

## Education Committee - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, November 19, 2013

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

6:30 PM

### 1. Informational Items

#### A. Informational Presentations

##### 1) K.E.Y. Zone Partnership Update

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Tracie Clanaugh, Executive Director of the Community Services YMCA, and Jay Roesler, Director of Community Education, reported on the K.E.Y. Zone partnership and the outcomes from the first year of the 21st Century Community Learning Center grant and cohort including participation and demographics, student achievement data, and federal evaluation measures.

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

##### 2) Duluth Public Schools Immunization and Head Lice Procedures

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Jason Crane, Assistant Director of Special Services, and school nurses presented information on the Duluth Public Schools immunization and head lice procedures. The following community members and teachers addressed the Education Committee of the Duluth School Board on the subject of head lice procedures: Jeanie Peterson, Stacey Dimberio, Bonnie Cannon, Andrea Benson, Peg Sutherland, Charlyne Lemons, and Mary Ann Harala.

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

##### 3) Modified Closed Campus Update

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Laurie Knapp and Tonya Sconiers, High School Principals, presented information on progress being made as the District moves towards having modified closed campus beginning with the 2014-15 school year.

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

4) FY' 2014 Integration Budget Revision 25

William Howes, Office of Education Equity Coordinator, shared revisions to the FY' 2014 Office of Education Equity Programming Budget. This is a result the *New Achievement and Integration for Minnesota* legislation, which passed in June of 2013 changing the revenue formulas for Integration aid to the Duluth Public Schools beginning this FY '2014.

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. Resolution E-11-13-3139 - Acceptance of Grant Awards to Duluth Public Schools 27

Attached is Resolution E-11-13-3139 - Acceptance of Grant Awards to Duluth Public Schools, to accept and approve grant awards from the following organizations:

Minnesota State High School League (Denfeld)  
Minnesota State High School League (East)

Recommendation: It is recommended that the Duluth School Board accept and approve Resolution E-11-13-3139 - Acceptance of Grant Awards to Duluth Public Schools.

C. Access to Internet Student Data - Non-District Employees 28

It is requested that the following organizations be granted access to the Student Information System to support District functions from July 1, 2013 to June 30, 2014:

University of Montana Western  
MN Math Corp  
MN Reading Corp

Recommendation: It is recommended that the Duluth School Board accept and approve the above Access to Internet Student Data - Non-District Employees requests.

D. Extended Field Trip Requests 40

The following Extended Trip Requests are submitted for review and approval:

Duluth Public Schools eleventh and twelfth grade HOSA students traveled to the Holiday Inn East in St. Paul, Minnesota on November 7-8, 2013 where they ran for state officer positions. They also attended workshops on

leadership, parliamentary procedures, and career development. The cost of the trip was \$146.92 per student and \$221.76 for the instructor and was funded through student fees and grant dollars.

Duluth Public Schools eleventh and twelfth grade HOSA students will be traveling to the Best Western Kelly Inn in St. Cloud, Minnesota on December 12-13, 2013 to attend State Officer Training, which will include teambuilding, etiquette, leadership activities, and conference planning. The cost of the trip is \$54.50 per student and \$254.50 for the instructor and will be funded through student fees and grant dollars.

Duluth Public Schools eleventh and twelfth grade HOSA students will be traveling to the 2014 HOSA Spring Leadership and State Competition Conference from April 1-4, 2014 at the Best Western Kelly Inn in St. Cloud, Minnesota. While attending this Conference HOSA students will participate in competitions, visit exhibits, and see presentations. The cost of the trip is \$308 per student and \$527 for the instructor and will be funded through student fees and grant dollars.

Business Professionals of America Duluth Public Schools students in grades nine through twelve will travel to Grand Rapids, Minnesota on January 28-29, 2014 to participate in the Region V Business Professionals of America Competition. Students will be allowed to test classroom business practice learning in real-world situations, which will contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills. The cost of the trip \$138.79 per student and will be paid through student fees.

Business Professionals of America Duluth Public Schools students in grades nine through twelve will travel to the Hyatt Regency Minneapolis in Minneapolis, Minnesota from March 5-8, 2014 to participate in the State Business Professionals of America Competition where they will demonstrate occupational competencies, broaden knowledge and skills, expand leadership and human relation skills, demonstrate a competitive spirit, and receive recognition. The cost of the trip is \$330.14 per student and will be funded through student fees.

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

E. Policy 1140 - Tobacco-Free School District

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Attached are revisions to Policy 1140 - Tobacco-Free School District for the first reading. Assistant Superintendent Crawford will be available to answer any questions.

Recommendation: It is recommended that the Duluth School Board accept and approve the first Reading of Policy 1140 - Tobacco-Free School District.

F. Diploma Requests

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

Samantha Shaneen Scott - October 17, 2013

Lamoreia L. Garner - July 25, 2013

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



## **K.E.Y. Zone Office**

ISD 709 Duluth Public Schools  
Laura MacArthur Elementary  
720 North Central Avenue  
Duluth, MN 55807  
**(218) 336-8760 (option 6)**

### **For more information:**

[www.isd709.org](http://www.isd709.org)  
[www.duluthymca.org](http://www.duluthymca.org)

### **Registration Site:**

[www.duluthcommunityed.org](http://www.duluthcommunityed.org)



**Thanks to our generous funders and supporters.**

**ISD 709 Duluth Public Schools**

**ISD 709 Community Education**

**ISD 709 Targeted Services**

**Duluth Area Family YMCA**

**True North AmeriCorps Program**

**Mentor Duluth Program**

**United Way of Greater Duluth**

**Kiwanis Club of Duluth**

**Y-USA**

**jcpenny**

**University of Minnesota Duluth**

**College of St. Scholastica**

**Federal 21st Century Community Learning Center Funds– MN Dept of Education**

**K.E.Y. Zone<sup>5</sup>**  
**Knowledge, Enrichment & Youth Development**



**An Academic and Enrichment Out-of-School Time Program Offered Year Round for Students in Grades K-5**

**K.E.Y. Zone is offered as a collaborative program through the Duluth Area Family YMCA, ISD 709 Community Education and EXCEL Targeted Services.**

**ISD 709 Duluth Public Schools** the **YMCA**

## Program Components

High Quality School Age Care  
Academic Enrichment Activities  
Homework Support  
Academic Mentors  
Service Learning Opportunities  
Physical Recreation  
Clubs (Science, Math, Creative Arts & Health and Wellness)  
Connections to the School Day  
Healthy Snacks  
Leadership Development  
Life Skills Development  
Family Engagement

## Program Locations

Congdon Elementary School  
Homecroft Elementary School  
Lakewood Elementary School  
Laura MacArthur Elementary School  
Lester Park Elementary School  
Lowell Elementary School  
Myers-Wilkins Elementary School  
Piedmont Elementary School  
Stowe Elementary School  
Duluth Area Family YMCA

Program is offered at various sites during ISD 709 Recess Weeks and Summer.

## Paramount to Our Program

- Consistent and caring relationships between young people & adults, and between young people & their peers.
- Constructive well-planned schedules & activities that are tailored to the youth we serve.
- Sufficient and clean space.
- Strong partnerships with young people, families, schools and our community
- Committed and well-trained staff and volunteers.

**Our philosophy as a collaborative program is to offer a safe and engaging out-of-school time program that complements the school day and creates an enriching environment that fosters positive youth development & academic success.**



## Typical Day

**After School 2:15 - 6:00 p.m.**

2:15-3:00pm - Check-in, Snack & Physical Recreation

3:00-4:00pm - Brain Time Activities

4:00-5:00pm - Clubs/Enrichment

5:00-6:00pm - Check-out, Choice Time



**Summer Program & School Break**

**6:30 a.m. - 6:00 p.m.**

6:30-9:00am - Check-in & Choice Time

9:00am-4:00pm - Group Games, Snack, Swimming, Field Trips, Gym, Service Learning, Team-Building Activities, Academic Enrichment Clubs and Activities

4:00-6:00pm - Check-out, Choice Time

\*hours subject to change\*

*Presentation to School Board Education Sub-Committee Tuesday November 12, 2013*

## **Duluth Public School District Immunization Procedure.**

Immunization presentation agenda:

- Explanation of Minnesota Immunization Law
- Duluth Public Schools Immunization procedures
- What has been done in the past to support this concern
- What are other districts doing
- Recommendation for ISD 709 Immunization policy

### **IN MN, It's the Law...MINNESOTA IMMUNIZATION LAW:**

Minnesota Statutes, Section 121A.15, and Rules, Chapter 6404: Immunization, requires all students enrolling in an elementary or secondary school to show evidence of immunization or properly documented exemption.

MN Statutes re: Immunizations for School  
<https://www.revisor.mn.gov/statutes/?id=121A.15>

New Immunizations Laws for School, Child Care, and Early Childhood Programs Begin  
 September 2014  
<http://www.health.state.mn.us/divs/idepc/immunize/immrule/newlawsfs.pdf>

Why Immunize? (from the CDC)  
<http://www.cdc.gov/vaccines/vac-gen/why.htm>

MN's School Immunization Law: Questions and Answers  
<http://www.health.state.mn.us/divs/idepc/immunize/school/schimmzlawqa.pdf>

### **WHY DO WE NEED TO FOLLOW THE LAW?**

The purpose of school immunization law is to **protect public health** – both the children in our schools and the community at large...because high immunization levels prevent disease outbreaks. Humans benefit from ‘herd immunity’...which means that when more persons are immunized, more are protected, including the most vulnerable among us – the young, the elderly and the infirm.

