

Education Committee - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, December 21, 2010

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

6:30 PM

1. **Presentations**

A. Annual Head Start Program Overview and Training 3

As required by Federal Head Start Regulations, Head Start Program staff presented an annual overview of the Duluth Public Schools Head Start Program along with Governing Board Training.

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

B. Safe Routes to School Update 8

Mimi Stender, Advocacy and Community Outreach Director - Fit City Duluth, presented an update on the Safe Routes to School initiative.

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

2. **Informational Items - None**

3. **Action Items**

A. Presentation Items Requiring Approval

1) Proposed Options for Middle School Programming for the 2011-12 School Year 10

Bill Gronseth, Assistant Superintendent, and Terri Huttel, Curriculum Coordinator, presented a summary of three options being proposed for middle school programming/curriculum for the 2011-12 school year. The District is recommending Option B for Board approval.

Recommendation: It is recommended that the Duluth School Board accept and approve this item.

B. Resolution E-12-10-2837- Acceptance of Grant Awards to Duluth Public Schools 12

Attached is Resolution E-12-10-2837- Acceptance of Grant Awards to Duluth Public Schools, to accept and approve grant awards for the following organizations:

Northland Foundation
Minnesota Department of Education

Recommendation: It is recommended that the Duluth School Board accept and approve Resolution E-12-10-2837- Acceptance of Grant Awards to Duluth Public Schools.

C. Policy 6160 - Field Trips 18

Attached for the second reading are revisions to Policy 6160 - Field Trips.

Recommendation: It is recommended that the Duluth School Board accept and approve Policy 6160 - Field Trips for the second reading.

D. ISD 709 Calendar 2011-12 School Year 20

Bill Gronseth, Assistant Superintendent, presented the recommended *ISD 709 Calendar 2011-12 School Year* for review and approval, which was reviewed and approved by the Quality Steering Committee in December.

Recommendation: It is recommended that the Duluth School Board accept and approve this item.

E. Extended Trip Requests 21

The following extended trip request is submitted for approval:

Nettleton's fifth grade students will travel to Deep Portage Environmental Center in Hackensack, Minnesota January 12-14, 2011. The total cost of the trip is \$8,559 and will be funded through fund raising activities, donations, and grant dollars.

Recommendation: It is recommended that the Duluth School Board accept and approve the above extended field trip request.

