

**School Board Meeting - Education Committee - Working Session**

Duluth Public Schools, ISD 709

Agenda

Monday, February 10, 2020

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

4:15 PM

**1. Informational Items - These items are provided for informational purposes only and no action is required.**

A. Assistant Superintendent's Report 5

The purpose of this report is to provide regular updates to the Education Committee regarding teaching and learning. Assistant Superintendent Jeff Horton will share current information regarding implementation of district initiatives and school operations.

Recommendation: It is recommended that the Duluth School Board receive this item as informational.

B. Curriculum and Instruction Report 6

The purpose of this report is to provide regular updates to the Education Committee regarding teaching and learning. Director of Curriculum and Instruction Gail Netland Froyd will share current information regarding the status of the work of the curriculum and instruction department.

Recommendation: It is recommended that the Duluth School Board receive this item as informational.

C. Early Childhood Programming Update 7

The Early Childhood Leadership Team will provide an overview and updates to current programming.

Recommendation: It is recommended that the Duluth School Board receive this item as informational.

D. Career Technical Education (CTE) Program Update 18

February is CTE Month. CTE Month is a public awareness national campaign held each February to celebrate the achievements and accomplishments of Career and Technical Education programs and students across the country. In honor of CTE Month, Vocational Program Coordinator Peter Johnson will provide an update regarding the Career Technical Education (CTE) Program within Duluth Public Schools.

Recommendation: It is recommended that the Duluth School Board receive this item as informational.

E. Grant Applications

1) MDE 2020 National School Lunch Equipment Grant Application

Food Service Director Pam Bowe has submitted a grant application to the Minnesota Department of Education National School Lunch Program Equipment Competitive Grant Opportunity in the amount of \$10,855. If awarded, funds will be used to purchase two steam tables, to replace two steam tables which are not working, at Lincoln Park Middle School.

Recommendation: It is recommended that the Duluth School Board receive this item as informational.

2) Duluth Public Schools Endowment Fund Grant Application

Lester Park Elementary School First Grade Teacher Susan Mikel has submitted a grant application to the Duluth Public Schools Endowment Fund in the amount of \$650. If awarded, funds will be used toward the building of text sets based on the state of Minnesota and the community of Duluth.

Recommendation: It is recommended that the Duluth School Board receive this item as informational.

**2. Action Items**

A. Policies - Consent Agenda

1) REVISED Policy 1035 - Relationship with the Media (Renumbered to Policy 908) 32

Administration is recommending the revision of Policy 1035 - Relationship with the Media and renumbering to the 900 Series: School/Community Relations. Attached is Policy 908 - Relationship with the Media for the second reading.

Recommendation: It is recommended that the Duluth School Board approve Policy 908 - Relationship with the Media for the second reading.

2) REVISED Policy 5070 - Graduations, Diplomas, and Certificates 33

Administration is recommending the revision of Policy 5070 - Graduations, Diplomas, and Certificates. Attached is Policy 5070 - Graduations, Diplomas, and Certificates for the first reading.

Recommendation: It is recommended that the Duluth School Board approve Policy 5070 - Graduations, Diplomas, and Certificates for the first reading.

B. Resolutions - Consent Agenda

1) Resolution E-2-20-3715 - Resolution of School Board Supporting Form B Application to Minnesota State High School League 35

## Foundation

Attached is Resolution E-2-20-3715 - Resolution of School Board Supporting Form B Application to Minnesota State High School League Foundation. Resolution E-2-20-3715 supports Duluth East High School's application to the Minnesota State High School League Foundation for a Form B grant in the amount of \$2,500. These grants assist school districts in providing seminars/training opportunities or support for specific schools functions for students/faculty members/officials and others who are involved in athletic and fine art programs.

Recommendation: It is recommended that the Duluth School Board approve Resolution E-2-20-3715 - Resolution of School Board Supporting Form B Application to Minnesota State High School League Foundation.

### C. Extended Trip Requests - Consent Agenda

#### 1) Extended Trip Request - Wolf Ridge ELC - Homecroft Elementary 39

Fifth grade students from Homecroft Elementary School will travel to Wolf Ridge Environmental Learning Center in Finland, MN from March 9-11, 2020. Students will learn winter survival skills and team building skills that cover Minnesota science standards. The total cost of the trip will be \$12,380 and will be funded by donations and student fees.

Recommendation: It is recommended that the Duluth School Board approve the Extended Trip Request.

#### 2) Extended Trip Request - New York City - Denfeld Band 42

Band students from Denfeld High School will travel to New York City, NY from April 5-10, 2020. Students will experience NYC culture and world class music and theater. The total cost of the trip will be \$25,500 and funded by student fees.

Recommendation: It is recommended that the Duluth School Board approve the Extended Trip Request.

#### 3) Extended Trip Request - Washington, DC - Denfeld Key Club 45

Key Club students from Denfeld High School will travel to Washington, DC from April 5-10, 2020. Students will visit national monuments, Capitol Hill and cultural events. The total cost of the trip will be \$18,955 and will be funded by donations and student fee.

Recommendation: It is recommended that the Duluth School Board approve the Extended Trip Request.

D. Diploma Requests - Consent Agenda

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The following students have met all graduation requirements for the Duluth Public Schools and should be awarded a Diploma:

Brody James Robinson - January 17, 2020

Kayla Sage Soukup - January 17, 2020

Joshua Rilea - January 21, 2020

Kaila Balsley - January 21, 2020

Samantha Rene Ryding - January 24, 2020

Ellis Daniel Wilson - January 24, 2020

Cierra Robin Hansen - February 6, 2020

Kody Tah Sayarath - February 14, 2020

Gibran B. Daldoul - February 28, 2020

Recommendation: It is recommended that the Duluth School Board approve the Diploma Requests

# Assistant Superintendent Monthly Report

February 2020

## Purpose

The purpose of this report is to provide regular updates to the Education Committee

## Primary Strategies

- Multi-Tiered System of Support (MTSS)

## Minnesota Department of Human Rights

- Implicit Bias Training
- Tool for Equity Accountability (TEA) Training

## Diversification of ISD 709 Staff

- Anne Mckeig
- Pathways2Teaching

## Labor Management

- Technology Quality Leadership Team

## Additional Highlights

- Minnesota Association of Alternative Programs Conference

# Director of Curriculum and Instruction Monthly Report

## February 2020

### Purpose

The purpose of this report is to provide regular updates to the Education Committee regarding teaching and learning.

