

Education Committee - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, October 16, 2012

UnitedHealth Group Building

4316 Rice Lake Road

Suite 108

Duluth, MN 55811

6:30 PM

1. Informational Items

A. Informational Presentations

1) Duluth Bully Free Campaign Collaborative

4

Ron Lake, Climate Coordinator, shared some District efforts underway to address bullying. He also introduced Carol Deverney from the Duluth Bully-Free Campaign, who shared some information about the developing partnership between the Duluth Public Schools and the Duluth Bully-Free Campaign.

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

B. Grant Applications - None

2. Action Items

A. Presentation Items Requiring Approval - None

B. Acceptance of Grant Awards to Duluth Public Schools - None

C. Extended Trip Requests

6

The following extended trip requests are submitted for review and approval:

Fifth grade students from Stowe Elementary traveled to Wolf Ridge Environmental Learning Center in Finland, Minnesota from September 24-26, 2012, where they participated in team-building experiences in outdoor recreation activities and emersed in a rote of environmental stewardship. The total cost of the trip was \$9,800 and was funded with Booster Group dollars, grant dollars, and student fees.

Duluth Public Schools FCCLA-HERO students will be traveling to Brooklyn Park, Minnesota for State Officer Elections and Chapter Training on October 15-16, 2012, where they will participate in officer elections and training sessions in the areas of Chapter activities and leadership skills. The total cost of this trip is \$765 and will be funded with grant dollars, donations, and student fees.

Duluth Public Schools HOSA students will be traveling to the Holiday Inn East in St. Paul, Minnesota for the Fall Delegate Conference on November 8-9, 2012, where they will participate in officer elections and lessons in leadership, parliamentary procedures, and career development. The total cost of the trip is \$1,478 and will be funded with grant dollars and student fees.

Duluth Public Schools HOSA students will be traveling to the Holiday Inn East in St. Paul, Minnesota for the State Officer Training and Spring Leadership Conference Planning Session on November 16-17, 2012. The objective of this trip is to prepare State officers for their positions and provide instruction for teamwork and leadership. The total cost of the trip is \$380 and will be funded with grant dollars and student fees.

Recommendation: It is recommended that the Duluth School Board accept and approve the above listed Extended Trip requests.

D. Access to Internet Student Data - Non-District Employees 18

It is requested that the following organizations be granted access to the Student Information System to support District functions from July 1, 2012 to June 30, 2013:

University of St. Thomas
University of MN Duluth

Recommendation: It is recommended that the Duluth School accept and approve the above listed Annual Data Sharing Agreements.

E. Joint Curriculum Review Process Agreement for Advanced Standing Between Wisconsin Indianhead Technical College (WITC) and Duluth Public Schools 20

Attached for review and approval is an Agreement between WITC and the Duluth Public Schools. This Agreement reflects advanced standing agreed to between WITC and the Duluth Public Schools, and allows two (2) college credits to Duluth Public Schools' Early Childhood and Educational Professions Program students who have mastered competencies at the high school level similar to those at WITC. There is no cost associated with this Agreement to the Duluth Public Schools.

Recommendation: It is recommended that the above Agreement between WITC and the Duluth Public Schools be accepted and approved.

F. Diplomas 21

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

Samuel Kory Fuller - September 18, 2012
Travis James Dianoski - July 26, 2012
Andrew Scott Tout - August 2, 2012