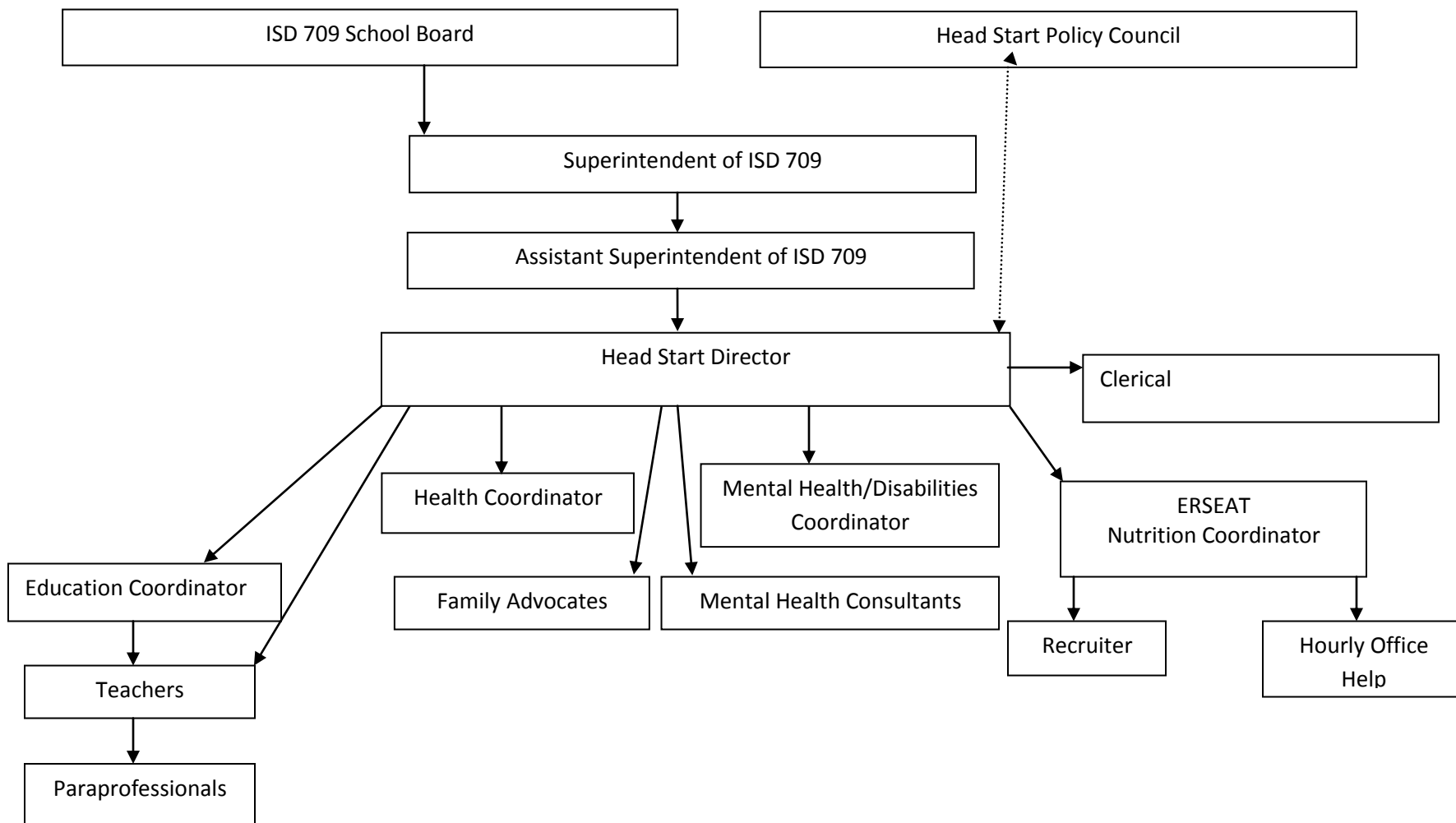
F. Diplomas 24


The following students have completed all high school requirements and should be awarded a diploma:

Wesley C. Davis - August 6, 2010
Brittany M. Westfall - July 29, 2010
Anthony Roger Prout - October 19, 2010
Cody M. Chartier - October 1, 2010

Recommendation: It is recommended that the Duluth School Board accept and approve the above diploma award requests.


Duluth Head Start Organizational Chart





Duluth Head Start

**Serving preschool children and their families
in Duluth since 1964.**



Duluth Head Start Mission

- The mission of Duluth Head Start is to serve income eligible preschool children and their families. These services include opportunities to enhance social and cognitive skills, increase health and wellness and build upon family strengths.

Duluth Head Start Locations

- Barnes Early Childhood Center
- Nettleton Elementary School
- Lincoln Park Elementary School
- Laura MacArthur Elementary School
- Stowe Elementary School
- YWCA Childcare Centers
both Downtown and Spirit Valley
- Washington Center

Funding Sources

- Federal grants fund our classrooms throughout the city serving 3 and 4 year olds.
- State grants fund our collaboration with the YWCA Childcare and Families in Transition serving families experiencing homelessness.

Comprehensive Services

- Health
- Nutrition
- Education
- Mental Health
- Disabilities
- Family Advocacy
- Parent Involvement

Eligibility

Head Start eligibility is based on the Federal Poverty Guidelines.

Family size and income limit.

• 1	\$10,830
• 2	14,570
• 3	18,310
• 4	22,050
• 5	25,790
• 6	29,530
• 7	33,270
• 8	37,010

For families with more than 8 persons, add \$3,740 for each additional person.

Enrollment Requirements

- Families interested in Head Start complete enrollment paperwork with a Head Start staff person.
- Families provide proof of income, take their child to the doctor and the dentist for a check-up and any immunizations needed.
- Finding a doctor or dentist is sometimes hard to do. Head Start staff will assist parents with finding a family doctor and dentist.

Curriculum

- Opening the World of Learning-A literacy rich curriculum used in all Head Start classrooms.
- Second Step-Supports social-emotional growth by helping children identify and manage feelings, learn to be with others and solve problems.
- Action Based Learning-These fun activities connect the brain and the body.

Assessment

- Developmental Screening must be obtained or performed within the first 45 days of enrollment. (i.e. EPSDT /C & TC, Early Childhood Screening or classroom screening using DIAL-3 (PreK); ASQ-3 (Birth-2) and ASQSE (Birth-PreK) for Behavior/Social Emotional.

Parent Involvement

- Home Visits
- Conferences
- Policy Council
- Parent/Family Events
- Community Involvement
- Ensuring regular attendance
- Supporting healthy child development

For more information:

- Duluth Head Start
2102 N. Blackman Ave.
Duluth, MN 55811
Phone: 218-336-8815
Fax: 218336-8819
- Online @ <http://www.duluth.k12.mn.us>

Duluth Head Start

INTERNAL DISPUTE RESOLUTION (IMPASSE POLICY)

The purpose of this dispute resolution is to establish a procedure for reaching solutions for disagreements between the School Board and the Duluth Head Start Policy council. This policy is required by the Federal Head Start Performance Standards. The Policy Council has the authority to share certain governance functions with the (Governing Board (School Board) as they relate to the administration of Head Start. The Policy council works in partnerships with the Head Start Director who, in turn, works with the Administrative staff of the School District (Head Start Grantee).

The procedure for resolving internal disputes between the Duluth School Board and the Duluth Head Start Policy Council is as follows:

1. A meeting will be arranged between the Executive Committee of the Policy Council, the Head Start Director and the Superintendent of Schools and/or the Director of School Operations. The differences will be discussed and, if possible, a resolution reached. If so, the resolution will be shared by the Superintendent to the School Board and by the Executive Committee to the Policy Council.
2. If no resolution is reached, the Policy Council Executive Committee may request time on the School Board agenda or at the appropriate School Board Committee meeting to share their point of view and to seek resolution. Any resolution must meet Federal Head Start regulations as well as any School District, state or local laws.
3. If there is still no resolution, assistance will be sought from the Regional Office of Head Start. A meeting or conference call would be arranged and discussion will continue until a resolution is reached.

Approved by the Duluth Head Start Policy Council in May, 2004.