### Updates

#### Staff Development

- Planning for fall 2020 beginning
- District focus: Training on Anti-bias to:
  - Understand what implicit bias is and how it impacts our ability to create culturally responsive learning and work environments
  - To limit the impact of implicit bias when working with students, parents, and co-workers
  - Specifically address disproportionate discipline as we continue our agreement with the MN Department of Human Rights

#### Registration

- Currently underway
- Information available on website, Facebook, and counselors

#### Curriculum

- ELA State Standards Draft #2: Available to review and provide feedback later this month at: <https://education.mn.gov/MDE/dse/stds/ela/>
- February: CTE Update (later in agenda)
- April: Immersion Update
- May: Science Committee Update; Math Pilot update

# Early Childhood School Board Presentation

February 10, 2020

# ISD 709 Early Learning Programs and Services Include:

Early Childhood Family Education (ECFE)

- Family Centers and classes
  - Home Visiting
  - Parent Education

Early Childhood Screening

Early Intervention/Help Me Grow

Early Childhood Special Education (ECSE)

Prekindergarten/Kindergarten Transition

Parent Advisory

Community Partnerships



# Early Childhood Family Education

- Prenatal classes at St Luke's & Essentia
- Amazing Newborn visits - both hospitals
- FREE 6 week classes for parents & newborns
- Classes for babies to 4 yr olds at 5 schools/centers
- Home visits
- Class at NERCC, LifeHouse
- In-home child care provider mentorship
- Outreach to shelters, transitional housing
- Sliding fee scale



ISD  
609 709 **Duluth**  
Public Schools



- A family’s first experience in the school district
- Focus on parent education & the parent-child relationship, as parents are a child’s first and most important teacher
- Licensed Early Childhood Teachers and Parent Educators
- All licensed staff trained on the Circle of Security Parenting
- Active site & Citywide Parent Advisory Councils



Number of Participants	2018-2019**	
	Children	Parents
Classes	522	652
Home Visits	403	247
Amazing Newborn Hospital Visits	1369	2463
Special Events	685	595



**Head Start**

**School Readiness**

**Voluntary Pre K**



# Changing options for changing times

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- Most families use preschool as childcare, making full day programming attractive
- Head start believes in a 1020 hour dosage
- VPK is funded for .6

## DULUTH PRESCHOOL 2020/2021

Homecroft	Lester Park	Lowell	Meyers Wilkins	Laura MacArthur	Piedmont	Stowe
Full Day	Double	Full Day	Full Day	Full Day	Full Day	Full Day
		Double	Full Day	Double	Double	.6 VPK Full Day T,W,Th
			Double	.6 VPK Full Day T,W,Th	.6 VPK Full Day T,W,Th	

## PROGRAM GOALS CONSIDER COMMUNITY, PROGRAM, AND FAMILY NEEDS

Nature based preschools in Duluth often have a waiting list of 40 or more kids

Tuition can be as much \$2,592 per school year for half day sessions, making it inaccessible to families on limited budgets.

All children and families can benefit from time spent in nature.



*Between 2016 and 2017, the U.S. saw a 66 percent increase in the number of registered outdoor preschools and kindergartens. Here, a group of preschoolers turn a series of boulders into a make-believe world. (Photo Credit: Jessie Emslie)*

# GUIDING PARENTS TO EMPLOYMENT OPPORTUNITIES IN CHILDCARE AND SCHOOLS

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- There is a childcare crisis in Duluth that the city of Duluth is working hard to solve. There are also jobs within our own district that don't readily fill. Our staff can help train parents to enter that workforce.

Christopher Kohel	Fwd: ER128703: Cultural Immersion Program Paraprofessional - Ojibwe - Duluth Public Schools - Duluth Public Schools has a vacancy for your consideration. Please find the details b...
Christopher Kohel	Fwd: ER128809:ASL Language Facilitator - Duluth Public Schools - Duluth Public Schools has a vacancy for your consideration. Please find the details below. ER128809:ASL Language ...
Christopher Kohel	Fwd: ER128658: Food Service Helper-Denfeld - Duluth Public Schools - Duluth Public Schools has a vacancy for your consideration. Please find the details below. ER128658...  
Christopher Kohel	Fwd: ER128505: Food Service Helper-Denfeld High 2 Openings - Duluth Public Schools - Duluth Public Schools has a vacancy for your consideration. Please find the details below. ER...
Christopher Kohel	Fwd: ER127846: Food Service Helper-District Wide - Duluth Public Schools - Duluth Public Schools has a vacancy for your consideration. Please find the details below. ER127846: Foo...
Christopher Kohel	Fwd: ER128126: Food Service Helper-District Wide - Duluth Public Schools - Duluth Public Schools has a vacancy for your consideration. Please find the details below. ER128126: Foo...



# Duluth Early Childhood Special Education (ECSE) Birth-6

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Children ages birth to age five who have been identified as having a developmental delay or other disability will receive special education services through the Early Childhood Special Education (ECSE) program. Children ages birth to three receive services in their home or community child care setting. Classroom learning experiences for three and four year old children with special needs are provided in small group or inclusive classrooms. Parents and caregivers who have questions or concerns about a child's development can access supports and services if eligible through a referral to our statewide referral system by visiting [helpmegrowmn.org](http://helpmegrowmn.org)



# Help Me Grow



A glowing lightbulb is the central focus, with its filament and base visible. The background is a soft blue gradient. Overlaid on the right side of the lightbulb is a white circuit board pattern with several nodes and connecting lines. The text is centered within a white rectangular box that has a slight drop shadow, making it stand out from the background.

**Career and Technology Education:  
Center for Innovation and Design**

**WHY?**

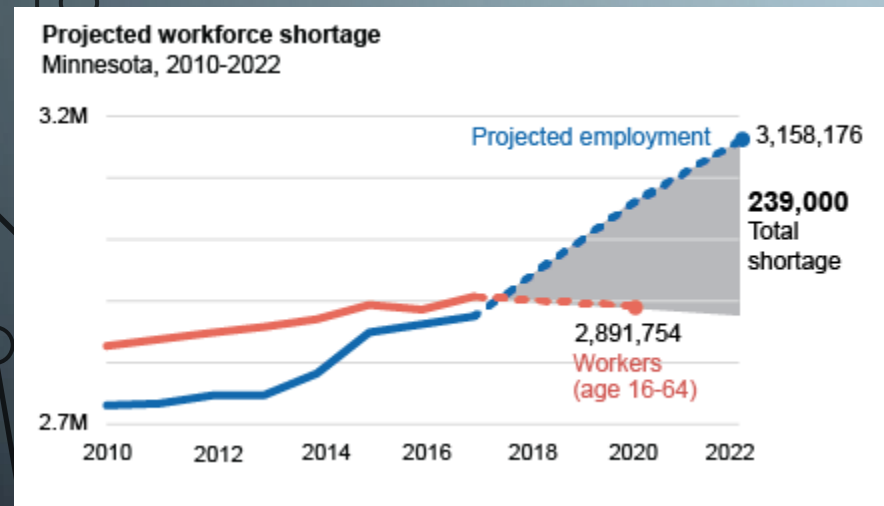
**The “Ordinary”**

**The 80%**

# The Need for CTE

## Minnesota's Workforce Shortage

3.2 Million Workers needed to keep up with Economic growth.



## Top industries by net job growth, Minnesota, 2016-2026

Major industry	Net job growth	Percent change
Health care and social assistance	78,400	17%
Professional and technical services	22,000	14%
Educational services	12,100	5%
Accommodation and food services	11,700	5%
Construction	10,300	9%
Administrative and Waste services	7,400	5%

Source. Minnesota Department of Employment and Economic Development Employment Outlook Projections (2016-2026)



**What we do well!**

## High School Programs of Study

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**Agriculture & Forestry:** This program focuses on sustainable plant sciences, horticulture, and natural resource management

**Automotive & Engines:** This program focuses on the inner workings of automobiles. Students can earn [NATEF](#) and [AYES](#) certification

**Aerospace Physics:** Program meets state science requirements. Designed and tied into LSC's Aviation program, Duluth Aviation Institute, and local industry needs

**Business, Marketing & Finance:** Program focuses on leadership, accounting, entrepreneurship, and 21st century media and personal marketing

**Construction Trades:** Program focuses on skills in construction, electrical work, basic plumbing, and on-site building experience

**Early Childhood:** Program focuses infant and toddler care services

**Engineering & Design:** Based on [MIT Fablab & Makerspace](#). Program focuses on computerized drafting, 3D prototyping, engineering: mechanical, architecture, industrial, manufacturing and innovation

**Graphic Design & Digital Arts:** Program focuses on computer designed: print, art, screen-printing, advertising, and digital communication

**Health Occupations:** Program focuses on health care services. Students earn First Aid/CPR certification and can also earn CNA license through completion of program and clinical experiences.