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

<i>Safe and Welcoming Environments for Everyone (Update on Bullying Efforts)</i>	Individuals and Families (Micro)	Organization (Mezzo)	Community and Policy (Macro)
<p>Prevention</p> <p>What we are doing to create a positive environment prior to the occurrence of incidents.</p>	<p>Schools are actively developing positive school climates specific to 9 Common Elements of our Safe and Welcoming Aim</p> <p>Many schools are using Responsive Classroom/Design Restorative methods & PBIS</p> <p>Emphasis on Intercultural effectiveness</p> <p>We are sharing policy with staff and students</p>	<p>We need to develop formal district training regarding prevention</p> <p>Support schools in efforts to achieve site goals under our aim of Safe and Welcoming for Everyone through help with practices, data, and systems</p>	<p>Partnering with Ed Delegation and involved organizations to create meaningful educational experiences after school</p> <p>Working with “Duluth Bully-Free Campaign” and “Civility Project” to consider further prevention efforts</p> <p>Working with Social Justice Action Committee at UMD to encourage students to see themselves as college kids</p> <p>Reviewing recommendations from Gov. Task Force on Safe Schools at district level for policy revision</p>
<p>Preparation</p> <p>What we are doing to prepare students and staff for when incidents happen.</p>	<p>Telling kids to talk with a trusted adult if targeted or picked on</p> <p>Instructing staff/kids to help the target and/or tell the other person to stop when see it happen</p>	<p>We need to develop formal district training regarding preparation</p> <p>Discussions as Principal meetings regarding investigating and responding to incidents including content from community conversations</p>	<p>Partnered with: Alana Friedman, Men As Peacemakers, St. Lukes, and Miller Dwan to provide series of community conversations regarding response to incidents</p> <p>We need to consider sharing formal district training regarding preparation</p>
<p>Response</p> <p>What we are doing when incidents happen.</p>	<p>Telling person to stop when see it happen</p> <p>Taking person who is targeted away from situation</p> <p>Investigating the situation</p> <p>Deciding how to keep kids involved safe; supervision, separation...</p> <p>Informing parents of incident and making a plan</p>	<p>Sch Counselors and Sch Social Workers trained in “Psychological First Aid”</p> <p>On-going support of Principals and staff regarding investigating and responding to incidents including content from community conversations</p> <p>We need to develop formal district training regarding response</p>	<p>Partnered with: Alana Friedman, Men As Peacemakers, St. Lukes, and Miller Dwan to provide series of community conversations regarding response to incidents</p> <p>We need to partner with community organizations including “Duluth’s Bully-Free Campaign” to revise policy</p>
<p>Recovery</p> <p>What we are doing to help people be successful after an incident.</p>	<p>We check back with students and work with parents to determine what would help</p> <p>Sch Counselors and Sch Social Workers who provide service to students and families</p> <p>Partner with local community services to increase access to mental health services</p>	<p>By license, all staff required to participate in Early On-Set Mental Health Training</p> <p>Principals, Staff, and SSTs partner with community services</p> <p>Student meetings with Text4Life at all middle and high schools</p>	<p>Working with community organizations to improve efficient and effective systems for delivery of services</p> <p>Partnering with Carlton County and Text4Life project</p>

Our Priority and Focus Schools

Laura MacArthur Elementary

Our behavior team is charged with analyzing Infinite Campus data, survey climate data, and anecdotal data to determine needs for our school. Our grow areas are: cafeteria, playground, bus, bullying, disruptive behavior, guest teachers, and assemblies.

Our behavior team will next create (delegate to student groups) video training aids to model Focused, Appropriate and Cooperative behaviors (our behavior standards). Morning meetings will be the venue for the school to address this systematically.

We believe that all students can meet our behavior standards.

Piedmont Elementary

Piedmont has developed school-wide language to teach and reinforce positive behaviors through-out the building and day. Students are able to earn "Paw Print" cards that go into a weekly drawing. All adults from the bus driver who first sees them in the morning to the principal walking by and noticing a quiet, self-controlled line in the hallway ("straight, swift, silent") can hand out Paw Prints to as few or as many students as they believe have earned the reward. If you "are...neat, eat, and stay in your seat" you may get a Paw Print during lunch.

On the first day of school classroom teachers brought their class to different stations in the building and a staff member explained expectations for that area. Included in the lesson were "who you talk to if you feel unsafe or bullied" in that part of the building. Appropriate adults were introduced so the children know how to involve an adult immediately if they feel the need to get help. We have also added an educational aspect to the "consequence" piece of a bullying situation such as harassment during the bus ride. Students involved in bullying or unsafe behavior watch a video on bus safety and then process how their actions can affect someone else.

Piedmont has developed plans to routinely discuss and develop our behavior plan during staff development times so that the program meets our building's needs and staff take ownership of its success.

Lincoln Park Middle School

Last January, we applied and were accepted into MDE's 2012-13 Cohort of schools implementing School-Wide Positive Behavior Interventions and Supports (SW-PBIS). This two year agreement with MDE includes 8 days of professional development and structured work time for our team of 8-10 staff and administrators focusing on practice, data, and system intervention to create a positive school climate that supports student development and academic success.