Approved by the Duluth School Board in June, 2004.

Duluth Head Start

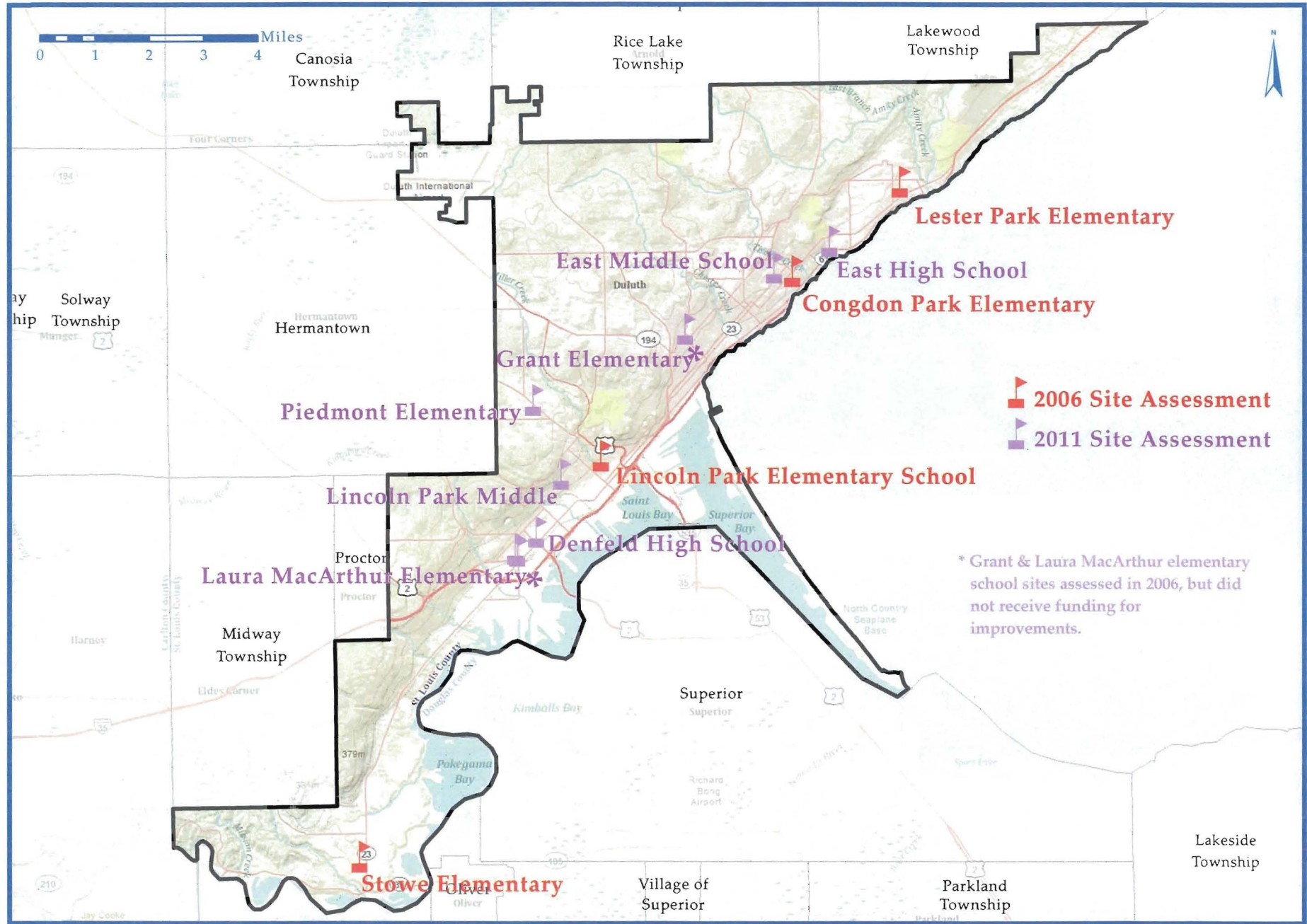
SHARED DECISION-MAKING

- Both entities, the School Board and the Policy Council, understand and respect their unique and specific roles and responsibilities in providing a high quality Head Start program.
- The Policy Council understands the authority that the School Board has in making decisions, setting policy and overseeing the fiscal and legal aspects of any program or service of the Duluth Public Schools.
- The School Board understands the role that the Policy council has in the administration of the Duluth Head Start program.
- Policies and procedures developed and implemented by the School Board that affect Head Start staff and services will be shared with Policy Council. The same will occur regarding policies and procedures that are developed and implemented specific to Head Start—these will be shared with the School Board.
- If at any time there is a need for the 2 parties to meet, that will be schedules through School Board Committees or an invitation to a Policy Council meeting.
- If needed, the Impasse Policy will be utilized to resolve any issues that may arise.

Approved by the Duluth Head Start Policy Council in May, 2004.

Approved by the Duluth School Board in June, 2004.