**Hospitality & Tourism:** Program focuses on culinary arts & restaurant services. Students can earn certifications in [ServSafe](#), and [NRAEF Prostart](#)

**Robotics:** Program focuses on basic programming and construction of automation in a variety of settings.

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# Food for Thought Restaurant



# Clock Tower Cafe



# CONSTRUCTION

# Automotive

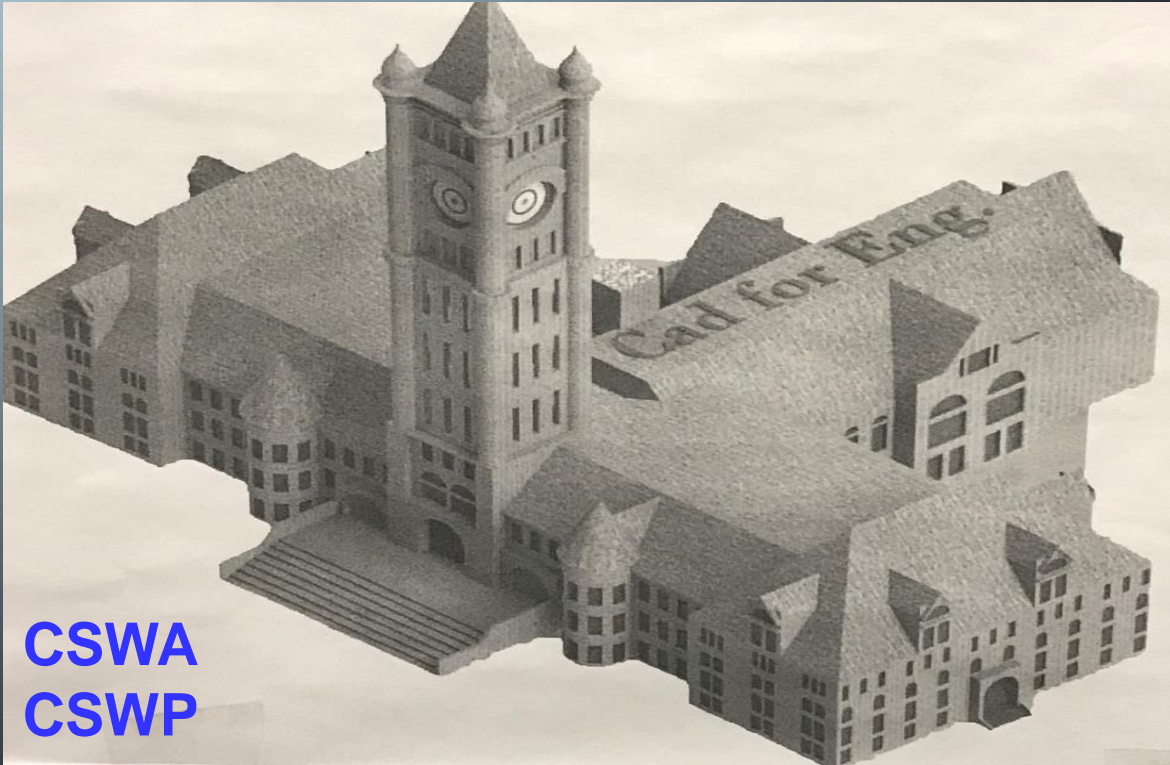




Nursing



# Engineering CAD



**CSWA**  
**CSWP**



# INNOVATION AND DEVELOPMENT: ENTREPRENEURSHIP - INCUBATOR

Dream It, Do It

Dream It, Build It

Sell It, Commercialize It

## MISSION AND GOALS

# WORLDS BEST WORKFORCE

- ALL STUDENTS GRADUATE WITH A PLAN, NOT JUST A PLAN TO GRADUATE.

# MISSION AND GOALS

## COLLEGE AND CAREER READINESS

CAREER FOCUS – DIRECTS READINESS

PROGRAMS OF RIGOR OFFERING

TRANSFERABLE INDUSTRY APPROVED CREDENTIALS

TSA – INDUSTRY CREDENTIALS

## MISSION AND GOALS

# HIGH ACHIEVEMENT FOR ALL STUDENTS

CONSISTENT ATTENDANCE:  
GOAL: 90% ATTENDANCE RATE BY 2025

GRADUATION RATE  
GOAL: 90% FOUR-YEAR, ON-TIME BY 2025

# WHAT'S NEXT

- INNOVATIVE IN OUR THINKING AND PLANNING
  - Accessing Industry Input and Finance
  - Workforce Development / Apprenticeships
  - Career Pathways K-12

# PARTNER INSTITUTIONS



## **1035 908 RELATIONSHIP WITH THE MEDIA**

Maintaining the necessary liaison with press, radio, and television shall be the responsibility of the Superintendent, who shall designate members of his/her staff to assist him/her in carrying out this public relations function. In the case of an individual school's relationship with the media, the principal is responsible and may also designate members of his/her staff to assist.

It is recognized that the various media, through their news and public services departments, are not obligated by law or precedent to obtain the approval of the School Board or the administration for the stories or programs they initiate. The Superintendent and his/her staff will, however, offer cooperation in the production of such stories and programs, and will, within reason, provide information and assistance whenever requested by the media.

Newspersons may not enter classrooms in session or in any way create a distraction or interfere with school routine without the permission of the principal. ~~Publicity or news of classes or other school situations involving students who are identified as disadvantaged, retarded, or handicapped require that the principal or other school staff members inform the newsperson that the permission of the students' parents must be obtained before photographs or interviews may be published or broadcast.~~ **The principal, or designee, will inform the media that permission from the students' parent/guardian must be obtained before photographs or interviews may be published or broadcast for students who are receiving interventions, special education services, or identified as at-risk.**

Adopted: 06-09-1970 ISD 709

Revised: 06-20-1995 ISD 709

**Second Reading: 2-24-2020**

## 5070 GRADUATIONS, DIPLOMAS, AND CERTIFICATES

Each senior high school shall arrange graduation exercises within limits prescribed by the School Board. The School Board shall authorize funds for building rental, speaker, musical entertainment, flowers, and other decorations it deems necessary for graduation exercises. If students are required to wear caps and gowns at graduation exercises, the School District shall budget monies to provide for caps and gowns. If the School District or the high schools do not provide caps and gowns at no expense to students, such attire shall not be required for graduation exercises. The senior class may decide that they will raise funds for this purpose. Such funds must provide all graduating seniors with the items the class decides to rent.