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### Unvaccinated children:

- can pass diseases on to babies who are too young to be fully immunized.
- pose a threat to children and adults who can't be immunized for medical reasons. This includes people with leukemia and other cancers, immune system problems, and people receiving treatment or medications that suppress their immune system.
- are at risk for catching...and then infecting others...with a vaccine-preventable disease. Diseases such as Pertussis "whooping cough", Measles, and Chickenpox...**all of which can cause fatal illness...**and which could potentially develop into an epidemic. In fact, Epidemiologists predict that it is a matter of WHEN...not IF...the next epidemic of some sort afflicts us.

### What do the school nurses currently do regarding immunizations?

- School Health Office staff annually document & review immunizations of all enrolled students.
- Immunization compliance status is reported by the School Nurse to the MN Department of Health as required via the Annual Immunization Reporting website.
- Immunization compliance status is reported by the School Nurse to the building administrator (Principal).
- 1<sup>st</sup> Contact – Notice of Inadequate Immunization (via letter /HS 8 or 'all call' phone call or email) HS 8 Immunization letter #1 #3515000200 Revised 5-04
- 2<sup>nd</sup> Contact – HS 8a Immunization letter #2 #3515000225 revised 05-04
- 3<sup>rd</sup> Contact - HS 8b Immunization letter #3 #3515000250 revised 05-04
  - *(We state in these letters...progressive language...to include exclusion...but have not actually excluded for lack of immunizations....for over 20 years.)*

**In Duluth Public Schools**, immunization compliance in the elementary schools is in the 90% range, but fall off in the middle schools to approximately 75%...which means that approximately 25% of our middle school population is not fully protected from vaccine-preventable disease.

### **ISD 709 and other agencies have had problem solving attempts in the past.**

The middle school nurses in particular have increased our public awareness campaign regarding immunization needs in middle school...by putting such information in newsletters, school websites, posters, and at open house events. Additionally, the school nurses are in the process of developing an addition to the school districts new website...that will be a Nursing Health Service resource for families on multiple topics...including immunizations.

Several years ago the St. Louis County Dept. of Health tried offering immunization clinics in the middle schools to improve compliance rates. The resulting response was paltry...literally less

than a half dozen per school...with the county determining that it was not worth cost of time or manpower to continue such a service.

Most schools in Minnesota are moving towards a policy of No Shots, No School. School districts in Minnesota that are of similar size to Duluth, and neighboring school district have immunization policies.

**Review of Data / Literature / Websites:**

Many MN school districts have language in their policy that either indicates..."No Shots, No School, with exclusion until up to date with immunizations"...OR..."Immunizations must be in compliance by the 1<sup>st</sup> day of school".

**School districts** that are similar in size to Duluth that have immunization exclusion policies...include but are not limited to...Bloomington, Burnsville, Edina, Eden Prairie, Mounds View, North St. Paul, Robbinsdale, Rochester, St. Cloud, Stillwater, and White Bear. **School Districts** neighboring Duluth Public Schools...also have immunization exclusion policies including but are not limited to...Esko, Cloquet, Two Harbors, International Falls, Ely, Itasca, and St. Louis County School District.

Adopting a District Immunization Policy would be in alignment with the District-Wide Continuous Improvement Plan under the aim & goal of Safe and Welcoming Environment for Everyone in Our Schools.

**Policy Recommendation:**

*The Duluth School adopts MSBA/MASA Model Policy 530.*

**ISD 709 NURSES RECOMMENDATION:**

**Please...Adopt a...District Immunization Policy...** that will help to enforce the law...and protect the health and well-being of our students and the community they live in.

**THANK YOU FOR YOUR TIME AND CONSIDERATION OF THIS REQUEST.**

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Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 530

Orig. 1999

Revised: \_\_\_\_\_

Rev. 2011

## 530 IMMUNIZATION REQUIREMENTS

*[Note: The provisions of this policy substantially reflect statutory requirements.]*

### I. PURPOSE

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

### II. GENERAL STATEMENT OF POLICY

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

### III. STUDENT IMMUNIZATION REQUIREMENTS

- A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:
1. a statement, from a physician or a public clinic which provides immunizations, stating that the student received the immunizations required by law, consistent with medically acceptable standards; or
  2. a statement, from a physician or a public clinic which provides immunizations, stating that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically acceptable standards.
- B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the statement of a physician or public clinic which administers immunizations. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.

- C. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in Section III.A. or III.B., above, or statement of immunization set forth in Section IV., below, to the superintendent of the school district by October 1 of the first year of their home schooling in Minnesota and the grade 7 year.
- D. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.
- E. The school district may allow a student transferring into a school a maximum of 30 days to submit a statement specified in Section III.A. or III.B., above, or Section IV., below. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.
- F. If a person who is not a Minnesota resident enrolls in a school district online learning course or program that delivers instruction to the person only by computer and does not provide any teacher or instructor contact time or require classroom attendance, the person is not subject to the immunization, statement, and other requirements of this policy.

#### **IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS**

Students will be exempt from the foregoing immunization requirements under the following circumstances:

- A. The parent or guardian of a minor student or an emancipated student submits a physician's signed statement stating that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or
- B. The parent or guardian of a minor student or an emancipated student submits his or her notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian or student.

#### **V. NOTICE OF IMMUNIZATION REQUIREMENTS**

- A. The school district will develop and implement a procedure to:

1. notify parents and students of the immunization and exemption requirements by use of a form approved by the Department of Health;
2. notify parents and students of the consequence for failure to provide required documentation regarding immunizations;
3. review student health records to determine whether the required information has been provided; and
4. make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment.

[See Attachments A, B, C, and D.]

- B. The notice provided shall contain written information describing the exemptions from immunization as permitted by law. The notice shall be in a font size at least equal to the font size and style as the immunization requirements and on the same page as the immunization requirements.

## **VI. IMMUNIZATION RECORDS**

- A. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student attains the age of majority.
- B. Upon request, the school district may exchange immunization data with persons or agencies providing services on behalf of the student. Immunization data is private student data and disclosure of such data shall be governed by Policy 515 Protection and Privacy of Pupil Records.
- C. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school within 30 days of the student's transfer.
- D. Upon request of a public or private post-secondary educational institution, the designated school district administrator will assist in the transfer of the student's immunization file to the post-secondary educational institution.

## **VII. OTHER**

Within 60 days of the commencement of each new school term, the school district will forward a report to the Commissioner of the Department of Education stating the number of students attending each school in the school district, including the number of students receiving instruction in a home school, the number of students who have not been immunized, and the number of students who received an exemption. The school district also will forward a copy of all exemption statements received by the school district to the Commissioner of the Department of Health.

- Legal References:** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)  
Minn. Stat. § 121A.17 (School Board Responsibilities)  
Minn. Stat. § 144.29 (Health Records; Children of School Age)  
Minn. Stat. § 144.3351 (Immunization Data)  
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)  
Minn. Stat. § 144.442 (Testing in Schools)  
Minn. Rules Parts 4604.0100-4604.1000 (Immunization)  
*McCarthy v. Ozark Sch. Dist.*, 359 F.3d 1029 (8<sup>th</sup> Cir. 2004)  
Op. Atty. Gen. 169-W (July 23, 1980)  
Op. Atty. Gen. 169-W (Jan. 17, 1968)
- Cross References:** MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

## Head Lice Facts:

There is not a Head Lice Epidemic in the ISD709 Schools.

Less than 1% of the student population at Congdon have reported head lice this year.( 5 out of 547- 1 case of live lice, 2 cases of non-viable nits, 2 cases of parent report)

Attached are our Head lice Procedures-HS 53a, Head Lice Brochure-HS 53, School prevention of Head lice –HS 53b, Classroom notification letter –HS 51 and the supporting position statements, clinical abstracts and fact sheets from the American Academy of Pediatrics ( AAP), The Centers for Disease Control( CDC), the Minnesota Department of Health( MDH) and the National Association of School Nurses(NASN), and the “Back to School head lice fact sheet”. All procedures that are written are developed from research based outcomes and scientific/medical data researched by experts nationwide.

1. **EXCLUSION and LETTERS SENT HOME**
2. **LSN –REVIEW PROCEDURES** . \* Comparison of procedures since 1999-present.

## Facts:

\*Head lice are a public nuisance-They do NOT spread disease.

### Most common transmission:

direct head –to –head contact with a person who has head lice:

Slumber parties, camps, close contact sport activities

### Uncommon transmission :

Sharing hats, coats, combs, towels, lying on couches, carpet, schools/classrooms.

\*In School transmission is RARE ( Frankowski & Bocchini 2010) AAP

**There is no medical/Scientific reason that children that are found to have head lice should be excluded from School. \* AAP, MDH, NASN, CDC**

If a student is found/reported to have live bugs or nits we follow our head lice procedures.

The Licensed School Nurses and Health Assistants work closely with families affected by head lice. We provide written and individual information/education in each case. We often partner with Community clinics/agencies to assist families for medication/services and other support as needed. We continue with weekly follow up and always encourage families to call with questions. There has not been an increase in head lice cases or in school transmission since 2007.