Duluth Safe Routes to Schools

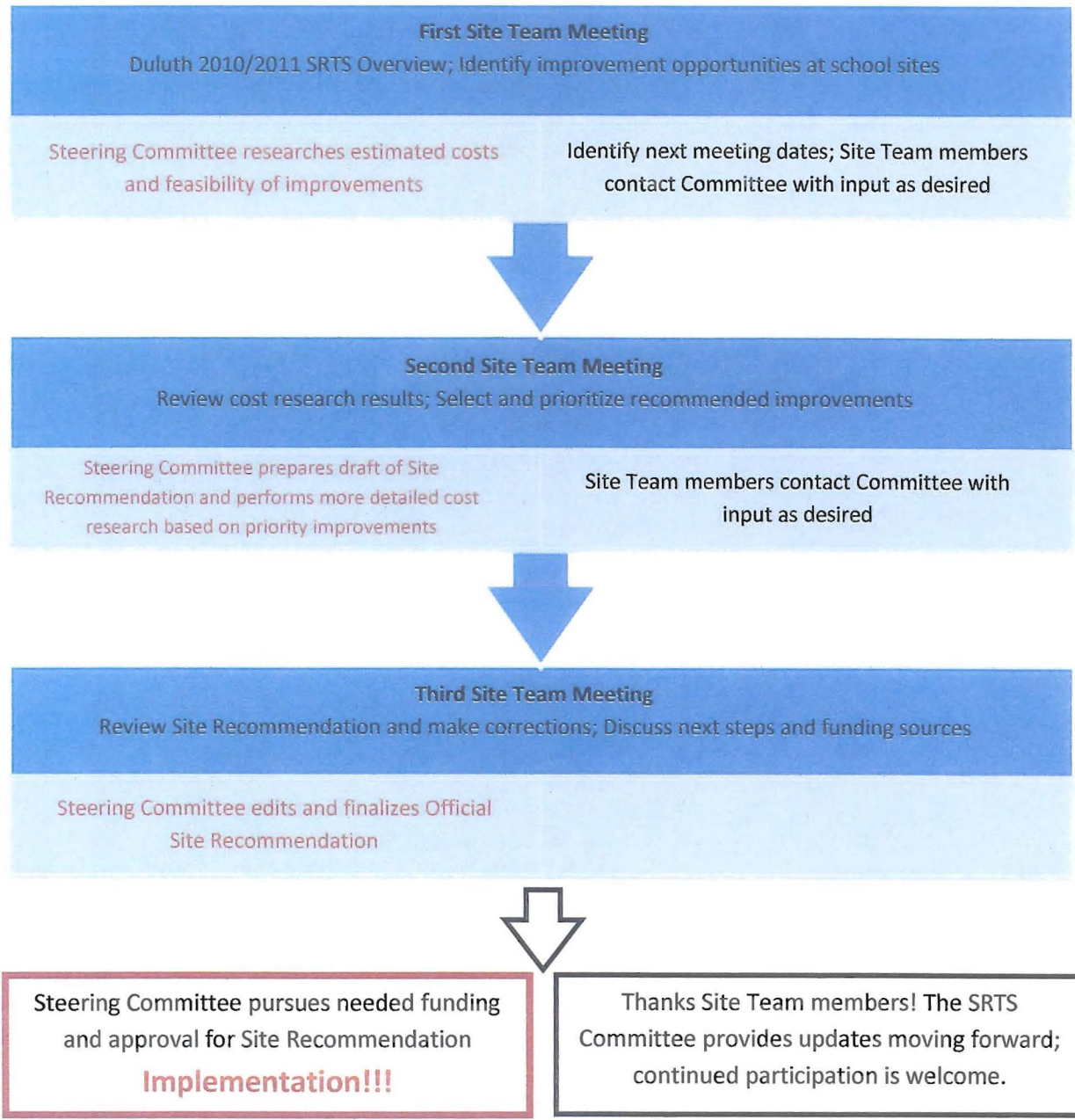


2010/2011 SRTS Sites Process

Laura MacArthur Elementary & Denfeld High School

Steering Committee
 Greg Repensky,
Johnson Controls
 Eric Kaiser,
Johnson Controls
 Cari Pedersen,
Engineering
 Greg Stoewer,
Engineering
 Sharon Montgomery,
City Police
 Chuck Froseth,
Community Development
 James Gittemeier,
MIC
 Mimi Stender,
Fit City Duluth
 Amy Larsen,
Fit City Duluth

Site Team
 Greg Repensky,
Johnson Controls
 Eric Kaiser,
Johnson Controls
 Cari Pedersen,
Engineering
 Sharon Montgomery,
Police
 Chuck Froseth,
Community Development
 Heidi Jaros
CAD
 Kris Ridgewell
SVCNDA
 Jim Skoog
County Public Health
 Ken Willms
District Transportation
 John Erickson
DSGW
 Tom Pearson
Central/Denfeld Activities
 James Gittemeier,
MIC
 Mimi Stender,
Fit City Duluth
 Amy Larsen,
Fit City Duluth
 Deb Sauter
Laura MacArthur Principal
 Lisa Mitchell-Krocak
Central/Denfeld Principal