Students who have completed requirements for a diploma shall participate in graduation exercises, but participation is not a requirement for graduation. If a student with a disability satisfactorily meets the requirements for graduation that were established by the IEP team, the student must be granted a high school diploma that is identical to the diploma granted to a student without a disability who graduates. (Minn. Stat § 125A.04). A student with a disability who is not graduating may nonetheless participate in the graduation ceremony and receive certification of attendance if the student has met the credit requirements for graduation but has not met the goals in the IEP required for graduation. There shall be no formal graduation exercises for elementary and middle schools.

A diploma or secondary school equivalency certificate shall be issued to a student who has satisfactorily completed curriculum requirements prescribed by the Minnesota State Board of Education and local School Board policy. Two kinds of certificates shall be issued:

1. The high school diploma issuance shall be based upon completion of State Board of Education requirements.
2. The secondary school equivalency certificate shall be based upon obtaining satisfactory scores on the General Education Development Tests and the meeting of other State requirements.

### **Minnesota World Language Proficiency Certificate, Bilingual Seal, and Multilingual Seal**

**Duluth Public Schools may award Minnesota bilingual and multilingual seals to high school graduates who demonstrate the required levels of language proficiency in speaking, writing, reading and listening for languages other than English, including American Sign Language (ASL) and American Indian (indigenous) languages in grades 10, 11, 12 regardless of how the language was learned. Bilingual and multilingual seals are awarded upon graduation. World language proficiency certificates can be awarded when students meet proficiency requirements. Proficiency assessments must be based on the ACTFL proficiency guidelines in one or more languages in addition to English. A list of assessments can be found on the Minnesota Department of Education (MDE) World Language**

web page. (<http://education.state.mn.us/MDE/dse/stds/world/>)

**Foreign students attending a senior high school as part of a recognized student exchange program, will be issued a certificate of attendance for the academic year, grade level and school attended. If the student is considered to be a senior, the certificate of attendance will be issued in lieu of a diploma.**

References: MSA 120.72  
EDU 43, Rules of the State Sch Bd  
**Statute 120B.022**

Adopted: 06-09-1970 ISD 709  
Revised: 09-14-1982  
06-20-1995  
09-17-1996  
08-21-2007 ISD 709

**First Reading: 2-24-2020**

# FORM B

## Minnesota State High School League Foundation Application for Grant School Year 2019-2020

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### RESOLUTION OF SCHOOL BOARD/GOVERNING BOARD SUPPORTING FORM B APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the Duluth East High School School Board/Governing Board recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist school districts to providing seminars/training opportunities or support for specific school functions for students/faculty members/officials and others who are involved in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Duluth East High School School Board/Governing Board supports the School's application to the Minnesota State High School League Foundation for a FORM B grant.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Clerk - Treasurer

A RESOLUTION submitted by an Activity Conference or Region Committee must adhere to the same form and context of the School Board Resolution above.

### CHECK LIST

Have you:

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 1. Described your request  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Attached a line item budget (see Appendix B)                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Signed the application  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Attached a Resolution of School Board Support                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Attached all required information                                 |                              |                             |
| • Schools (see page 4, #5)   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Region Committee and Athletic/Activity Conferences (see page 4 #6) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

## **FORM B**

Minnesota State High School League Foundation  
Application for Grant  
School Year 2019-2020

Appendix Information

## MSHSL Foundation Form B Grant Information & Line Item Budget

Duluth East High School will use the 3Dimensional Coaching framework and the MSHSL "Why we Play" as the foundational curriculum for training our coaches. The basic premise for the development of 3Dimensional Coaching that *coaches are the greatest asset in education today and likely the least trained in the areas they can have the greatest impact*. Research has shown that coaches have more influence over the thoughts and behaviors of adolescents than parents and teachers. For this project, we want to make the 3Dimensional Coaching Professional Development Training from the 3D Institute ([www.3dinstitute.com](http://www.3dinstitute.com)) available to coaches at not cost to our coaches.

### How Funds Would be Spent

The cost of the 3D Coaching Certification course is \$125 per coach for the module plus \$15 for the accompanying handbook. Our plan is to start with 25 coaches for the 2019-20 school year and then add coaches to the program for the 2020-2021 school year. The cost would be \$140 per coach x 25 coaches for a total of \$3,500 requested.

### Line Item Budget:

3D Coaching Module cost: \$140 per participant  
 Workbook: \$15 per participant  
 Initial # of Coaches in Phase one: 25  
 25 Coaches x \$140 = \$3,500  
 Additional speakers and materials \$500  
 Total for 2019-2020 = \$4,000

Received a grant for \$1,000 from the Lloyd K. Johnson Foundation  
 Remaining costs will be paid for by the East Activities Office \$500

**Total Request \$2,500 from the MSHSL Foundation**

### Alternative Sources

We currently have no alternative sources to fund this project at the scale we are requesting. Our athletic program does not receive funds to this type of program. We are funded by gate receipts and community sponsorships. The remaining funding will be paid out of our athletic program budget which is very limited.

### Support Beyond Termination

Once a district agrees to certify their coaches, the coaches have access to the material in perpetuity. There is also ongoing accountability through the administrative evaluation guide that the district receives upon certification, as the Athletic Directors and Administrators meet annually with coaches for evaluation. The goal is that the 3Dimensional Framework and the MSHSL "Why we Play" will become part of the culture in the district and exist beyond the employment of any one individual coach or administrator.

### Duplication of Services

As far as we are aware, nothing like this currently exists in the community.



## **Duluth Public Schools Coach Development Program Program Launch 2019-2020**

- Goal: to create a culture of transformational coaches with a clear set of core values with the end result in reducing coach/player/parent conflicts and increasing life-changing experiences for our students.
- For individuals coaching for the Duluth Public Schools
- Launch fall 2019, regular monthly meetings in years 1, 2, & 3 to ensure program sustainability and coach development

### **Online Training Overview:**

- 100+ short teaching videos (7 hours)
- 25 quizzes that correspond with each Module (2 hours)
- 3 writing/reflection exercises (1 hour)
- Practical steps for writing our transformation purpose statement (1 hour)
- Over 35 level 2 & 3 strategies in lesson plan format (2 hours)
- Course certification with monthly meetings that reinforce and supplement coach development curriculum.

### **3Dimensional Coaching**

- This self-paced online course takes coaches on a journey towards defining their transformational purpose and creating a plan to fulfill it. Along the way, coaches will discover important principles and
- dealing with the “entitlement” mentality
- intrinsically motivating athletes
- harnessing the power of emotions
- fostering higher levels of confidence
- creating team cohesion
- effectively setting goals
- helping athletes develop character

**This online course is self-paced and will thoroughly train coaches to understand the 3D framework.**

#### **By taking this course, you gain access to:**

- 25 teaching modules covering 2nd & 3rd dimension topics
- 100+ short teaching videos (7.5 hours total)
- Practical steps for writing your transformational purpose statement
- Over 35 level 2 & 3 strategies in lesson plan format
- Upon completion of this course, you will be emailed a copy of your coaching plan mailed a hard-copy of your 3Dimensional Coaching certificate that has your personal transformational purpose statement inscribed upon it.