## SCHOOL PROCEDURE FOR HEAD LICE

**Purpose:** To define the steps that will be taken by the Duluth Public Schools staff in the event of a suspected case of head lice.

**Rationale:** The goal is to keep students in the classroom. Head lice do not carry communicable disease, are primarily spread through direct head to head contact, and only live 18-24 hours without a host. Head lice are not related to poor hygiene/cleanliness in the home.

1. A general notice regarding head lice will go out to all homes before the start of each school year.
2. Reports of head lice will be referred to the health office for evaluation by the school nurse or health assistant.
3. If live (crawling) lice are noted, the school nurse may use manual methods of lice removal at their discretion. Contact to parent/guardian will be attempted by phone and/or a letter will be sent home at the end of the day with the student.
4. Parent /Guardian education material will be sent home in regard to treatment for the student and home environment.
5. The School may send home form HS-51 "Notification of Head Lice in the Classroom" and Form HS-53 "Head Lice Brochure" to parents of students in the classroom where 3 or more cases have been identified/documented. This is not typically done in the secondary level.
6. The treated student may be periodically checked by the school nurse or health assistant.
7. **No healthy child should be excluded or miss school because of head lice or nits.**

\* Both the American Academy of Pediatrics and the National Association of School Nurses discourage "no nit" policies and exclusion from school related to head lice, as exclusion has not been shown to be an effective means of controlling transmission.

\* By the time an active head lice infestation has been identified, the student may have had the infestation for one month or more, and therefore poses little additional risk of transmission to others.

\* Head lice infestations have been shown to have low contagion in classrooms.

### References

American Academy of Pediatrics-"Clinical report-Head Lice" 2010, Barbara Frankowski MD, MPH;  
Joseph A Bocchini MD

National Association of School Nurses- "Pediculosis Management in the School Setting" 2011, Deborah Pontius MSN, RN, NCSN; Carmen Teskey BSN, RN

CDC-Global Health-Division of Parasitic Diseases and Malaria , November 2, 2010

## SCHOOL PROCEDURE FOR HEAD LICE

**Management of head lice is a four-step process. The first is identification of live lice and/or nits. The second is treatment with a special pediculicidal product, followed by removal of nits. The third step involves environmental measures. The fourth step is re-treatment with pediculicidal product, 7 to 10 days after the first pediculicidal treatment.**

1. A general notice regarding head lice will go to all homes before the start of the school year, and periodically throughout the year during periods of heavy infestation.
2. Reports of head lice infestation should be referred to the school nurse or health assistant.
3. The Student will be screened to verify the presence of head lice. If head lice are identified, the nurse or health assistant will attempt to contact the parent/guardian. Parent or parent designee will be requested to come to school and take their child(ren) home. Forms HS-52 (Evidence of head lice letter) and HS-53 (Guide to head lice prevention brochure) will be given to the parent.

If attempts to reach the parent/guardian are unsuccessful, other in-school accommodations will be made. In this event, the student will return home with forms HS-52 and HS-53.

4. Parent education will be provided when needed. Parents are expected to keep the student home until their student is head lice free. No more than two days of excused absences will be allowed per occurrence as per the district attendance policy.
  5. The parent or parent's designee is encouraged to accompany the student upon returning to school. The nurse or health assistant will examine the head for evidence of head lice. If any are found, the student needs to return home with parent.
  6. The school nurse will assess the need to screen other students.
  - ★ 7. The school may send home form HS-51(classroom notification) and form HS-53 (Head Lice Brochure) to parents of students in the classroom where head lice has been identified. Typically this is not done in the secondary level.
  8. The treated student may be checked in one week and may be periodically checked by the nurse or health assistant.
  9. The nurse or health assistant will review school environmental factors, identified in HS 53b with appropriate school staff.
- \* Medical literature suggests: "No Nit" Policies requiring children to be free of nits before returning to childcare or school have NOT been demonstrated to be effective in controlling head lice. Complete removal of nits after treatment is almost impossible to achieve, unnecessary, for cosmetic reasons only, and is not necessary to control head lice.

## SCHOOL PROCEDURE FOR HEAD LICE

Management of head lice involves a three step process. The first is identification and treatment with a special pediculicidal product, followed by removal of nits. The third and final step involves environmental measures.

1. School nurses will hold a head lice information meeting for all school staff each fall.
2. A general notice regarding head lice will go to all homes before the start of the school year, and periodically throughout the year during periods of heavy infestation.
3. Reports of head lice infestation should be referred to the school nurse or health assistant.
4. The student will be screened to verify the presence of head lice/nits. If head lice/nits are identified, the nurse or health assistant will screen siblings and attempt to contact the parent/guardian. Parent or parent designee will be requested to come to school and take their child(ren) home. Forms HS-52 and HS-53 will be given to the parent.

If attempts to reach the parent/guardian are unsuccessful, other in-school accommodations will be made. In this event, the student will return home with forms HS-52 and HS-53.

5. Parent education and information on community resources will be provided. Parents are expected to keep the child home until their child is head lice and nit free. No more than three days of excused absences will be allowed per occurrence.
6. The parent or parent's designee is required to accompany the child on return to school. The nurse or health assistant will examine the head for evidence of head lice/nits. If any are found, the child needs to return home with parent.
7. The school nurse will assess for the need to screen other students.
- ★ 8. The school will send home form HS-51 and form HS-53 to parents of the students in the classroom where head lice has been identified.
9. The treated student will be checked in one week and periodically by the nurse or health assistant.
10. The nurse or health assistant will review school environmental factors, identified in HS-53b, with appropriate school staff.

"Old Procedures"  
1999-2007



*Protecting, maintaining and improving the health of all Minnesotans*

November 6, 2013

Lori Saari, LSN  
Congdon Park Elementary School  
3116 E Superior St.  
Duluth, MN 55812

Dear Lori,

The Minnesota Department of Health supports the American Academy of Pediatrics (AAP) recommendations for the management of head lice in school settings. These recommendations can be found in *Pediatrics 2010; 126-392*, (Frankowski, BL, Bocchine, JA, and Council on School Health and Committee on Infectious Diseases). *Pediatrics* is the official journal of the American Academy of Pediatrics. The National Association of School Nurses (NASN), in their position statement "Pediculosis Management in the School Setting", also supports the AAP recommendations for the management of head lice in school populations.

These recommendations include:

- Schools to provide information periodically about the diagnosis, treatment, and prevention of head lice to families of all children
- Schools to abandon the practice of class-room or school-wide screenings for head lice
- Allowing a child, who is found to be infested with head lice, to remain in class but be discouraged from close direct head contact with others
- Notifying, within the same day, the parent or guardian of a child who is found to be infested with head lice and educating the parent or guardian regarding the importance of prompt, proper treatment
- Abandoning no-nit policies; a child should not be restricted from school attendance because of lice

The above-mentioned resources can be found online:

The AAP recommendations for the management of head lice:

<http://pediatrics.aappublications.org/content/126/2/392>

The NASN position statement, "Pediculosis Management in the School Setting":

<http://www.nasn.org/PolicyAdvocacy/PositionPapersandReports/NASNPositionStatementsFullView/tabid/462/smId/824/ArticleID/40/Default.aspx>

The Minnesota Department of Health: <http://www.health.state.mn.us/divs/idepc/diseases/headlice/>

Sincerely,

A handwritten signature in black ink that reads "Amy D. Westbrook".

Amy D. Westbrook, MPH  
District Epidemiologist  
Minnesota Department of Health, Northeast District  
11 E. Superior St. Suite 290  
Duluth, MN 55802

Infectious Disease, Epidemiology, and Control • Immunization, Tuberculosis, and International Health  
625 Robert St. N. • PO Box 64975 • St. Paul, MN 55164-0975 • (651) 201-5414

[www.health.state.mn.us](http://www.health.state.mn.us)



# ISD 709 School Prevention and Environmental Measures for Head Lice

## Prevention

1. Coat hooks should be assigned and spaced so that coats do not touch.
2. Avoid throwing clothing into a pile (for example, outside the lunch room or gym).
3. Hats, scarves and mittens should be stored in coat sleeves rather than in piles on shelves or on the floor.
4. Permanently assign resting mats and pillows.
5. No one should refuse to wear protective headgear or headphones because of a fear of head lice. These items have a low likelihood of lice transmission.
6. Classroom and school-wide screenings have been shown to be ineffective in reducing the incidence of lice and are to be discouraged.
7. Remind parents -- **“Once a week – take a peek!”**

## Treatment

1. Carpeted classrooms should be vacuumed when a lice outbreak occurs.
2. Any upholstered furniture, cloth pillows, and stuffed animals should be bagged in plastic and stored away from use for three days.
3. Shared lockers may be evaluated as a possible source of transmission.
4. Parents of a student with head lice will be provided materials about lice treatment and nit removal, and be advised to monitor weekly for lice.
5. Fumigation of schools, buses, and homes is unnecessary and is discouraged.
6. **As with any other school information, confidentiality must be maintained by all staff regarding the student with head lice.**

**Parents should not rely on school staff to check for lice, but should do this at home, especially before and after vacation, holidays, and sleepovers. Families should not depend on someone else to check a child’s head – this may delay treatment.**



***Special Services Department***

*Duluth Public Schools, ISD No. 709  
215 N First Avenue East  
Duluth, MN 55802-2058  
(218) 336-8740 • FAX (218) 336-8775*

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Date 10.3.2013

Dear Parent:

Evidence of head lice was found in your child's classroom today. We are asking that you check your child's head several times a week. If you find any evidence of lice, treat him/her promptly with a lice treatment recommended by your health care provider or pharmacist.