Prior to applying for entrance into the cohort, we learned about SW-PBIS and gained commitment from well over 80% of our staff to positively impact school climate. We are using best practice implementation strategies and system interventions shared by MDE and the national organization for Positive Behavior Interventions.

Interventions are tiered and combined with instructional strategies similar to our academic interventions. The idea is to do good core instruction of social/emotional/behavioral skills for all students and to recognize those who are doing it well; resulting in fewer students who need secondary and tertiary instruction and supports. Fewer students requiring secondary and tertiary supports allows for more individualized interventions with specific students and families.

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 review 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: Larry Udesen
 Not Recommended Date: 9/12/2012

Assistant Superintendent: Recommended Name: *E. Crawford*
 Not Recommended Date: 10/31/12

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: 5th Grade
2. Contact Person (Responsible for Checklist Completion): Paul Davis
3. Field Trip Date(s): September 24-26, 2012 Destination: Wolf Ridge
4. Field Trip Overview (Include events, establishments and locations): 5th graders will visit WRELC to participate in a 3 day, 2 night Environmental Education Program

5. Field Trip Departure from School (Date and Time): September 24, 2012, 9:15 AM
 Field Trip Return to School (Date and Time): September 26, 2012, 3:15 PM
6. Objectives of Field Trip: Team building experiences in outdoor recreation activities, emersion in a rote of Environmental Stewardship, overall goal to provide the students with an opportunity they may not otherwise have.
7. Relationship to Curriculum or Student Learning: Strong connections with MN State 5th grade Science standards, Well as link to Art, Math, Writing and Social Studies
8. Planned Follow-up Field Trip Activities: 5th Grade students will present their WRELC experience to each classroom at Stowe; small group may also present to school board.
9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 8820.00
Total Meals	\$INCLUDED
Total Lodging	\$INCLUDED
Total Transportation	\$ 980.00
<input checked="" type="checkbox"/> School District Vehicle(s)	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$
Other:	\$
Total	\$ 9800.00

Revenues		
District Budget	Code:	\$
Booster Group – EE Funds		\$ 3960.00
Donations - GRANT		\$ 4900.00
Student Fees – 47 students - \$20		\$ 940.00
Total Additional Stipends:		\$
Total		\$ 9800.00

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

- 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.

Signature of Contact Person: _____

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: FCCLA-HERO

2. Contact Person (Responsible for Checklist Completion): Shonda Peller

3. Field Trip Date(s): Tentative 10/15/12 - 10/16/12 Destination: Brooklyn Park, MN

4. Field Trip Overview (Include events, establishments and locations): _____

- state officer elections
- FCCLA-HERO Chapter planning training)

5. Field Trip Departure from School (Date and Time): 10/15/12 @ 4:00 AM.

Field Trip Return to School (Date and Time): 10/16/12 @ 7:00 P.M.

6. Objectives of Field Trip: Participate in officer elections

Campaign / public speaking

Training session on Chapter activities / leadership

7. Relationship to Curriculum or Student Learning: _____ SK 111)

FCCLA-HERO - service occupation with course officer / service projects

8. Planned Follow-up Field Trip Activities: _____

Comm. service learning projects, state competitions, national events.

9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees	<u>3 people @ 100⁰⁰</u>	\$300 ⁰⁰
Total Meals	<u>3 people @ 25⁰⁰</u>	\$ 75 ⁰⁰
Total Lodging	<u>2 rooms @ 112⁰⁰</u>	\$225 ⁰⁰
Total Transportation		\$165 ⁰⁰
<input checked="" type="checkbox"/> School District Vehicle(s)	<u>van</u>	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____		
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____		
Total Additional Stipends:		\$
Other:		\$
Total		\$765⁰⁰

Revenues		
District Budget	Code:	\$
Booster Group	<u>Part in for study</u>	\$225 ⁰⁰
Donations	<u>HERO</u>	\$245 ⁰⁰
Student Fees	<u>Registrat. / food / material</u>	\$100 ⁰⁰
Total Additional Stipends:		\$
Total		\$765⁰⁰

*Rest ins?
HERO?*

300⁰⁰

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

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

Signature of Contact Person: _____

[Handwritten Signature]

FIELD TRIP REQUEST CHECKLIST – Extended Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

- Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians
Note: Attach tentative planned itinerary.
- Arrange Funding of Expenses During Trip *Still being finalized*
- 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: _____