Middle School Program Options

Grade	Option A	Option B	Option C
6	Language Arts Math Physical Science Reading Social Studies Music A/B Physical Education A/B 9 week Exploratory Wheel Art Computers FACS Industrial Tech	Language Arts Math Physical Science Reading Social Studies Music A/B Physical Education A/B 9 week Exploratory Wheel Art Computers FACS Industrial Tech	Language Arts Math Physical Science Reading Social Studies Music A/B Physical Education A/B 9 week Exploratory Wheel Art Computers FACS Industrial Tech
7	English Geography Life Science Math Health (semester each) Physical Educ. (semester each) Music (pick one) Band Choir Orchestra 9 Week Exploratory Wheel Art Computers FACS Industrial Art	English Geography Life Science Math Health (A/B 9 weeks) Physical Educ (A/B 9 week) Music (pick one) Band Choir Orchestra 9 Week Exploratory Wheel Art Computers FACS Industrial Art	English Geography Life Science Math Health (semester each) Physical Educ (semester each) Music (elective) with 2 of the 4 options from the wheel. Semester Exploratory Wheel Art Computers FACS Industrial Art
8	Algebra American History Earth Science English Electives Yearlong Band, Choir, Orchestra German, Spanish, Mandarin Semester Art, Computers, FACS, Industrial Tech, Physical Educ. (Each area would offer 2 electives)	Algebra American History Earth Science English Art (semester each) Physical Educ. (semester each) Electives Yearlong Band, Choir, Orchestra German, Spanish, Mandarin Semester Computer Topics, Computer Applications, Family Food Diversity & Tolerance, Food Science & Nutrition, Pre-Engineering- Design & Modeling, Pre-engineering- Prototype Fabrication	Algebra American History Earth Science English Electives Yearlong Band, Choir, Orchestra German, Spanish, Mandarin Semester Art, Computers, FACS, Industrial Tech, Physical Educ. (Each area would offer 2 electives)

Grade

6

Language Arts
 Math
 Physical Science
 Reading
 Social Studies

 Music A/B
 Physical Education A/B

9 week Exploratory Wheel

Art
 Computers
 FACS
 Industrial Tech

7

English
 Geography
 Life Science
 Math

 Health A/B (daily or weekly)
 Physical Education A/B (daily or weekly)

Music (pick one)
 Band
 Choir
 Orchestra

9 Week Exploratory Wheel

Art
 Computers
 FACS
 Industrial Art

8

Algebra
 American History
 Earth Science
 English
 Art A/B daily
 Physical Education A/B daily

Electives

Yearlong

Band, Choir, Orchestra
 German, Spanish, Mandarin

Semester

Art, Computers, FACS,
 Industrial Tech, Physical Education

RESOLUTION

Acceptance of Grant Awards to Duluth Public Schools

WHEREAS, Minnesota Statute 465.03 requires a school district to accept grants by resolution expressed in the terms prescribed by the donor in full; and,

WHEREAS, acceptance of the grant in accordance with the donor's terms is in the best interest of the Duluth Public Schools:

NOW, THEREFORE, BE IT RESOLVED that the Duluth Public Schools does accept the below-described grants from said organizations in accordance with the terms set forth herein.

BE IT FURTHER RESOLVED that the Duluth Public Schools wishes to extend its grateful appreciation to these various organizations.


	Organization	Author/Contact	Project Title	Award Amount	Terms
1.	Northland Foundation	Tim Velner, Science Curriculum Specialist	Forestry Field Day 2011 Project	\$600	Funds from this grant award were used to support Forestry Field Day this past fall.
2.	Minnesota Department of Education	Kathy Bartsias, Service-Learning Coordinator	Learn and Serve Minnesota Service-Learning Grant		Funds from this grant award will be used to support various Duluth Public Schools Service-Learning projects.

AGREEMENT OF GRANTEE

As a condition of a total grant of **\$600.00** from the Northland Foundation to **Duluth Public Schools, ISD 709** to support the **Forestry Field Day 2011** project, the undersigned agrees:

1. To use the funds only for the designated purpose as described in the grant notification letter dated November 19, 2010 and to notify the Northland Foundation of and obtain its consent to any substantial deviations from said grant application.
2. To maintain its books and records to show, and separately account for, the funds received under this grant, and to maintain records of expenditures adequate to identify the purposes for which grant funds have been expended.
3. To permit the Northland Foundation, at its request, to have complete access to the grantee's files and records for the purpose of making such financial audits, verifications, and investigations as it deems necessary concerning the grant, and to maintain such files and records for a period of at least four years after completion or termination of the project.
4. To repay to the Northland Foundation any portion of the grant which is not used for the purposes specified herein or in the grant application.
5. To not use the funds for any purpose prohibited by law, and to immediately notify the Northland Foundation of any lawsuit or any proceedings before any federal, state, or local administrative agency, which may be initiated against it.
6. To submit progress reports to the Northland Foundation, detailing activities and progress in accomplishing the objectives of the project, as well as all expenditures made in administration of the grant, as requested by the Northland Foundation staff.
7. Upon completion of the period for which funds were granted, to submit a detailed final report of the activities carried out under the grant, a final expenditures report, and an evaluation of what has been accomplished by the project.
8. That the total amount of this grant, or any payment thereof, may be discontinued, modified or withheld at any time when, in the judgment of the Northland Foundation, such action is necessary to comply with requirements of the law.