If you find evidence of lice on your child, please notify the school nurse. If there are no signs of head lice, there is no need to treat at this time.

We encourage you to continue to check your child as a matter of routine. Checking heads before and after vacations and holidays is especially important as children are more likely to spend time playing with family and friends during that time. Parents should NOT rely on school staff to check for lice, but should do this at home, whether or not the children are checked at school. Families should not depend on someone else to check a child's head – this may delay treatment.

**Remember: "Once a week – Take a Peek!"**

Sincerely,

Lori Saari , RN, LSN

336-8825: 2522

## NIT REMOVAL

Nit removal is the key to successful head lice treatment. The louse killing shampoos and creme rinse products only kill lice and about 60% of their eggs. The only way to be sure that lice won't come back is to pick out all nits. Since they are very small and hard to see, keep checking for nits on a daily basis after initial treatment. Being "nit-free" is usually required for your child to return to school.

### Getting Started

- A good metal nit comb can be helpful. Some people prefer to slide nits off the hair using their fingernails.
- A supply of hair clips can be used to pin back hair.
- Select a comfortable area with strong overhead lighting.
- A television program or videotape can help the child sit quietly.

### Finding The Nits

- Nits are cemented to the hair shaft. Close to the scalp.
- Usually nits are found at the nape of the neck, and around the ears and crown.

### Using Nit Removal Products

- Mayonnaise, oil and vinegar, and petroleum gel treatments do not require additional nit removal products to help loosen the nits.
- Treat hair with a white vinegar and water solution or an over-the-counter product named Clear\* prior to removing nits. Either mixture will help loosen the nits from the hair shaft and reduce combing time to remove nits.
- Apply nit removal product as directed in the treatment option you have chosen.

#### Vinegar/Water Treatment Instructions

- Mix three (3) cups of white vinegar and three (3) cups of water (1:1 mixture)
- Soak the hair with mixture, and then wrap the hair in a damp towel soaked in the same mixture for 30 to 60 minutes.
- Rinse hair after removing all nits.

#### Clear\*

- Soak hair as described in the product's instructions.
- Rinse hair after removing all nits.

### Combing Out the Nits

- After applying the nit removal solution, divide hair into one inch sections with hair pins.
- Hold each section at hair's end and comb as close to scalp as possible.
- Wipe comb with tissue to remove nits.
- Comb repeatedly until all nits are gone.
- Inspect thin sections of each hair segment.
- Pin back clean sections as you go.



### What to do if a family member gets head lice?

There are several ways to get rid of lice, but all of them follow the same basic steps:

#### 1. Kill the Lice

Use a lice treatment of your choice. There are over-the-counter treatment products at the drugstore, non-medicated treatments and a prescription medication from your physician. Check every member of the family when one member has head lice. Any family members with lice or nits must be treated. See the **Head Lice Treatment section**.



#### 2. Remove All Nits

An important step in elimination of head lice is removing nits from the hair. The louse killing shampoos and cream rinse products only kill lice and a portion of their eggs. Removing all nits is a key step in getting rid of lice, and in preventing their return. See the **Nit removal section**.

#### 3. Remove Lice from the Environment

Lice do not survive off the human head for more than 48 hours. Therefore, cleaning activities should be focused on recently used clothing, towels, bedding and home furnishings used by the person with lice. Washable items (including coats, caps, backpacks and hair care supplies) must be washed in hot water (130 degrees F) or dried in a hot dryer for at least 20 minutes before reusing. Vacuum the carpets, upholstered furniture and car seats. Items which can not be washed, dried or vacuumed can be dry cleaned or sealed in a plastic bag for four days. **Louse-killing sprays are not recommended.**

#### 4. Follow-up and Repeat

Nits are hard to see and remove. Chances are a few nits will remain after treatment. They may hatch and cause a new case. For this reason, it is important to repeat treatment after one week to remove or kill any nits or lice. Some treatment methods should not be repeated more than once. **See treatment options on reverse side.**

#### 5. Additional Resources

See attached Resource Sheet provided by the St. Louis County Health Department, which will offer you additional support and/or information.

#### Questions?

If you have any further questions, please call your school nurse, the St. Louis County Health Department at 725-5200, your local Family Resource Center Collaborative (see below), or the Fond du Lac Reservation Center for American Indian Resources (CAIR) 720-1370.

Lester Park Resource Center: 525-0808  
Washington Resource Center: 723-3520  
Memorial Resource Center: 723-3567

\*Brand names are for identification purposes only and do not constitute an endorsement of any product.

\*\*Portions of this section taken from Care Technologies, Inc. *The Complete Guide to Lice Egg Removal* and the Washington County Health, Environment, and Land Management Guide to Head Lice.



## DULUTH PUBLIC SCHOOLS GUIDE TO HEAD LICE TREATMENT AND PREVENTION

Head lice are very small, tan-colored insects about the size of a sesame seed which live on human heads. They live and lay eggs (nits) close to the scalp. The tear drop shaped nits are about the size of the eye of a needle, and grey, white, brown, or tan in color.



Nits hatch into nymphs (immature adults) in 7-10 days



Nits reach adulthood and produce nits in 8-10 days.



Adults live for 30 days. They lay 3-4 nits per day.

### How are head lice spread?

Lice are passed from person-to-person by direct contact or on shared personal items (combs, brushes, hats, sports headgear, head phones, jackets and other clothing) or by lying on infested furniture, carpeting or bedding. Lice do not jump or fly. They crawl and can fall off the head. Head lice do not live longer than 48 hours off the head. They only lay nits while on the head. Nits that hatch after they have fallen off the head will die quickly without a blood meal. Lice do not spread to or from pets.

### Prevention of head lice

Encourage children not to share hair care items, towels, clothing, hats, sports headgear and head phones. Avoid sharing lockers where possible. If jackets and hats must be hung next to each other, control the spread of lice by hanging the clothing inside a plastic bag. Frequent checking of children heads helps prevent the spread of lice because new cases can be treated promptly.

### What are the symptoms of head lice?

Head lice cause itching of the scalp and neck. The nits are glued to the hair within 1/2 inch from the scalp and often at the back of the head and behind the ears. Tiny red blood spots (louse bite marks) on scalp are also a sign of lice. Using a magnifying glass will help you spot lice or nits.

## HEAD LICE TREATMENT FIVE OPTIONS

- Prescription Shampoo
- Over-the-Counter Creme Rinse
- Mayonnaise
- Over-the-Counter Shampoo
- Petroleum Gel

### Important Steps to Remember

- Do treatment over sink or bend over bathtub.
- Use a different towel for each step of the treatment and for each person treated. Wash and dry all towels **immediately** after use.
- Inspect the hair of the treated person nightly for at least two weeks following the last treatment looking for signs and symptoms of head lice.
- After treatment with a louse killing shampoo or creme rinse, it may take up to 24 hours for lice to die. If live lice are seen two days after treatment, try a non-medicated treatment option.

### Common Items Needed For All Treatment Options

- Clean towels
- Nit comb
- Hair pins
- Tissue paper
- Hair comb
- Shampoo that does not contain conditioners

### OVER-THE-COUNTER TREATMENT CREME RINSE (e.g. Nix\*)

In addition, you will need:

- Louse killing creme rinse
- Nit removal product (white vinegar or Clear\*)

#### Treatment steps:

1. Pre-treat hair with a white vinegar and water solution or Clear\* prior to shampooing. Follow the directions in the Nit Removal Section.
2. Wash the hair using any shampoo that does not contain conditioners.
3. Dry the hair thoroughly. This product can be applied to damp (towel dried) hair.
4. Apply single dose bottle directly to the hair. Work thoroughly into the hair from roots to ends until all the hair is treated. Leave it on for a full ten minutes.
5. Rinse well and towel dry hair.
6. Remove all nits as discussed under the Nit Removal Section.
7. A second treatment may be needed in seven days to kill any new lice. **Do not retreat more than once with this product or other medicated products.**
8. Do not use hair conditioners, detanglers, hair spray or gel for at least a week after treatment. If you wash the hair during this time use a shampoo that does not contain conditioners.

### OVER-THE-COUNTER LICE TREATMENT SHAMPOO (e.g. Rid\*)

In addition, you will need:

- Hair dryer
- Nit removal product
- Louse killing shampoo
- (while vinegar or Clear\*)

#### Treatment steps:

1. Wash hair with any shampoo that does not contain conditioners.
2. Completely dry hair - **This product must be applied to dry hair.**
3. Apply single dose bottle directly to the hair, without adding water. Work thoroughly into the hair from roots to ends until all the hair is treated. Leave it on the hair for ten minutes
4. Add enough warm water to form a lather and shampoo as usual.
5. Rinse well and towel dry hair.
6. Treat hair with a white vinegar and water solution or Clear\* prior to removing nits. Follow the directions in the Nit Removal Section.
7. Remove all nits as discussed under the Nit Removal Section.
8. A second treatment must be done in seven days to kill any new lice. **Do not retreat more than once with this product or other medicated products.**
9. Do not use hair conditioners, detanglers, hair spray or gel for at least a week after treatment. If you wash the hair during this time, use a shampoo that does not contain conditioners.