[Handwritten Signature]

** typically 1 overnight - with all day activities to follow*

~~8/12/09~~
9/26/12

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 Name: _____
 Not Approved Date: _____

SUPPLEMENTAL TRIP ACTION

Principal: Approved Name: _____
 Not Approved Date: _____

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

EXTENDED/EXTERNALLY SPONSORED TRIP ACTION

Principal: Recommended Name: *Jim Auld*
 Not Recommended Date: 10-7-12

Assistant Superintendent: Recommended Name: *E. Crawford*
 Not Recommended Date: _____

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

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

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: Instructional Supplementary Extended Externally Sponsored*

1. Organization/Grade/Course Planning Trip: HOSA 11th and 12th Grade
2. Contact Person (Responsible for Checklist Completion): Kimberly S. Olson
3. Field Trip Date(s): Nov. 8th and 9th 2012 Destination: Holiday Inn East, St. Paul
4. Field Trip Overview (Include events, establishments and locations): Duluth Chapter to run students for state officer positions and election of voting delegates. Lessons in leadership, parliamentary procedures and career development.
5. Field Trip Departure from School (Date and Time): Nov. 8th @ 0700 am
Field Trip Return to School (Date and Time): November 9th @ 0700pm
6. Objectives of Field Trip: - 3 to 4 students to run for State Office and 3-4 students to attend as voting delegates total of 7 students and one advisor.
7. Relationship to Curriculum or Student Learning:
8. Planned Follow-up Field Trip Activities: Midwinter, State and National Conferences for HOSA. Service project for Juvenile Diabetes (JDRF)

9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees \$440.00- 7 students and 1 Advisor	$7 \times 55 = 385$ $1 \times 55 = 55$	\$ 55.00 each
Total Meals	<u>STAFF = 40, STUDENTS = 280 (7 x 40)</u>	\$32.00 40 = 320
Total Lodging	<u>112 x ROOM x 3 = 336</u>	\$112.26 336
Total Transportation		\$480.00
<input checked="" type="checkbox"/> School District Vehicle(s) VAN		177.00
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____		
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____		
Total Additional Stipends:	<u>SUBSTITUTE = 2 x 100</u>	\$-0- 200
Other: Students are self-pay	<u>SA</u>	\$-0-
Total		\$394.26 1478

Revenues		
District Budget	Code: <u>1-380-200-425</u>	\$ 407
Booster Group		\$
Donations		\$
Student Fees		\$ 407
Total Additional Stipends:		\$
Total		\$

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.

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

TIME

LOCATION

Floating itinerary from the state department

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

Signature of Contact Person: *Kimberly S. Olson*

FIELD TRIP REQUEST CHECKLIST – Extended/Externally Sponsored Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

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

Signature of Contact Person: *Kimberly S. Olson*

DISTRICT 709 FIELD TRIP REQUESTS

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- > Receive administrative reviewal and school board approval for all extended trips (Exceptions may be granted by the school board chair to accommodate emergencies.)

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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/EXTERNALLY SPONSORED TRIP ACTION

Principal: Recommended Name: Joan Audt
 Not Recommended Date: 10-1-12

Assistant Superintendent: Recommended Name: E. Crawford
 Not Recommended Date: 10/3/12

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 Externally Sponsored*

1. Organization/Grade/Course Planning Trip: HOSA 11th and 12th Grade
2. Contact Person (Responsible for Checklist Completion): Kimberly S. Olson
3. Field Trip Date(s): Nov. 16th and 17th, 2012 (Tentative) Destination: Holiday Inn East, St. Paul
4. Field Trip Overview (Include events, establishments and locations Field Trip request of state officer training and Spring Leadership Conference planning to enhance the leadership qualities for confident speakers and writers for HOSA and as representatives for ISD 709, Duluth.
5. Field Trip Departure from School (Date and Time): Nov. 16th @ 0700 am Tentative date
Field Trip Return to School (Date and Time): November 17th @ 0700pm Tentative date
6. Objectives of Field Trip: See attached forms from last year event. Prepare state officers for their position and provide instruction for teamwork, leadership and exploring their leadership techniques.
7. Relationship to Curriculum or Student Learning: Leadership, teamwork, Program of Study and Career Pathways, Partnership for CTE, Implementing of Health Science Programs, Increase effectiveness of teaching, Legislative training, confident speaking and writing skills. Reinforcement of skills taught and application of skills.
8. Planned Follow-up Field Trip Activities: Midwinter, State and National Conferences for HOSA. Service project for Juvenile Diabetes (JDRF)
9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$0
Total Meals	\$32.00 50.00 district pay
Total Lodging	\$0 Paid by MN HOSA
Total Transportation X School District Vehicle(s) VAN <input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____ <input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	\$180.00
Total Additional Stipends:	\$ -0-
Other: <u>Sub pay one day(Friday) Saturday sub not needed</u>	\$ 100.00
Total	\$ 380.00