Duluth Public Schools
Name of Organization or Fiscal Agent


Authorized by Organization
(Administrator, Officer, Board Chair, Superintendent)

11/22/10
Date

Project #4838

November 19, 2010

Tim Verner, Science Curriculum Specialist
Duluth Public Schools, ISD 709
215 N 1st Avenue East
Duluth, MN 55802

Project #4838

Dear Mr. Verner:

I am pleased to inform you that the Northland Foundation has reviewed your proposal for the **Forestry Field Day 2011 project** and has approved a grant of **\$600.00** for the period (12/1/10 to 9/30/11) to **Duluth Public Schools, ISD 709**. If the timeline for your project is different than what is identified above, please notify us and your reporting date will be adjusted.

Enclosed are two copies of the Agreement of Grantee for your review. If you agree with the conditions presented, please have one copy signed by the authorized official and return it to our office by **December 1, 2010**.

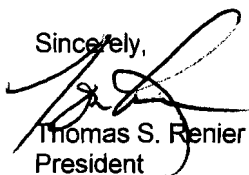
The Northland Foundation will implement a full payment schedule for this grant. If all of the grant conditions are met, this payment will be distributed in the sum of **\$600.00 in December 2010**.

The Northland Foundation will be making public news releases through the regional media regarding all of the grants awarded. Please utilize your community media resources to announce receipt of these funds to your project. The Northland Foundation would appreciate being acknowledged as a source of support in all news releases initiated by you. Please provide us with copies of any press coverage and photographs received by your project, as well as any media releases and program materials you produce. These will be added to your file and may be utilized by the Northland Foundation in our public information efforts.

As you will note, one of the conditions of the Agreement of Grantee is the submission of a final report on the progress, outcomes, and financial activity of your project. To assist you in this process, I am enclosing one Final Report form. We will expect this report from you by **October 31, 2011**. Please provide us sufficient narrative to describe the progress and impact of your project. For your convenience, the reporting forms are available on-line at www.northlandfdn.org/Grants/ReportingForms. The completed report can be submitted electronically to carole@northlandfdn.org.

On behalf of the Northland Foundation, I would like to extend sincere congratulations to you and your organization. Please call Carole Saylor, if you have any questions. I look forward to learning about the progress and success of your project.

Sincerely,



Thomas S. Renier
President

Enclosures

cc: Carole Saylor
Carol Chipman



Building a Strong Foundation for the Future of Our Region

AGREEMENT OF GRANTEE

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1. To use the funds only for the designated purpose as described in the grant notification letter dated November 19, 2010 and to notify the Northland Foundation of and obtain its consent to any substantial deviations from said grant application.
2. To maintain its books and records to show, and separately account for, the funds received under this grant, and to maintain records of expenditures adequate to identify the purposes for which grant funds have been expended.
3. To permit the Northland Foundation, at its request, to have complete access to the grantee's files and records for the purpose of making such financial audits, verifications, and investigations as it deems necessary concerning the grant, and to maintain such files and records for a period of at least four years after completion or termination of the project.
4. To repay to the Northland Foundation any portion of the grant which is not used for the purposes specified herein or in the grant application.
5. To not use the funds for any purpose prohibited by law, and to immediately notify the Northland Foundation of any lawsuit or any proceedings before any federal, state, or local administrative agency, which may be initiated against it.
6. To submit progress reports to the Northland Foundation, detailing activities and progress in accomplishing the objectives of the project, as well as all expenditures made in administration of the grant, as requested by the Northland Foundation staff.
7. Upon completion of the period for which funds were granted, to submit a detailed final report of the activities carried out under the grant, a final expenditures report, and an evaluation of what has been accomplished by the project.
8. That the total amount of this grant, or any payment thereof, may be discontinued, modified or withheld at any time when, in the judgment of the Northland Foundation, such action is necessary to comply with requirements of the law.

Name of Organization or Fiscal Agent

Authorized by Organization
(Administrator, Officer, Board Chair, Superintendent)

Date

Project #4838

NORTHLAND FOUNDATION

Grant Final Report (\$5,000 and less)

Due Date: October 31, 2011

Project No. 4838

Name of Project: _____

Organization: _____

Amount of Grant from Northland Foundation: _____

Project Director/Contact Person: _____

Address of Contact Person: _____

Phone #: _____

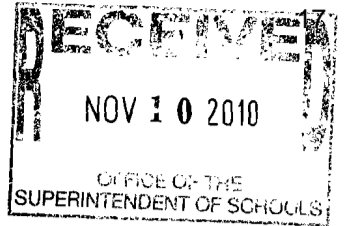
E-Mail Address of Contact Person: _____

1. Please write a brief description (1–3 paragraphs) of the project activities and outcomes.
2. Please provide the information requested below as it relates to your total project. (Include numbers for each box.)

TOTAL NUMBER OF ORGANIZATIONS SERVED	TOTAL NUMBER OF COMMUNITIES SERVED	TOTAL NUMBER OF INDIVIDUALS SERVED
#	#	#

3. Share one anecdote (story) that reflects the impact of the project on the audience.
4. Have all the grant funds been expended? YES _____ NO _____

If the grant funds have not been expended, please state how the remaining dollars will be used for the project. Also, list the amount of grant dollars unspent.
\$ _____



November 5, 2010

B:ll

Dr. Keith Dixon, Superintendent
#709 Duluth Public School
215 North 1st Avenue East
Duluth MN 55802

Dear Dr. Keith Dixon:

Your application submitted in response to the **867 – Learn and Serve Minnesota Service-Learning Grant** has been selected for funding contingent upon any required clarifications or changes that may be necessary to execute the award.