### PRESCRIPTION SHAMPOO (e.g. Kwell\*)

**WARNING:** This product can cause serious side effects. Pregnant and nursing women should limit their exposure to this product. They should wear latex gloves if they are treating a person. Avoid using oil based treatments for removal of nits before or after the use of this product.

In addition, you will need:

- Hair dryer
- Nit removal product (white vinegar or Clear\*)
- Kwell\*

#### Treatment steps:

1. Wash hair with any shampoo that does not contain conditioners.
2. Completely dry hair. **This product must be applied to dry hair.**
3. Shake container well. Use one ounce (one half of a two ounce bottle) for short hair and a full two ounce bottle for long hair.
4. Apply the product directly to the hair, without adding water. Work thoroughly into the hair from the roots to the ends until all the hair is treated. Leave it on the hair for four minutes.
5. Add small amount of warm water to form a lather and shampoo as usual. Rinse well. Avoid contact of lather with other body surfaces.
6. Towel dry hair.
7. Treat hair with a white vinegar and water solution or Clear\* prior to removing nits. Follow the directions in the Nit Removal Section.
8. Remove all nits as discussed under the Nit removal Section.
9. A second treatment may be needed in seven days to kill any new lice. **Do not retreat more than once with the product or other medicated products.**
10. Do not use hair conditioners, detanglers, hair spray or gel for at least a week after treatment. If you wash the hair during this time use a shampoo that does not contain conditioners.

### COMPLIMENTARY TREATMENTS:

#### MAYONNAISE TREATMENT (e.g. 100% real mayonnaise)

In addition, you will need:

- Shower cap
- Regular mayonnaise

#### Treatment steps:

1. Use 100% real mayonnaise. Do not use light, low fat, fat free, or even salad dressings.
2. Apply generously to hair, making sure the hair and scalp are saturated.
3. Pile hair on head, if needed, and cover with a close fitting shower cap. Leave cap on for at least three hours.
4. Remove the shower cap and wash hair lightly to get out most of the mayonnaise.
5. Towel dry the hair.
6. Remove all nits as discussed under the Nit Removal Section
7. Wash hair thoroughly with dish soap and pick out any remaining nits.
8. Repeat treatment in seven days.

#### PETROLEUM JELLY TREATMENT (e.g. Vaseline)

In addition, you will need:

- Shower cap
- Baby oil
- Petroleum gel (e.g. Vaseline\*)

#### Treatment steps:

1. Apply petroleum jelly generously to the hair, making sure the hair and scalp are saturated.
2. Pile hair on head, if needed, and cover with a close-fitting shower cap. Leave cap on for at least three hours.
3. Remove the shower cap and rinse hair with baby oil to get out most of the petroleum jelly.
4. Wash hair with shampoo to remove most of the remaining petroleum gel and baby oil.
5. Remove all nits as discussed under the Nit Removal Section.
6. Wash hair thoroughly with dish soap to remove the remaining petroleum gel. Pick out any remaining nits.
7. Repeat treatment in seven days.

## Closed Campus/Modified-Senior Privilege 2014-2015 School Year

### Logistics:

- Visit a modified closed campus; Brainerd
- Closed campus except for seniors.
- DHS remains two lunch periods; East remains three lunch periods
- To encourage their transition to adulthood all seniors in good standing will have “open campus” rights.
  - Color-coded ID badge that is easily recognizable to staff
  - “One and Done” policy: if badge is misused you lose it for the year.
  - Staff necessary to monitor senior behavior, attendance, and failures.
  - Written parent permission permitting a senior to leave campus.
- Increase number of lunch and door supervisors; non-certified i.e. AmeriCorps, social workers, paras, ISPECs, SROs, and any other non-certified positions as needed.
- Increased seating capacity
- Informing community, students, and staff
- Increase food service choices and number of stations

### Communication:

- Meet with student groups to involve stakeholders and disseminate information and expectations.
- Neighborhood meetings
- Inform parents and community of CC and student expectations.
  - Greyhound Reader
  - Web Site
  - PTSA meetings

### Policies:

- District Closed Campus Policy to be developed and adopted.
- Create a firm “one and done” policy that is consistently and effectively enforced for all ages.
- Define “Closed Campus” and “Modified-Senior Privilege”.

- Parent permission form.

**Supervision:**

- Additional non-certified staff for lunch hours for supervision of doors and cafeteria.
- Effective supervision is mandatory to sustain a modified campus. If students can circumvent supervision and leave without permission the system fails.
- Schools that have successfully implemented a modified or closed campus have supervision at each door.
- Consider parking lot supervision.

**Food Service:**

- Increase food selection and choices to accommodate student lunches i.e. outside food vendors
- Increase in number of stations open for students to prevent long lines and waiting.
- More seating.
  - Tables and chairs to increase seating by 120. (East)
  - Tables and chairs to increase seating by 75. (DHS)

**Custodial:**

- Need to increase lunch custodial staff due to the anticipation of more students on campus eating lunch, and the addition of an extra eating area that will need to be maintained.

**Access Controls:**

- ID Badges for seniors
- One door exit only
- All other doors need supervision; camera surveillance is not time efficient.

**Physical Activity:**

- Exploration of opportunities for students to expend energy, take advantage of tutoring, and socialize.

Date: October 31, 2013

To: Duluth Public Schools Education Committee

**Subject:** FY'2014 Integration Budget Revision due to new Integration Revenue Formulas

Please refer to the attached budget revision for OEE programming for FY'14 (2013-14 School year).

New *Achievement and Integration for Minnesota* legislation, passed in June of 2013, has changed the revenue formulas for Integration aid to the Duluth Public Schools beginning this FY'14.

Please note the following revisions due to the change in Achievement and Integration revenue formulas:

1. The Duluth Public Schools received a \$522,092.18 reduction in Achievement and Integration revenue for this FY'14.
2. There will be a maximum of \$98,141.20 in *Integration Incentive Revenue* that the Duluth Public Schools can apply for on December 16, 2013 to be made available for this FY'14.
3. The carryover amount from FY'13 was \$292,174.00.
4. The total revision of the FY'14 Budget was a \$229,918.18 reduction. \*This does not include Incentive Revenue (See 2. above) as it has not yet been approved by MDE.

This revised FY'14 budget, recommended by myself and the Education Equity Advisory Committee (EEAC), reflects a continuation of the current Comprehensive Equity and Inclusion Plan 2013-2015 (CEIP) with revisions made due to the reduction in total Integration revenue.

- Reductions were made in the following OEE Cost Centers: Denfeld, Ordean, Lincoln Park, Lowell, Piedmont, Staff Development, and Cultural Centers.
- Slight Increases were made in the following OEE Cost Centers: Myers-Wilkins, Recruitment & Retention, Administration, and Integration Specialist/PASS.

This will be the last year of the current CEIP, as the new *Achievement and Integration for Minnesota* legislation requires that a new 3-year plan be submitted by March 15, 2014.

**William Howes**

Coordinator - Office of Education Equity

FY14 OEE Budget Revision to MDE

Cost Center	Submitted to MDE March 2013	Budget Adjustments due to new funding formula	Actual FY14 Budget	Staff and Programs	
215	Denfeld	\$139,625.00	(\$27,625.00)	\$112,000.00	0.2 FTE Ojibwe Language Teacher, Staff Development, School-Within-A-School
320	Ordean	\$64,625.00	(\$46,625.00)	\$18,000.00	0.2 FTE Social Worker
350	Lincoln Park	\$63,664.10	(\$3,864.10)	\$59,800.00	1.0 FTE Community Liaison and PromiseFellow
520	Lowell	\$33,397.50	(\$23,297.50)	\$10,100.00	4 Integration Assistants
550	Piedmont	\$34,035.00	(\$34,035.00)	\$0.00	
470	Myers-Wilkins	\$190,105.63	\$12,894.37	\$203,000.00	Partnership with area Elementary school to increase integration of Racially Identifiable School site. Includes staffing and programming dollars with a variety of uses to achieve this goal
690	Staff Development	\$151,991.08	(\$14,491.08)	\$137,500.00	Training for district staff
700	Recruitment	\$4,625.00	\$2,875.00	\$7,500.00	Recruitment, hiring and retention of staff
693	Administration	\$153,396.50	\$4,603.50	\$158,000.00	1.0 FTE OEE Coordinator, 1.0 FTE Office Support Specialist and Programming
689	Integration Specialist	\$975,493.43	\$59,090.57	\$1,034,584.00	(11) 1.0 FTE Integration Specialists, (4) 0.5 FTE Literacy Coaches, Parent Involvement and Integration Programming
025	Cultural Center	\$165,443.40	(\$159,443.40)	\$6,000.00	Costs incurred prior to budget revision
691	Indian Education	\$47,781.54	(\$0.54)	\$47,781.00	1.0 FTE Cultural Liaison
Total Budget		\$2,024,183.18	(\$229,918.18)	\$1,794,265.00	

**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	MSHSL	Tom Pearson	MSHSL Foundation Grant	TBD by Denfeld's total unduplicated number of free or reduced lunch students participating in Denfelds activity programs during the 2012-13 school year.	Funds will be used to assist, recognize, promote, and fund extra-curricular participation by Denfeld High School students in athletic and fine arts programs.
2	MSHSL	Shawn Roed	MSHSL Foundation Grant	TBD by East's total unduplicated number of free or reduced lunch students participating in Denfelds activity programs during the 2012-13 school year.	Funds will be used to assist, recognize, promote, and fund extra-curricular participation by East High School students in athletic and fine arts programs.