### **Meeting Timeline East HS: Head/Assistant Coach Meetings**

September 30 - 7:30am-8:15am

October 28 - 7:30am-8:15am

November 25 - 7:30am-8:15am

January 13 - 7:30am-8:15am

February 24 - 7:30am-8:15am

March 30 - 7:30am-8:15am

April 20 - 7:30am-8:15am

May 18 - 7:30am-8:15am

@ Duluth East HS

## 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  
 Not Approved

Name: Tom Carveth  
Date: 1/23/20

**SUPPLEMENTAL TRIP ACTION**

Principal:  Approved  
 Not Approved

Name: Tom Carveth  
Date: 1/23/20

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

**EXTENDED TRIP ACTION**

Principal:  Recommended  
 Not Recommended

Name: Tom Carveth  
Date: 1/23/20

Assistant Superintendent:  Recommended  
 Not Recommended

Name: [Signature]  
Date: 1/24/20

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.**

## FIELD TRIP REQUEST FORM

Date of Submission: 1-20-2020

Type of Trip:       Instructional       Supplementary       Extended

1. Organization/Grade/Course Planning Trip: Homecraft 5<sup>th</sup> grade
2. Contact Person (Responsible for Checklist Completion): Nicole Munthe / Chad Humphreys
3. Field Trip Date(s): 3-9-20 - 3-11-20 Destination: WOLF RIDGE ELC
4. Field Trip Overview (Include events, establishments and locations): Attend and stay at Wolf Ridge, learning winter survival skills, including some MN Science standards, and returning after 2 nights & 3 days.
5. Field Trip Departure from School (Date and Time): March 9, 2020 8:30 AM  
Field Trip Return to School (Date and Time): March 11, 2020 1:30 PM
6. Objectives of Field Trip: To cover MN Science standards and to teach our students survival skills and team building.
7. Relationship to Curriculum or Student Learning: 5.3.4.1.3, 5.4.2.1.2, 5.4.4.1.1, 5.1.3.2.1, 5.4.1.1.1
8. Planned Follow-up Field Trip Activities: Students will complete working journals while there, and will follow up with a presentation on google slides when we return.
9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees	<u>students, chaperones, teachers</u>	\$ <u>11,480</u>
Total Meals		\$ <u>100</u>
Total Lodging		\$ <u>0</u>
Total Transportation		\$
<input checked="" type="checkbox"/> School District Vehicle(s)	<u>Voyageur bus company</u>	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name:	_____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name:	_____	
		<u>300</u>
Total Additional Stipends:		\$
Other:		\$
<b>Total</b>		<b>\$ <u>12,380</u></b>

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$ <u>2000<sup>00</sup></u>
Student Fees		\$ <u>10,380</u>
Total Additional Stipends:		\$
<b>Total</b>		<b>\$ <u>12,380</u></b>

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
3-9-20 8:30AM	Leave Homecroft
3-9-20 10:30AM	Arrive ELC
3-11-20 11:45 AM	Leave ELC
3-11-20 1:45PM	Arrive Homecroft

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

Signature of Contact Person: Nicalo Munte

**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: Nicalo Munte

## 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: James Koff  
 Not Recommended Date: 01/15/20

Assistant Superintendent:  Recommended Name: [Signature]  
 Not Recommended Date: 1/20/20

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: Denfeld Band
2. Contact Person (Responsible for Checklist Completion): Josh Lehigh
3. Field Trip Date(s): 4/5-4/10      Destination: New York City
4. Field Trip Overview (Include events, establishments and locations): West Side Story, Village Vanguard Orchestra, museums, Broadway musician masterclass, exploration, Julliard School of Music Concert, China Town, Times Square, statue of liberty, student social bonding, walking all over, etc.
5. Field Trip Departure from School (Date and Time): 4/5 @ 7 PM  
Field Trip Return to School (Date and Time): 4/10 @ 10 PM
6. Objectives of Field Trip Experiencing NYC culture, including world class music.
7. Relationship to Curriculum or Student Learning: Experiencing the relationship between music and culture
8. Planned Follow-up Field Trip Activities: \_\_\_\_\_  
Discussions
9. Field Trip Budget Request

<b>Estimated Expenses</b>	
Total Admission/Fees	\$7,500
Total Meals	\$2,500
Total Lodging	\$4,500
Total Transportation	\$11,000
<input type="checkbox"/> School District Vehicle(s)	
X Commercial Transportation Carrier ~ Name: LCS Coaches	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	
Other:	\$
<b>Total</b>	<b>\$25,500</b>

<b>Revenues</b>		
District Budget	Code:	\$
Booster Group		\$
Donations		\$
Student Fees		\$25,500
Total Additional Stipends:		\$
<b>Total</b>		<b>\$</b>

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

<b>TIME</b>	<b>LOCATION</b>
<u>Sunday 4/5</u>	<u>Depart Denfeld</u>
<u>Monday 4/6</u>	<u>Hilton check-in and Village Vanguard</u>
<u>Tuesday 4/7</u>	<u>Statue of Liberty, WTC Memorial, West Side Story</u>
<u>Wenesday 4/8</u>	<u>Central Park, MM Art, Julliard concert, masterclass</u>
<u>Thursday 4/9</u>	<u>Souvenir shopping and China Town, Depart NYC about 7 PM</u>

- 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
- X Additional Information  
**Note:** Provide any additional information.

Signature of Contact Person: \_\_\_\_\_

## 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  
 Not Approved

Name: *David K...*  
Date: 06/07/20

**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: *David K...*  
Date: 06/07/20

Assistant Superintendent:  Recommended  
 Not Recommended

Name: *[Signature]*  
Date: 6/10/20

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.**

## FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip:      Instructional      Supplementary      Extended

1. Organization/Grade/Course Planning Trip: Social Studies/Key Club
2. Contact Person (Responsible for Checklist Completion): Amy Wicklund
3. Field Trip Date(s): April 5 - 10<sup>th</sup> 2020 Destination: Washington DC
4. Field Trip Overview (Include events, establishments and locations): National monuments & Memorials, Mock Congress workshop, Capitol Hill day = meeting with members of congress, and cultural events
5. Field Trip Departure from School (Date and Time): from Duluth Airport April 5<sup>th</sup>  
Field Trip Return to School (Date and Time): to Duluth Airport April 10<sup>th</sup>
6. Objectives of Field Trip: educational learning experience to help inspire and empower students w/ knowledge & skills to be active citizens
7. Relationship to Curriculum or Student Learning: Civic engagement, history all social studies related as well as active citizens apply to Key club as well
8. Planned Follow-up Field Trip Activities: Weekly WSN meetings to apply concepts and generate ideas
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: <u>All inclusive through Closeup includes Airfare</u>	\$
<b>Total</b> <u>hotel, meals, and all activities</u>	<b>\$2020.<sup>00</sup></b>