MDE staff will contact you directly to discuss any necessary clarifications. If you have questions related to the process, please feel free to contact the program specialist, Michelle Kamenov at michelle.kamenov@state.mn.us or 651.582.8434. Deb Rose, the grants specialist, will also be assisting with preparing the Official Grant Award Notification (OGAN) and any necessary budget changes. She will be the primary contact for financial reporting and payment requests once the OGAN is in place. Her contact information is debra.rose@state.mn.us or 651.582-8853.

Please be reminded that until an OGAN is in place, (you will be notified when this has been executed), costs should not be incurred and if work is conducted prior to execution of the OGAN, expenditures associated with that would be your sole responsibility.

Congratulations! The work of this project is important to our clients and the public/private sector in general who provide the funding for our projects.

Sincerely,

A handwritten signature in cursive script that reads "Faye Lovell".

Faye Lovell, Review Coordinator
Grant Services Division
Minnesota Department of Education

cc: Michelle Kamenov, Program Specialist
Deb Rose, Grant Specialist

6160 - Field Trips

I. PURPOSE

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

II. GENERAL STATEMENT OF POLICY

It is the general expectation of the School Board that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. On all school-sponsored trips, provisions will be made for appropriate special education accommodations/modifications for special education students. On all overnight school-sponsored trips, background checks will be required for all chaperones at their own expense. Student trips will be categorized within three general areas:

a) Instructional Trips

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal, and shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips.

b) Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day, but do not include overnight stays. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested.

c) Extended Trips Within Minnesota, the Continental United States, or Canada a ~~Foreign Country~~

1. Trips that involve one or more overnight stops within Minnesota, ~~or the Continental United States, or Canada~~ fall into this category. Extended trips may be instructional or supplementary, and must be requested well in advance of the planned activity. Extended trips within the school year should whenever possible coincide with school vacation periods. An Extended Trip Request form must be completed and approved by the principal, superintendent, and School Board. Exceptions to the approval may be granted or expedited to accommodate emergencies or contingencies (e.g. tournament competition).

d) Trips to a Foreign Country Other than Canada

1. As per Resolutions E-5-09-2628 (May 19, 2009) and E-11-10-2826 Independent School District 709 does not sponsor or accept any liability for foreign trips other than Canada. As noted in ~~the~~ resolution E-5-09-2628, all staff who accompany students on any foreign trips other than Canada are expected to obtain a signed liability release and waiver form (attached) from the student's parents/guardians prior to the trip.

The School Board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students. All fundraising activities for extended trip opportunities must be approved by the School Board under Fund Raisers in the Financial Report section of the Business Committee Report.

Adopted: 6-9-70 ISD 709

Revised: 12-17-74

2-10-76

6-20-95

12-17-2002

10-19-04

2-27-07

6-16-09

12-21-10

ISD 709 Calendar 2011-12 School Year

AUGUST							SEPTEMBER							OCTOBER							NOVEMBER										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
	1	2	3	4	5	6					1	2	3							1			1	2	3	4	5				
7	8	9	10	11	12	13	4	Labor Day HOLIDAY	District/Site Work & Development Days	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	EM	11	12		
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	Early Release	18	19			
21	22	23	24	25	26	27	18	19	20	21	22	Early Release	23	24	16	17	18	19	Early Release	20	HOLIDAY Ed.Mn S	21	22	20	21	22	23	Thanksgiving HOLIDAY/ Recess	24	25	26
28	29	30	31				25	26	27	28	29	30		23	24																
														30	31	25	26	27	28	29	27	28	29	30							

DECEMBER							JANUARY							FEBRUARY							MARCH														
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S								
					1	S	2	3	1	Winter Recess	2	3	4	5	6	7						1	2	3	4						1	2	3		
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	4	5	6	7	8	S	9	10							
11	12	13	14	15	Early Release	16	17	15	16	17	18	EMS	19	Semester Break	20	21	12	13	14	15	16	Early Release	17	18	11	12	13	14	15	Early Release	16	17			
18	19	20	21	22	Winter Recess	23	24	22	M.L.K. Win. Rec.	23	24	25	26	Early Release	27	28	19	Pres. Day HOLIDAY	20	Confer. Makeup	21	Confer. Makeup	22	Winter Recess	23	Winter Recess	24	25	18	19	20	21	22	23	24
25	Winter Recess	26	Winter Recess	27	Winter Recess	28	29	30	31	29	30	31						26	27	28	29					25	26	27	28	29	EM	30	31		

APRIL							MAY							JUNE							JULY													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
1	2	3	4	5	Early Release	6	7						1	2	3	4	5							1	2	1	2	3	4	5	6	7		
8	Confer. Makeup	9	Confer. Makeup	10	Spring Recess	11	Spring Recess	12	Spring Recess	13	14	6	7	8	9	10	11	12	3	4	5	6	EMS	7	8	9	8	Indep. Day HOLIDAY	9	10	11	12	13	14
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21							
22	23	24	25	26	S	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28						
29	30						27	Mem. Day HOLIDAY	28	29	30	31		24	25	26	27	28	29	30	29	30	31											