## **DATA SHARING AGREEMENT FOR RELEASE OF DATA UNDER “SCHOOL OFFICIAL” EXCEPTION**

This Data Sharing Agreement (“Agreement”) between Independent School District No. 709, Duluth Public Schools (“District”) and University of Montana Western, is entered into as of July 1, 2013 (“Effective Date”). The District and University of Montana Western are referred to collectively as the “Parties.”

WHEREAS, certain individuals affiliated with University of Montana Western (hereinafter “Requesting Entity”) will provide *ASSISTANCE TO THE TEACHER IN THE CLASSROOM* to the District for the 2013-2014 school year; and

WHEREAS, the services to be provided by individuals affiliated with Requesting Entity are institutional services and functions for which the District would otherwise use its own employees; and

WHEREAS, the District anticipates individuals affiliated with Requesting Entity will be required to access personally identifiable information related to students and educational data in order to effectively provide services to the District; and

WHEREAS, both the Family Educational Rights and Privacy Act (“FERPA”) and the Minnesota Government Data Practices Act (“MGDPA”) allow certain contractors, consultants, volunteers, and other parties to access information that would otherwise be protected from disclosure under a “school official” exception; and

WHEREAS, individuals affiliated with Requesting Entity will be providing services in a manner that meets the relevant requirements to qualify as a “school official” under both FERPA and the MGDPA; and

WHEREAS, the Parties wish to enter into this Agreement in order to outline in greater detail the terms and conditions upon which individuals affiliated with Requesting Entity will be granted access to certain protected student data as a “school official.”

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, the parties agree to the following:

1. **Services Provided to District.** Requesting Entity is a *UNIVERSITY* whose *STUDENT TEACHERS* will provide *ASSISTANCE TO THE TEACHER IN THE CLASSROOM* to the District. The services to be provided to the District are institutional services and functions for which the District would otherwise use its own employees.

2. **Protected Student Data Defined.** “Protected Student Data” means any data defined as “personally identifiable information” contained in educational records as the term is defined in FERPA and its implementing regulations, 20 U.S.C. § 1232g and 34 C.F.R. § 99.31, or “educational data” as defined in the MGDPA, Minn. Stat. § 13.32.
3. **Types of Data to be Accessed.** In the course of providing the services described in Paragraph 1, individuals affiliated with Requesting Entity will have a legitimate need to access Protected Student Data in the form of ATTENDANCE, GRADES AND SCHEDULES. The data described in this Paragraph is subject to disclosure restrictions imposed by FERPA and the MGDPA.
4. **District’s Control over Use and Maintenance of Data.** The following terms and conditions will govern the manner in which individuals affiliated with Requesting Entity will have access to Protected Student Data:
  - a. *STUDENT TEACHERS* shall be the only representatives of Requesting Entity granted access to Protected Student Data in accordance with the terms of this Agreement. Protected Student Data shall not be shared with any employee, agent, volunteer, or other affiliate of Requesting Entity who is not within the group of individuals defined in this Paragraph. Prior to being granted access to Protected Student Data, each *STUDENT TEACHERS* must review and sign the acknowledgement and consent form attached hereto as Exhibit A.
  - b. Requesting Entity shall not attempt to use, access, or maintain Protected Student Data for any reason other than purposes legitimately necessary for its *STUDENT TEACHERS* to provide the services referenced in Paragraph 1. Requesting Entity shall not maintain its own files, documents, or any other form of records containing Protected Student Data or attempt to obtain access to Protected Student Data for anyone other than an individual described Paragraph 4(a).
  - c. The use and maintenance of Protected Student Data by *STUDENT TEACHERS* shall be at all times subject to the District’s direct control.
  - d. Individuals providing services as *STUDENT TEACHERS* shall be granted access to Protected Student Data through the District’s Infinite Campus system in a manner deemed appropriate by the District. Requesting Entity shall supply the District with a list of the names of the individuals providing services as *STUDENT TEACHERS* to the principal of the building in which each individual will be providing services. Upon receipt of the list of names, the District will determine using its sole discretion the extent to which each individual will be granted access to Protected Student Data through the Infinite Campus system. Under no circumstance will an individual be granted greater access to Protected Student Data than what is legitimately necessary to effectively provide the services listed in Paragraph 1. The District retains the right to alter at any time and in its sole discretion

the manner in which individuals providing services as STUDENT TEACHERS access Protected Student Data. No individual will be granted access to Protected Student Data unless the person has signed the form attached as Exhibit A and provided a copy to the principal of the building in which the individual will be providing services.

- f. The individuals providing services as STUDENT TEACHERS shall not copy, duplicate, alter, modify, or otherwise make changes to or reproductions of Protected Student Data unless legitimately necessary to perform the services described in Paragraph 1. If any individual who has been granted access to data in accordance with this agreement has maintained copies or other reproductions of Protected Student Data for legitimate purposes, such copies or other reproductions must be destroyed within 30 days of the expiration of this Agreement.
  - g. The District reserves the right to restrict, modify, or discontinue the use and maintenance of Protected Student Data authorized by this agreement for any reason. If the District exercises its sole discretion to restrict or cancel access to data, Requesting Entity and/or its affected representatives shall destroy any copies or reproductions of data which they no longer have access in accordance with the timeframe and requirements of Paragraph 4(f) of this Agreement.
5. **Redisclosure of Protected Student Data.** In the course of performing the services described in Paragraph 1, the Parties agree that individuals providing services to the district as STUDENT TEACHERS shall not redisclose Protected Student Data to any representative of Requesting Entity not within the class of individuals identified in Paragraph 4(a) or any person or party other than a school official with a legitimate need to access the data unless disclosure is specifically authorized or required by law. In the event a parent or eligible student requests disclosure of Protected Student Data to a third party, Requesting Entity and its representatives shall direct the requesting parent or eligible student to the appropriate building principal, who will process each request to disclose Protected Student Data in accordance with applicable District policies and procedures.
  6. **Data Related to STUDENT TEACHERS Evaluations.** The Parties agree that data maintained by the District with respect to individuals who perform services on a voluntary basis for the District is defined as personnel data by the MGDPA, Minn. Stat. § 13.43. In the event Requesting Entity requests information from the District that is not classified as public data pursuant to Minn. Stat. § 13.43, subd. 2, Requesting Entity shall obtain a written consent of the subject of the data prior to requesting the data from the District.
  7. **Term.** This agreement shall be valid from the date duly approved by both Parties through June 30, 2013. On July 1, 2014, this agreement shall terminate and the District will terminate the ability of the individuals described in Paragraph 4(a) to access Protected Student Data.

- 8. **Successors and Assigns.** This Agreement will be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns. No Party may assign or transfer this Agreement or any of its rights, interests or obligations hereunder without the prior written consent of the other Party.
- 9. **Amendment/Modification.** This Agreement may be amended or modified only by a writing executed by the Parties. No custom or practice of the Parties at variance with the terms hereof will have any effect.
- 10. **Entire Agreement.** This Agreement constitutes the entire agreement and understanding of the parties relative to the subject matter hereof. The parties have not relied upon any promises, representations, warranties, agreements, covenants or undertakings, other than those expressly set forth or referred to herein. This Agreement replaces and supersedes any and all prior oral or written agreements, representations and discussions relating to such subject matter.

IN WITNESS HEREOF, the Parties have executed this Agreement as of the date first written above.

DATE: 9/23/2013

University of Montana Western

By: Robert M. Utler

TITLE: Director, Student Teaching

INDEPENDENT SCHOOL DISTRICT  
NO. 709

DATE: \_\_\_\_\_

By: \_\_\_\_\_  
School Board Chair

10/31/2013 12:14 FAX 218 336 8772

TECHNOLOGY

008/011  
32

**DATA SHARING AGREEMENT FOR RELEASE  
OF DATA UNDER "SCHOOL OFFICIAL" EXCEPTION**

This Data Sharing Agreement ("Agreement") between Independent School District No. 709, Duluth Public Schools ("District") and MN Math Corp, is entered into as of July 1, 2013 ("Effective Date"). The District and MN Math Corp are referred to collectively as the "Parties."

WHEREAS, certain individuals affiliated with MN Math Corp (hereinafter "Requesting Entity") will provide *EDUCATIONAL SUPPORT* to the District for the 2013-2014 school year; and

WHEREAS, the services to be provided by individuals affiliated with Requesting Entity are institutional services and functions for which the District would otherwise use its own employees; and

WHEREAS, the District anticipates individuals affiliated with Requesting Entity will be required to access personally identifiable information related to students and educational data in order to effectively provide services to the District; and

WHEREAS, both the Family Educational Rights and Privacy Act ("FERPA") and the Minnesota Government Data Practices Act ("MGDPA") allow certain contractors, consultants, volunteers, and other parties to access information that would otherwise be protected from disclosure under a "school official" exception; and

WHEREAS, individuals affiliated with Requesting Entity will be providing services in a manner that meets the relevant requirements to qualify as a "school official" under both FERPA and the MGDPA; and

WHEREAS, the Parties wish to enter into this Agreement in order to outline in greater detail the terms and conditions upon which individuals affiliated with Requesting Entity will be granted access to certain protected student data as a "school official."

