

## Extended Trip Request

*Requests for out-of-state travel must receive final School Board approval at least 60 days prior to the departure date. International trips must receive final approval at least 90 days prior to departure. (See School Board Policy 610 Field Trips).*

School **Owatonna High School** Group Making Request **World Language Department- OHS**

Principal **Kory Kath** Person in Charge **Jon Miron**

Check One:

Instructional Trip  Supplementary Trip

1. Destination: **Costa Rica & Panama**

2. Dates of Trip: **Summer 2027** Number of School Days Missed: **0**

3. Number of Students: **Undetermined currently and based on interest; max of 30**

4. Grade Levels Included: **9-12**

5. Suggested Supervision (one adult for 1-6 students; 2 adults for 7-12 students; and one adult for every 12 students thereafter.)

**Micah Trautman; will request others based on need**

a. Staff Accompanying:

b. Other Adults Accompanying: **Will add chaperones as needed**

6. Prior to the trip, parents will be informed of the following:

- |  |   |                             |
|--|---|-----------------------------|
| a. Nature of the trip                    | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| b. Names of the adult sponsors           | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| c. Emergency telephone number            | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| d. Mode of transportation                | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| e. Transportation waiver, if appropriate | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| f. Student Medical Insurance Coverage    | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

- |  |   |                             |
|--|---|-----------------------------|
| g. Procedure for sending a student home in case of emergency (medical, etc.) | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| h. District's liability  | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| i. Group tour insurance – coverage and cost                                  | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| j. Amount of spending money a child may need                                 | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| k. Itinerary   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

7. Describe the nature and objectives of the trip:

To increase student learning about other cultures/world through first hand experiences. Spanish knowledge isn't required, but students will have the opportunity to practice first hand in Costa Rica and Panama. There will be several once in a life time experiences such as seeing the Panama Canal, Whitewater Rafting in the Rainforest, and Kayaking on a volcanic lake.

8. Transportation Information: How will students be transported:

- a. Bus  Name of Company
- b. Plane  Name of Airline Unsure of airline at this point; depends on price
- c. School District van/s
- d. Private vehicle driven by responsible adult
- e. Other
- f. School District not responsible for transportation to/from airport; airline by tour company

9. Cost Factors:

- a. Trip funded by:
  - 1. School Account n/a; all money sent directly to tour company account from students
  - 2. Individual n/a; all money sent directly to tour company account from students
- b. Cost per person \$3800-\$4000; depends on when students sign up. Early signup=discount
- c. What provision has been made for students where money is a
 

Students will be given the opportunity to fundraise if desired. Tour company also provides a payment plan to spread out cost without additional fees or interest.
- d. For trips costing in excess of \$500 per person, what efforts have been made to acquire the most cost effective price?
 

Inquired about list of possible dates based on most affordable price from June-August and will adjust date of trip accordingly.

10. Faculty members may not receive any salary remuneration relating to field trips from outside agencies nor arrange trips for financial gain. Is a portion of the funds provided by students paying for or reducing chaperone costs?

Yes

No

Sponsor Signature *[Signature]* Date 4/21/26

Principal Signature *[Signature]* Date 4/22/24

Superintendent Signature *Jamara Champa* Date 4/24/26

School Board Signature \_\_\_\_\_ Date \_\_\_\_\_