KEY DATES

- First day for students - September 8, 2011
- Schools will schedule open houses and conferences
- Last day for students - June 7, 2012

- No school for students and
- Early Release

GRADING TERMS

ELEMENTARY / MIDDLE (9 WEEKS):

- Term 1: September 8 to November 11
- Term 2: November 14 to January 19
- Term 3: January 23 to March 30
- Term 4: April 2 to June 7

SECONDARY (6 WEEKS):

- Term 1: September 8 to October 21
- Term 2: October 24 to December 2
- Term 3: December 5 to January 19
- Term 4: January 23 to March 9
- Term 5: March 12 to April 27
- Term 6: April 30 to June 7



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, the Continental United States, or a Foreign Country - Trips that involve one or more overnight stops within Minnesota, the Continental United States, or a Foreign Country (externally sponsored) 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: [Signature]
Date: 12/2/90

SUPPLEMENTAL TRIP ACTION

Principal: Approved
 Not Approved

Name: _____
Date: _____

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

EXTENDED/EXTERNALLY SPONSORED TRIP ACTION

Principal: Recommended
 Not Recommended

Name: [Signature]
Date: 12/02/10

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.

FIELD TRIP REQUEST FORM

Date of Submission:

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Type of Trip: Instructional Supplementary Extended Externally Sponsored*

1. Organization/Grade/Course Planning Trip: Nettleton 5th Grade
2. Contact Person (Responsible for Checklist Completion): John Schmidt
3. Field Trip Date(s): January 12, 13, 14 Destination: Deep Portage Environmental Center
4. Field Trip Overview (Include events, establishments and locations): Wed. January 12 leave school @ 9:00
Fri, January 14 return to Nettleton @ 4:00
5. Field Trip Departure from School (Date and Time): Wed. January 12 @ 9:00
Field Trip Return to School (Date and Time): Friday January 14 @ 4:00
6. Objectives of Field Trip: We will provide field science experiences for our students to enhance their background knowledge support district and state learner outcomes in science and build social
7. Relationship to Curriculum or Student Learning: This trip correlates most clearly skills with the state standards in science for the 5th grade.
8. Planned Follow-up Field Trip Activities: 1. Landforms unit 2. Groundwater unit, 3. Wetlands unit 4. Animal and Plant Adaptations unit. work at Hertley Nature Center and Aquarium.
9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees	<u>65 @ 93.00 = 6045.00 4 @ 46.00 = 184</u>	\$ <u>6459.00</u>
Total Meals	<u>covered</u>	\$
Total Lodging	<u>covered</u>	\$
Total Transportation		\$ <u>2110.00</u>
<input checked="" type="checkbox"/> School District Vehicle(s)	<u>2 school district buses with trailers</u>	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____		
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____		
Total Additional Stipends:		\$
Other:		\$
Total		\$ <u>8559.00</u>

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

Dr. Bill Fund 1,000.00
Jeffers Grant 3,135.00
Fundraising 4,424.00

11. Reviewed/Completed Request Checklist: Yes No

*The Assistant Superintendent's office must receive a signed waiver form for each student participating in an externally sponsored trip prior to the departure date.

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
1-12-10 9:00AM	Leave Nettleton arrive 12:00
1-13-10 12:00	Leave Deep Portage
1-14-10 4:00PM	Return Nettleton

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

Signature of Contact Person: John F. Schmidt

FIELD TRIP REQUEST CHECKLIST – Extended/Externally Sponsored 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: John F. Schmidt

November 04, 2010

Assistant Superintendent for Teaching and Learning
ISD 709
215 North First Avenue East
Duluth, Minnesota 55802

The following student completed his high school graduation requirements at the Duluth Central High School and requests his diploma.

I would like to order a Central High School diploma for:

Name **Wesley C. Davis**
Date of Graduation **August 06, 2010**

Thank you.

Sincerely,

Lisa Mitchell-Krocak
Principal

August 30, 2010

Assistant Superintendent for Teaching and Learning
ISD 709
215 North First Avenue East
Duluth, Minnesota 55802

The following student completed her high school graduation requirements at the Duluth Central High School and requests her diploma.

I would like to order a Central High School diploma for:

Name **Brittany M. Westfall**
Date of Graduation **July 29, 2010**

Thank you.

Sincerely,

Lisa Mitchell-Krocak
Principal

November 09, 2010

Assistant Superintendent for Teaching and Learning
ISD 709
215 North First Avenue East
Duluth, Minnesota 55802

The following student completed his high school graduation requirements at the Duluth Denfeld High School and requests his diploma.

I would like to order a Denfeld High School diploma for:

Name **Anthony Roger Prout**
Date of Graduation **October 19, 2010**

Thank you.

Sincerely,

Lisa Mitchell-Krocak
Principal



East High School

2900 East Fourth Street · Duluth, Minnesota 55812 · 218.728.7426/Fax 218.728.7439

November 2, 2010

Mr. William Gronseth
Director of School Operations
ISD 709
215 North First Avenue East
Duluth, MN 55802

Dear Mr. Gronseth

The following student has completed his credits at East & ALC and would like an East diploma.

I would like to order an East diploma for:

Name - **Cody M. Chartier** – date of graduation – **10-01-10**

Thank you in advance for your assistance.

Sincerely,

Laurie Knapp
Principal

LK:kw