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations	<u>so far</u>	\$13,955. <sup>00</sup>
Student Fees		\$
Total Additional Stipends:	<u>5,000 raised</u>	<del>\$4,000</del> \$5,000. <sup>00</sup>
<b>Total</b>		<b>\$18,955</b>

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.
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**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**

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

Signature of Contact Person: \_\_\_\_\_

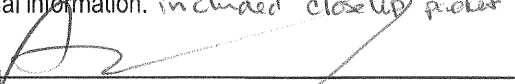


### FIELD TRIP REQUEST CHECKLIST - Extended Trip Only

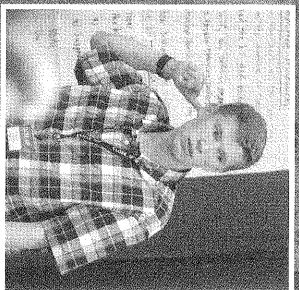
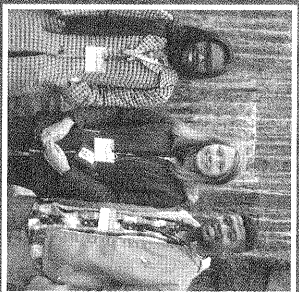
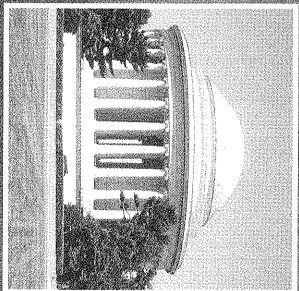
DIRECTIONS: Please complete checklist and attach all appropriate materials.

- 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. *included close up packet*

Signature of Contact Person: \_\_\_\_\_



# INSPIRE FOR A LIFETIME

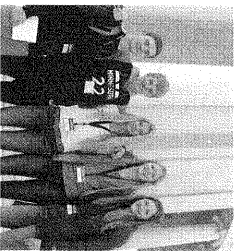


WASHINGTON, DC HIGH SCHOOL PROGRAMS



Close Up is the nation's premier nonprofit, **nonpartisan** civic education organization. Since 1971, over 900,000 students and teachers have participated on our **experiential learning** programs, and many more have enhanced their curriculum using Close Up's **innovative** classroom resources.

WHAT WE DO



At Close Up, we believe young people are **essential** to American democracy. Our programs are designed to provide them with the **knowledge** and **skills** they need to be informed and active citizens. Students who come on Close Up return home **inspired** to get **involved** and **empowered** to further civil discourse in their communities.

HOW WE DO IT

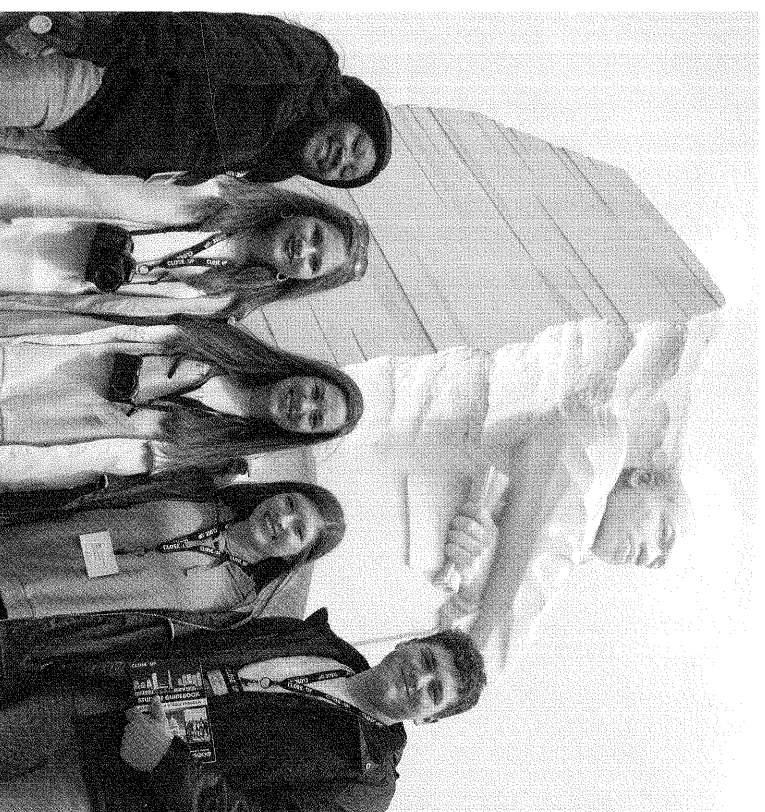


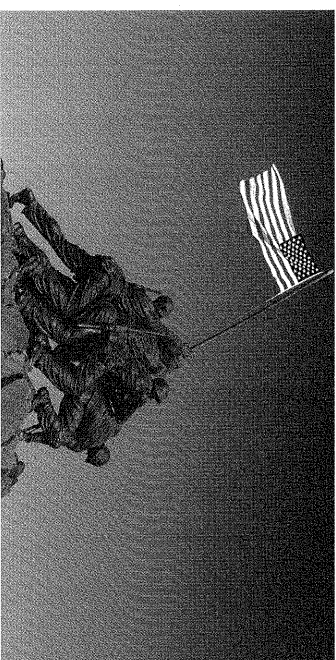
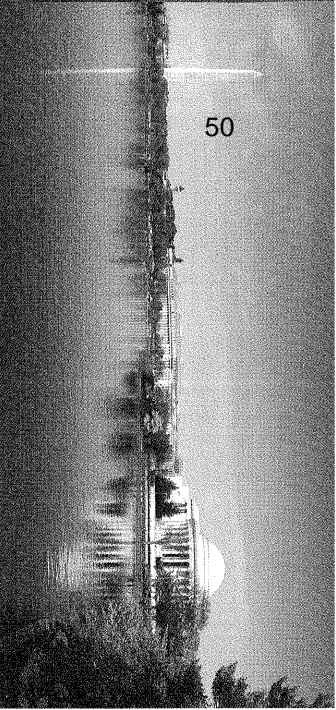
Using DC as a **living classroom**, students have the opportunity to come face-to-face with the people, institutions, and iconic sites that embody our nation's past and present. These **once-in-a-lifetime** opportunities inspire and empower young people to become **actively engaged citizens!**

Guided by our **highly-trained instructors**, students participate in facilitated **debates and workshops** with their peers of varying viewpoints, and ultimately find their **unique voice** while discussing the differences they share in our democracy.

*Our students learned more than history and politics. They gained real life experiences that will prepare them for life beyond high school!*

— Karen, Teacher, CA





## SUNDAY

### Arrive in Washington

Meet your Close Up Concierge and explore DC with your school

### Welcome Dinner

### Group Orientation

Meet students from across the country and **get to know your Close Up Program Instructor**

### Introduction Workshop\*

What are the **biggest issues that we face** in our democracy today?