25 per student
25 STAFF
5 students pay for van.
3 students

Revenues		
District Budget	Code: <u>1-340-200-428</u>	\$ 170
Booster Group		\$
Donations		\$
Student Fees		\$ 210
Total Additional Stipends:		\$
Total		\$ 380

STAFF MEMBER

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.

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

TIME	LOCATION
_____	Awaiting itinerary ^{from} from the state department
_____	_____
_____	_____
_____	_____

- 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/Externally Sponsored Trip Only
 DIRECTIONS: Please complete checklist and attach all appropriate materials.

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

Signature of Contact Person: _____

08/08/2012 13:44 FAX 218 388 8772

TECHNOLOGY

003/003

ANNUAL DATA SHARING AGREEMENT

July 1, 2012 to June 30, 2013

THIS AGREEMENT, by and between INDEPENDENT SCHOOL DISTRICT 709 (hereinafter "ISD 709") and University of St Thomas.

WITNESSETH

NOW, THEREFORE, the Duluth Public Schools and UNIVERSITY OF ST THOMAS in consideration of mutual promises, covenants and agreements contained herein, hereby agree as follows:

That any ISD 709 educational data shared with any employee, agent, or public official of the UNIVERSITY OF ST THOMAS is for the sole purpose of grading, schedules, and attendance.

That the UNIVERSITY OF ST THOMAS recognizes and agrees that educational data is protected by law and may not be disclosed except as otherwise provided by law.

UNIVERSITY OF ST THOMAS will submit to ISD 709 site principals a list of employee names that will have access to student data.

The parties mutually agree to comply in all respects with the Minnesota Government Data Practices Act. The UNIVERSITY OF ST THOMAS further agrees to comply with any requests of ISD 709 that are necessitated by the obligations under said act.

IN WITNESS WHEREOF, the parties hereby have executed this agreement on the dates indicated below. This agreement is valid from July 1, 2012 to June 30, 2013. It must be renewed by the June 2012 School Board Meeting or when directed by the ISD709 program director. This contract is not automatically renewable.

UNIVERSITY OF ST THOMAS will instruct all their employees that are approved access to ISD 709 student data about the requirement to protect student data.

Date: 9/17/2012

By: Susan J. Hubek
UNIVERSITY OF ST THOMAS

~~Karen Lange, Dean of Students~~
SUSAN J. HUBEK, EXEC. V.P. / CHIEF ACADEMIC OFFICER

INDEPENDENT SCHOOL DISTRICT 709

Date: _____

By: _____
Duluth School Board Chair

ANNUAL DATA SHARING AGREEMENT

July 1, 2012 to June 30, 2013

THIS AGREEMENT, by and between INDEPENDENT SCHOOL DISTRICT 709 (hereinafter "ISD 709") and **University of Mn Duluth**.

WITNESSETH

NOW, THEREFORE, the Duluth Public Schools and **UNIVERSITY OF MN DULUTH** in consideration of mutual promises, covenants and agreements contained herein, hereby agree as follows:

That any ISD 709 educational data shared with any employee, agent, or public official of the **UNIVERSITY OF MN DULUTH** is for the sole purpose of grading, schedules, and attendance.

That the **UNIVERSITY OF MN DULUTH** recognizes and agrees that educational data is protected by law and may not be disclosed except as otherwise provided by law.


UNIVERSITY OF MN DULUTH will submit to ISD 709 site principals a list of employee names that will have access to student data.

The parties mutually agree to comply in all respects with the Minnesota Government Data Practices Act. The **UNIVERSITY OF MN DULUTH** further agrees to comply with any requests of ISD 709 that are necessitated by the obligations under said act.