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, the parties agree to the following:

1. **Services Provided to District.** Requesting Entity is a NON-PROFIT ORGANIZATION whose TUTOR will provide *EDUCATIONAL SUPPORT* to the District. The services to be provided to the District are institutional services and functions for which the District would otherwise use its own employees.
2. **Protected Student Data Defined.** "Protected Student Data" means any data defined as "personally identifiable information" contained in educational records

OCT 31 2013  
TECHNOLOGY

as the term is defined in FERPA and its implementing regulations, 20 U.S.C. § 1232g and 34 C.F.R. § 99.31, or "educational data" as defined in the MGDPA, Minn. Stat. § 13.32.

3. **Types of Data to be Accessed.** In the course of providing the services described in Paragraph 1, individuals affiliated with Requesting Entity will have a legitimate need to access Protected Student Data in the form of ATTENDANCE, GRADES, SCHEDULES and ASSESSMENT DATA. The data described in this Paragraph is subject to disclosure restrictions imposed by FERPA and the MGDPA.
4. **District's Control over Use and Maintenance of Data.** The following terms and conditions will govern the manner in which individuals affiliated with Requesting Entity will have access to Protected Student Data:
  - a. **TUTOR** shall be the only representatives of Requesting Entity granted access to Protected Student Data in accordance with the terms of this Agreement. Protected Student Data shall not be shared with any employee, agent, volunteer, or other affiliate of Requesting Entity who is not within the group of individuals defined in this Paragraph. Prior to being granted access to Protected Student Data, each TUTOR must review and sign the acknowledgement and consent form attached hereto as Exhibit A.
  - b. Requesting Entity shall not attempt to use, access, or maintain Protected Student Data for any reason other than purposes legitimately necessary for its TUTOR to provide the services referenced in Paragraph 1. Requesting Entity shall not maintain its own files, documents, or any other form of records containing Protected Student Data or attempt to obtain access to Protected Student Data for anyone other than an individual described Paragraph 4(a).
  - c. The use and maintenance of Protected Student Data by TUTOR shall be at all times subject to the District's direct control.
  - d. Individuals providing services as TUTOR shall be granted access to Protected Student Data through the District's Infinite Campus system in a manner deemed appropriate by the District. Requesting Entity shall supply the District with a list of the names of the individuals providing services as TUTOR to the principal of the building in which each individual will be providing services. Upon receipt of the list of names, the District will determine using its sole discretion the extent to which each individual will be granted access to Protected Student Data through the Infinite Campus system. Under no circumstance will an individual be granted greater access to Protected Student Data than what is legitimately necessary to effectively

provide the services listed in Paragraph 1. The District retains the right to alter at any time and in its sole discretion the manner in which individuals providing services as TUTOR access Protected Student Data. No individual will be granted access to Protected Student Data unless the person has signed the form attached as Exhibit A and provided a copy to the principal of the building in which the individual will be providing services.

- f. The individuals providing services as TUTOR shall not copy, duplicate, alter, modify, or otherwise make changes to or reproductions of Protected Student Data unless legitimately necessary to perform the services described in Paragraph 1. If any individual who has been granted access to data in accordance with this agreement has maintained copies or other reproductions of Protected Student Data for legitimate purposes, such copies or other reproductions must be destroyed within 30 days of the expiration of this Agreement.
- g. The District reserves the right to restrict, modify, or discontinue the use and maintenance of Protected Student Data authorized by this agreement for any reason. If the District exercises its sole discretion to restrict or cancel access to data, Requesting Entity and/or its affected representatives shall destroy any copies or reproductions of data which they no longer have access in accordance with the timeframe and requirements of Paragraph 4(f) of this Agreement.
5. **Rediscovery of Protected Student Data.** In the course of performing the services described in Paragraph 1, the Parties agree that individuals providing services to the district as TUTOR shall not disclose Protected Student Data to any representative of Requesting Entity not within the class of individuals identified in Paragraph 4(a) or any person or party other than a school official with a legitimate need to access the data unless disclosure is specifically authorized or required by law. In the event a parent or eligible student requests disclosure of Protected Student Data to a third party, Requesting Entity and its representatives shall direct the requesting parent or eligible student to the appropriate building principal, who will process each request to disclose Protected Student Data in accordance with applicable District policies and procedures.
6. **Data Related to TUTOR Evaluations.** The Parties agree that data maintained by the District with respect to individuals who perform services on a voluntary basis for the District is defined as personnel data by the MGDPA, Minn. Stat. § 13.43. In the event Requesting Entity requests information from the District that is not classified as public data pursuant to Minn. Stat. § 13.43, subd. 2, Requesting

Entity shall obtain a written consent of the subject of the data prior to requesting the data from the District.

- 7. **Term.** This agreement shall be valid from the date duly approved by both Parties through June 30, 2013. On July 1, 2014, this agreement shall terminate and the District will terminate the ability of the individuals described in Paragraph 4(a) to access Protected Student Data.
- 8. **Successors and Assigns.** This Agreement will be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns. No Party may assign or transfer this Agreement or any of its rights, interests or obligations hereunder without the prior written consent of the other Party.
- 9. **Amendment/Modification.** This Agreement may be amended or modified only by a writing executed by the Parties. No custom or practice of the Parties at variance with the terms hereof will have any effect.
- 10. **Entire Agreement.** This Agreement constitutes the entire agreement and understanding of the parties relative to the subject matter hereof. The parties have not relied upon any promises, representations, warranties, agreements, covenants or undertakings, other than those expressly set forth or referred to herein. This Agreement replaces and supersedes any and all prior oral or written agreements, representations and discussions relating to such subject matter.

IN WITNESS HEREOF, the Parties have executed this Agreement as of the date first written above.

DATE: 9/25/13

MN Math Corp  
By: [Signature]  
TITLE: Executive Director

INDEPENDENT SCHOOL DISTRICT  
NO. 709

DATE: \_\_\_\_\_

By: \_\_\_\_\_  
School Board Chair

RECEIVED  
OCT 31 2013  
TECHNOLOGY

TO: Sandra Benson

**DATA SHARING AGREEMENT FOR RELEASE OF DATA UNDER "SCHOOL OFFICIAL" EXCEPTION**

This Data Sharing Agreement ("Agreement") between Independent School District No. 709, Duluth Public Schools ("District") and MN Reading Corp, is entered into as of July 1, 2013 ("Effective Date"). The District and MN Reading Corp are referred to collectively as the "Parties."

WHEREAS, certain individuals affiliated with MN Reading Corp (hereinafter "Requesting Entity") will provide *EDUCATIONAL SUPPORT* to the District for the 2013-2014 school year; and

WHEREAS, the services to be provided by individuals affiliated with Requesting Entity are institutional services and functions for which the District would otherwise use its own employees; and

WHEREAS, the District anticipates individuals affiliated with Requesting Entity will be required to access personally identifiable information related to students and educational data in order to effectively provide services to the District; and

WHEREAS, both the Family Educational Rights and Privacy Act ("FERPA") and the Minnesota Government Data Practices Act ("MGDPA") allow certain contractors, consultants, volunteers, and other parties to access information that would otherwise be protected from disclosure under a "school official" exception; and

WHEREAS, individuals affiliated with Requesting Entity will be providing services in a manner that meets the relevant requirements to qualify as a "school official" under both FERPA and the MGDPA; and

WHEREAS, the Parties wish to enter into this Agreement in order to outline in greater detail the terms and conditions upon which individuals affiliated with Requesting Entity will be granted access to certain protected student data as a "school official."

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, the parties agree to the following:

1. **Services Provided to District.** Requesting Entity is a **NON-PROFIT ORGANIZATION** whose *TUTOR* will provide *EDUCATIONAL SUPPORT* to the District. The services to be provided to the District are institutional services and functions for which the District would otherwise use its own employees.
2. **Protected Student Data Defined.** "Protected Student Data" means any data defined as "personally identifiable information" contained in educational records

RECEIVED  
OCT 31 2013  
TECHNOLOGY

as the term is defined in FERPA and its implementing regulations, 20 U.S.C. § 1232g and 34 C.F.R. § 99.31, or "educational data" as defined in the MGDPA, Minn. Stat. § 13.32.