### Issues Debate

Ask your most challenging political questions and engage with a **liberal and a conservative DC insider**

## MONDAY

### Exploring American Political Values Study Visit\*\*

Where do American political values come from and what do they mean today?

**Jefferson Memorial**—How do the rights outlined in the Founding Documents apply to our view of liberty today?

**FDR Memorial**—What rights are needed to ensure equality and promote the welfare of citizens in the U.S.?

**MLK Memorial**—How do we see MLK's view of justice in the U.S. today?

**Lunch at Reagan Building and International Trade Center**

**National Politics Seminar**  
Gain inside access and discuss current issues with a DC lobbyist, journalist, or policymaker

**Smithsonian Institution Exploration**  
Visit one of the **world-renowned museums** to discover and learn about history and culture

**American Political Values Workshop**  
Examine the connections between liberty, equality, and justice

### Dinner at Hotel

### Current Issues Discussion

Debate hot topics with your new friends from across the country

### Social Time

## TUESDAY

**War Memorials Study Visit**  
What do the **WWII, Vietnam, and Korean Memorials** say about those who have served and sacrificed?

### Lincoln Memorial

How does the **imagery of the Lincoln Memorial** portray his legacy?

### Lunch at National Place

### Capitol Hill Group Photo

**U.S. Marine Corps Memorial**  
Visit the larger-than-life representation of the **iconic flag-raising at Iwo Jima**

**Pentagon 9/11 Memorial**  
In what ways did the **events of 9/11 change America forever?**

### Dinner at Pentagon City

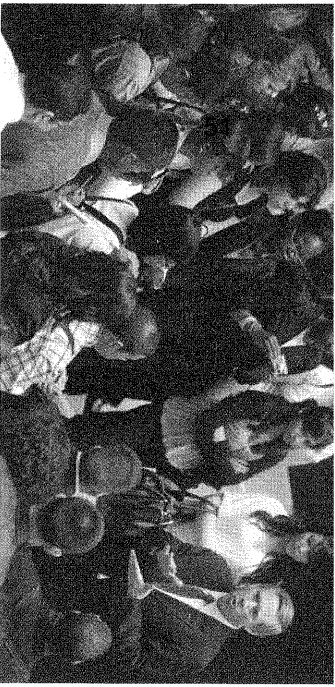
**Mock Congress Workshop**  
**Debate, amend, and vote** on the same issues elected representatives are currently considering

### Social Time

\* *Workshops are small learning communities comprised of students from various states. Each workshop community is led by the same Close Up Program Instructor for the duration of the trip.*

\*\* *Study Visits led by highly-trained instructors provide unique opportunities to learn using historic sites and institutions as living classrooms.*

*Sample schedule subject to change.*



### Capitol Hill Day

Meet with your members of Congress or their staff

Attend and observe **Congressional Committee Hearings** to see how laws and policies are formed

Explore the **U.S. Capitol Visitor Center and Museum**

Lunch at the **Longworth Cafeteria**, a hot spot for Congressional staff and DC insiders

Visit the **Supreme Court** where many landmark cases are decided

Explore the **Library of Congress**, the largest library in the world, and view the symbolic art and architecture

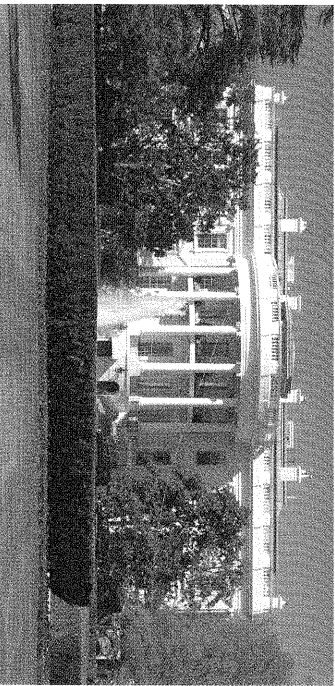
Witness the **U.S. Senate and House of Representatives** in action in the Galleries

**Dinner at DC's Historic Union Station**

**DC Cultural Event**

See a show at a renowned theater or witness an **exclusive performance**

# WEDNESDAY



### Sustaining Democracy Workshop

What citizen actions are necessary to foster and maintain a vibrant democracy?

### White House Study Visit

Discuss how protests and public demonstrations have impacted our country's history

### Citizen Action Sites

Get inspired by examples of citizens making a difference in their communities

### Neighborhood Study Visit and Lunch

Explore DC off the beaten path, e.g. U Street, Chinatown

### National Portrait Gallery

Come to know the people who have shaped our nation through this extensive collection of portraits

### Arlington National Cemetery

Visit our nation's most hallowed ground and witness the **Changing of the Guard**

### Closing Reflection

How will you stay engaged on issues that matter to you?

### Banquet and Dance

Enjoy a **fun-filled evening with your new friends** as you dance the night away

# THURSDAY



### Sightsee in Washington

Prior to your departure, spend some more time in the city with your school

### Depart for Home

# FRIDAY

## EXTEND YOUR STAY!

Enhance your Close Up experience and spend an extra day in DC! Choose to visit **MOUNT VERNON**, George Washington's home in Virginia, or other iconic sites and exciting neighborhoods in the nation's capital with your school.

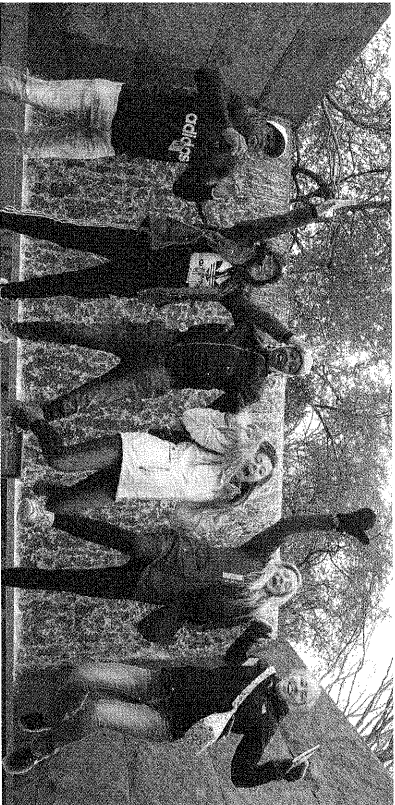
Close Up was wonderful!

I met so many new friends and the instructors were great at explaining things. Everything we did was engaging, fun, and educational.

- Abby, Student, AK



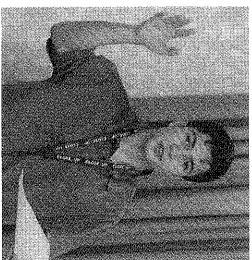
# IMPACT TOMORROW



Close Up made me realize how significant my thoughts and views are...although everyone will not always agree, everyone has a voice that needs to be heard!

– Jamie, Student, NE

## THE CLOSE UP EXPERIENCE



On Close Up, you'll make memories for a lifetime as you surround yourself with new friends, historic places, and infinite opportunities in the nation's capital. While you explore all that Washington, DC, has to offer and discover the power of your citizenship, you can be confident that you and your experience are our top priorities.

