sent to the Assistant Superintendent's Office to be placed on the Education Committee meeting agenda for approval.