INWITNESS WHEREOF, the parties hereby have executed this agreement on the dates indicated below. This agreement is valid from July 1, 2012 to June 30, 2013. It must be renewed by the June 2012 School Board Meeting or when directed by the ISD709 program director. This contract is not automatically renewable.

UNIVERSITY OF MN DULUTH will instruct all their employees that are approved access to ISD 709 student data about the requirement to protect student data.

Date: 9/28/12

By: 
UNIVERSITY OF MN DULUTH
Bruce Munson, Dean

INDEPENDENT SCHOOL DISTRICT 709

Date: _____

By: _____
Duluth School Board Chair

JOINT CURRICULUM REVIEW PROCESS AGREEMENT
FOR ADVANCED STANDING
BETWEEN WISCONSIN INDIANHEAD TECHNICAL COLLEGE
AND DULUTH SECONDARY TECHNICAL CENTER
ISD#709 Duluth Public Schools, MN
2012-2013

The purpose of the joint curriculum review process is to provide an opportunity for high school and technical college staff to confer on the competencies covered in their coursework. Students who have mastered competencies at the high school level, matching similar competencies in coursework offered at Wisconsin Indianhead Technical College (WITC), will be granted advanced standing.

This agreement reflects the advanced standing agreed upon by the **Duluth Public Schools** and the Wisconsin Indianhead Technical College (WITC).

Representatives from WITC and **Duluth Public Schools** will evaluate the current agreement on a regular basis to determine whether it should be renewed or modified.

When enrolling at WITC, students eligible to receive advanced standing must present a copy of their high school transcript for verification of coursework completed.

THIS AGREEMENT IS BETWEEN:

Wisconsin Indianhead Technical
College (WITC)

Duluth Public Schools

Diane Vertin 8/24/12
Diane Vertin Date
Vice President, Academic Affairs

Superintendent/
District Administrator Date

The condition for all courses listed on this agreement is a "grade of B or better" (3.0 GPA).

SECONDARY COURSE(S) AND INSTRUCTOR(S)	WITC COURSE(S)	CREDITS
Early Childhood & Educational Professions Instructors: Shonda Peller	10307148 ECE: Foundations of Early Childhood Education	2 of 3 credits

....\articula\duluthtechcenter\2012-2013



ALC/UNITY HIGH SCHOOL
INDEPENDENT SCHOOL DISTRICT 709
215 NORTH FIRST AVENUE EAST
DULUTH, MINNESOTA 55802
PHONE: (218) 336-8756
FAX: (218) 336-8770

September 18, 2012

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

Dear Mr. Gronseth,

This is to certify that the persons listed below have completed all the requirements for High School graduation from the Duluth Public Schools and is eligible to receive their diploma from Duluth Public Schools.

Name of Graduate / School

Graduation Date

Duluth Public Schools

Samuel Kory Fuller

9/18/2012

Please send to Brenda at Unity

Brenda VanDell

Office Support Specialist
Unity/ALC High School



ALC/UNITY HIGH SCHOOL
INDEPENDENT SCHOOL DISTRICT 709
215 NORTH FIRST AVENUE EAST
DULUTH, MINNESOTA 55802
PHONE: (218) 336-8756
FAX: (218) 336-8770

September 14, 2012

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

Dear Mr. Gronseth,

This is to certify that the persons listed below have completed all the requirements for High School graduation from the Duluth Public Schools and is eligible to receive their diploma from Duluth Public Schools.

Name of Graduate / School

Graduation Date

Denfeld High School

Travis James Dianoski

7/26/2012

Please send diploma to Denfeld for Principal's signature.

Brenda VanDell

Office Support Specialist
Unity/ALC High School



ALC/UNITY HIGH SCHOOL
INDEPENDENT SCHOOL DISTRICT 709
215 NORTH FIRST AVENUE EAST
DULUTH, MINNESOTA 55802
PHONE: (218) 336-8756
FAX: (218) 336-8770

September 25, 2012

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

Dear Mr. Gronseth,

This is to certify that the persons listed below have completed all the requirements for High School graduation from the Duluth Public Schools and is eligible to receive his/her diploma from Duluth Public Schools.

Name of Graduate / School

Graduation Date

DENFELD

Andrew Scott Tout

8/2/2012

Please send to Tricia at Denfeld

Brenda VanDell

Office Support Specialist
Unity/ALC High School