Close Up ensures you have the safest and most memorable trip possible through our all-inclusive package that includes travel, lodging, 24-hour supervision, and access to top-notch medical care. Our highly-trained instructors guide you as you participate in thrilling and unforgettable activities in DC. These once-in-a-lifetime opportunities will inspire you to become an active participant in our democracy and your time with Close Up will be unlike any other!

### On Close Up, you will have the opportunity to:

- **Meet peers from around the country** and participate in positive conversations that expand and complement your worldview;
- **See DC beyond the marble** by visiting Washington's vibrant historic neighborhoods and attending a cultural event;
- **Discuss the people and events that have shaped our world** through visits to DC's must-see sites, including Arlington National Cemetery to witness the Changing of the Guard;
- **Debate issues with DC insiders**, giving you a behind-the-scenes look at how our government operates, and so much more!

### Endorsed by:



January 16, 2020

Jeff Horton, Assistant Superintendent  
Independent School District 709  
215 N 1<sup>st</sup> Ave E  
Duluth MN 55802

Dear Mr. Horton:

This is to certify that the person(s) listed below has completed all the requirements for High School graduation from the Duluth Public Schools and is eligible to receive their diploma from the school listed.

<u>NAME OF GRADUATE</u>	<u>SCHOOL ON DIPLOMA</u>	<u>GRADUATION DATE</u>
<b>Brody James Robinson</b>	<b>Duluth Public Schools</b>	<b>1/17/2020</b>

Please send diploma to Michelle Porter at the Area Learning Center, Room 126.

Adrian Norman  
Principal

Michelle Porter  
Administrative Assistant  
Area Learning Center

January 16, 2020

Jeff Horton, Assistant Superintendent  
Independent School District 709  
215 N 1<sup>st</sup> Ave E  
Duluth MN 55802

Dear Mr. Horton:

This is to certify that the person(s) listed below has completed all the requirements for High School graduation from the Duluth Public Schools and is eligible to receive their diploma from the school listed.

<u>NAME OF GRADUATE</u>	<u>SCHOOL ON DIPLOMA</u>	<u>GRADUATION DATE</u>
<b>Kayla Sage Soukup</b>	<b>Duluth Public Schools</b>	<b>1/17/2020</b>

Please send diploma to Michelle Porter at the Area Learning Center, Room 126.

Adrian Norman  
Principal

Michelle Porter  
Administrative Assistant  
Area Learning Center

**MEMORANDUM**

TO: Curriculum Dept.

FROM: Patty Fleege, Adult Diploma Program

SUBJECT: High School Diploma

DATE: January 21, 2020

The following student completed all requirements for graduation from I.S.D. 709 via the Adult Diploma Program and requests his Duluth Public Schools diploma, dated January 21, 2020:

Joshua Rilea

01/21/2020

**MEMORANDUM**

TO: Curriculum Dept.

FROM: Patty Fleege, Adult Diploma Program

SUBJECT: High School Diploma

DATE: January 21, 2020

The following student completed all requirements for graduation from I.S.D. 709 via the Adult Diploma Program and requests her Duluth Public Schools diploma, dated January 21, 2020:

Kaila Balsley

01/21/2020

January 23, 2020

Jeff Horton, Assistant Superintendent  
Independent School District 709  
215 N 1<sup>st</sup> Ave E  
Duluth MN 55802

Dear Mr. Horton:

This is to certify that the person(s) listed below has completed all the requirements for High School graduation from the Duluth Public Schools and is eligible to receive their diploma from the school listed.

<u>NAME OF GRADUATE</u>	<u>SCHOOL ON DIPLOMA</u>	<u>GRADUATION DATE</u>
<b>Samantha Rene Ryding</b>	<b>Duluth Public Schools</b>	<b>1/24/2020</b>

Please send diploma to Michelle Porter at the Area Learning Center, Room 126.

Adrian Norman  
Principal

Michelle Porter  
Administrative Assistant  
Area Learning Center

January 23, 2020

Jeff Horton, Assistant Superintendent  
Independent School District 709  
215 N 1<sup>st</sup> Ave E  
Duluth MN 55802

Dear Mr. Horton:

This is to certify that the person(s) listed below has completed all the requirements for High School graduation from the Duluth Public Schools and is eligible to receive their diploma from the school listed.

<u>NAME OF GRADUATE</u>	<u>SCHOOL ON DIPLOMA</u>	<u>GRADUATION DATE</u>
<b>Ellis Daniel Wilson</b>	<b>Duluth Public Schools</b>	<b>1/24/2020</b>

Please send diploma to Michelle Porter at the Area Learning Center, Room 126.

Adrian Norman  
Principal

Michelle Porter  
Administrative Assistant  
Area Learning Center

February 5, 2020

Jeff Horton, Assistant Superintendent  
Independent School District 709  
215 N 1<sup>st</sup> Ave E  
Duluth MN 55802

Dear Mr. Horton:

This is to certify that the person(s) listed below has completed all the requirements for High School graduation from the Duluth Public Schools and is eligible to receive their diploma from the school listed.

<u>NAME OF GRADUATE</u>	<u>SCHOOL ON DIPLOMA</u>	<u>GRADUATION DATE</u>
<b>Cierra Robin Hansen</b>	<b>Duluth Public Schools</b>	<b>2/6/2020</b>

Please send diploma to Michelle Porter at the Area Learning Center, Room 126.

Adrian Norman  
Principal

Michelle Porter  
Administrative Assistant  
Area Learning Center

ROCKRIDGE ACADEMY

4849 Ivanhoe Street  
Phone: (218) 336-8955 ~ Fax: (218) 336-8959

January 27th, 2020

William Gronseth  
Ind. School District 709  
215 N. 1st Ave. E  
Duluth, MN 55802

Dear Mr. Gronseth,

This is to certify that the person listed below has completed all the requirements for High School graduation from the Duluth Public Schools and is eligible to receive his diploma from the school listed.

<u>Name of Graduate</u>	<u>School</u>	<u>Graduation Date</u>
Kody Tah Sayarath	Rockridge Academy	February 14th, 2020

Thank you



Jacob Hintsala  
Principal

# ROCKRIDGE ACADEMY

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4849 Ivanhoe Street  
Phone: (218) 336-8955 ~ Fax: (218) 336-8959

February 3rd, 2020

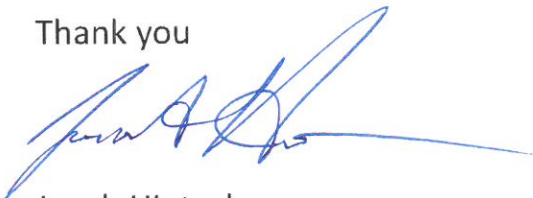
William Gronseth  
Ind. School District 709  
215 N. 1st Ave. E  
Duluth, MN 55802

Dear Mr. Gronseth,

This is to certify that the person listed below has completed all the requirements for High School graduation from the Duluth Public Schools and is eligible to receive his diploma from the school listed.

<u>Name of Graduate</u>	<u>School</u>	<u>Graduation Date</u>
Gibran B. Daldoul	Rockridge Academy	February 28th, 2020

Thank you



Jacob Hintsala  
Principal