3. **Types of Data to be Accessed.** In the course of providing the services described in Paragraph 1, individuals affiliated with Requesting Entity will have a legitimate need to access Protected Student Data in the form of ATTENDANCE, GRADES AND SCHEDULES. The data described in this Paragraph is subject to disclosure restrictions imposed by FERPA and the MGDPA.
4. **District's Control over Use and Maintenance of Data.** The following terms and conditions will govern the manner in which individuals affiliated with Requesting Entity will have access to Protected Student Data:
  - a. **TUTOR** shall be the only representatives of Requesting Entity granted access to Protected Student Data in accordance with the terms of this Agreement. Protected Student Data shall not be shared with any employee, agent, volunteer, or other affiliate of Requesting Entity who is not within the group of individuals defined in this Paragraph. Prior to being granted access to Protected Student Data, each TUTOR must review and sign the acknowledgement and consent form attached hereto as Exhibit A.
  - b. Requesting Entity shall not attempt to use, access, or maintain Protected Student Data for any reason other than purposes legitimately necessary for its TUTOR to provide the services referenced in Paragraph 1. Requesting Entity shall not maintain its own files, documents, or any other form of records containing Protected Student Data or attempt to obtain access to Protected Student Data for anyone other than an individual described Paragraph 4(a).
  - c. The use and maintenance of Protected Student Data by TUTOR shall be at all times subject to the District's direct control.
  - d. Individuals providing services as TUTOR shall be granted access to Protected Student Data through the District's Infinite Campus system in a manner deemed appropriate by the District. Requesting Entity shall supply the District with a list of the names of the individuals providing services as TUTOR to the principal of the building in which each individual will be providing services. Upon receipt of the list of names, the District will determine using its sole discretion the extent to which each individual will be granted access to Protected Student Data through the Infinite Campus system. Under no circumstance will an individual be granted greater access to Protected Student Data than what is legitimately necessary to effectively



provide the services listed in Paragraph 1. The District retains the right to alter at any time and in its sole discretion the manner in which individuals providing services as TUTOR access Protected Student Data. No individual will be granted access to Protected Student Data unless the person has signed the form attached as Exhibit A and provided a copy to the principal of the building in which the individual will be providing services.

- f. The individuals providing services as TUTOR shall not copy, duplicate, alter, modify, or otherwise make changes to or reproductions of Protected Student Data unless legitimately necessary to perform the services described in Paragraph 1. If any individual who has been granted access to data in accordance with this agreement has maintained copies or other reproductions of Protected Student Data for legitimate purposes, such copies or other reproductions must be destroyed within 30 days of the expiration of this Agreement.
- g. The District reserves the right to restrict, modify, or discontinue the use and maintenance of Protected Student Data authorized by this agreement for any reason. If the District exercises its sole discretion to restrict or cancel access to data, Requesting Entity and/or its affected representatives shall destroy any copies or reproductions of data which they no longer have access in accordance with the timeframe and requirements of Paragraph 4(f) of this Agreement.
5. **Redisclosure of Protected Student Data.** In the course of performing the services described in Paragraph 1, the Parties agree that individuals providing services to the district as TUTOR shall not redisclose Protected Student Data to any representative of Requesting Entity not within the class of individuals identified in Paragraph 4(a) or any person or party other than a school official with a legitimate need to access the data unless disclosure is specifically authorized or required by law. In the event a parent or eligible student requests disclosure of Protected Student Data to a third party, Requesting Entity and its representatives shall direct the requesting parent or eligible student to the appropriate building principal, who will process each request to disclose Protected Student Data in accordance with applicable District policies and procedures.
6. **Data Related to TUTOR Evaluations.** The Parties agree that data maintained by the District with respect to individuals who perform services on a voluntary basis for the District is defined as personnel data by the MGDPA, Minn. Stat. § 13.43. In the event Requesting Entity requests information from the District that is not classified as public data pursuant to Minn. Stat. § 13.43, subd. 2, Requesting

Entity shall obtain a written consent of the subject of the data prior to requesting the data from the District.

- 7. **Term.** This agreement shall be valid from the date duly approved by both Parties through June 30, 2013. On July 1, 2014, this agreement shall terminate and the District will terminate the ability of the individuals described in Paragraph 4(a) to access Protected Student Data.
- 8. **Successors and Assigns.** This Agreement will be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns. No Party may assign or transfer this Agreement or any of its rights, interests or obligations hereunder without the prior written consent of the other Party.
- 9. **Amendment/Modification.** This Agreement may be amended or modified only by a writing executed by the Parties. No custom or practice of the Parties at variance with the terms hereof will have any effect.
- 10. **Entire Agreement.** This Agreement constitutes the entire agreement and understanding of the parties relative to the subject matter hereof. The parties have not relied upon any promises, representations, warranties, agreements, covenants or undertakings, other than those expressly set forth or referred to herein. This Agreement replaces and supersedes any and all prior oral or written agreements, representations and discussions relating to such subject matter.

IN WITNESS HEREOF, the Parties have executed this Agreement as of the date first written above.

DATE: 10/31/13

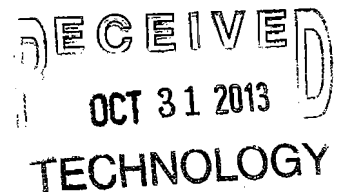
MN Reading Corp  
By: [Signature]

TITLE: Executive Director

INDEPENDENT SCHOOL DISTRICT  
NO. 709

DATE: \_\_\_\_\_

By: \_\_\_\_\_  
School Board Chair



## 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 Anette  
 Not Recommended Date: 10/24/12

Assistant Superintendent:  Recommended Name: E. Crawford  
 Not Recommended Date: 11/5/12

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:

41

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): December 12-13th, 2013 Destination: Best Western Kelly Inn, St. Cloud, MN

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, eam building, Etiquette.

5. Field Trip Departure from School (Date and Time): Dec. 12th @ 0700 am Tentative time

Field Trip Return to School (Date and Time): Dec. 13th @ 0700pm Tentative time

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

<b>Estimated Expenses</b>	
Total Admission/Fees	\$0
Total Meals	\$32.00 district pay
Total Lodging	\$0 Paid by MN HOSA
Total Transportation	\$180.00
X School District Vehicle(s) VAN Paid by students	\$22.50
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	each
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$ -0-
Other: Sub pay one day(Friday) Saturday sub not needed	\$ 200.00
<b>Total</b>	<b>\$254.50</b>

Revenues		<i>INSTRUCTOR</i>
District Budget	Code: <u>C. PEAKINS</u>	\$ 254.50
Booster Group		\$
Donations		\$
Student Fees	<i>EACH</i>	\$ 54.50
Total Additional Stipends:		\$
<b>Total</b>		<b>\$</b>

Student	Teacher
Admin: 32.00	32.00
22.50	22.50
-----	200.00
\$ 54.50	-----
	<b>254.50</b>

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.

## 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 form 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: \_\_\_\_\_

## 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: Joni Amdt  
 Not Recommended Date: 10/24/13

Assistant Superintendent:  Recommended Name: E. Sanford  
 Not Recommended Date: 11/5/13

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 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 form 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: \_\_\_\_\_

# FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip:       Instructional       Supplementary       Extended       Externally Sponsored\*

1. Organization/Grade/Course Planning Trip: HOSA 11th and 12<sup>th</sup> Grade 201<sup>4</sup> Spring Leadership and State Competition Conference

2. Contact Person (Responsible for Checklist Completion): Kimberly S. Olson

3. Field Trip Date(s): April 1st -4<sup>th</sup>, 201<sup>4</sup> Destination: Best Western Kelly Inn, St. Cloud, MN

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): April 1<sup>st</sup> @ 3pm  
 Field Trip Return to School (Date and Time): April 4<sup>th</sup> @ 300pm

6. Objectives of Field Trip: Students will be competing at STATE HOSA (Health Occupations Students of America)

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: National Conferences for HOSA.

9. 9. Field Trip Budget Request

Estimated Expenses	Teacher
Total Admission/Fees	\$80.00
Total Meals 25 @ 3=\$75.00 Instructor	\$75.00 district pay
Total Lodging \$99.00 night x 3 nights Instructor      students = 20 @ 78.00=312/er	\$297.00
Total Transportation students = X School District Vehicle(s) VAN      students      1000/20= \$50.00 each <input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____ <input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	\$1,000.00 ~\$50.00 each
Total Additional Stipends:	\$-0-
Other: Sub pay 4 days	\$ 400.00
<b>Total</b>	<b>\$</b>

*Students self pay*

Revenues	
District Budget	Code: C. Perkins <i>-Instructional</i> \$902.52
Booster Group	\$
Donations	\$
Student Fees self pay	<i>EACH</i> \$ 308
Total Additional Stipends:	\$
<b>Total</b>	<b>\$</b>

Student	Instructor
Fees/Per. 20	80
Meals 100	100
Lodging 28	297
Trans. 50	50
308	527

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**



## MN HOSA 2013-14 Calendar

October 10 <sup>th</sup> -12 <sup>th</sup>	MN HOSA Medical Reserve Corps Camp Three day intense training for all potential MRC Student Volunteers-Partnered with the MN National Guard. Registration will be on line for HOSA members	Little Falls, MN- Camp Ripley
November 7 <sup>th</sup> -- 8 <sup>th</sup>	MN HOSA Fall Conference Dynamic speakers, presentations on careers and healthcare possibilities, exhibitors and tours. Registration will be on line. Officer Candidate will be sent out and also located on the website.	Holiday Inn East- St. Paul
December 12 <sup>th</sup> -13 <sup>th</sup>	State Officer Training/MRC training - Leadership training for new state officers including teambuilding, Etiquette, leadership activities and conference planning. MRC teams/volunteers will begin their orientation and training to help get started with community projects and HOSA event.	Best Western Kelly Inn- St. Cloud
January 3 <sup>rd</sup> , 2014	Rochester Mid- Winter Competitive Event Day Preview of selected HOSA Competitions to see how you are doing and how you can improve before the state Conference.	Rochester Community College
January 17 <sup>th</sup>	Metro Mid- Winter Competitive Event Day Preview of selected HOSA Competitions to see how you are doing and how you can improve before the state Conference.	Argosy University- Eagan
February--	Duluth Mid-Winter Competitive Events Day Preview of selected HOSA Competitions to see how you are doing and how you can improve before the state Conference.	Lake Superior College- Duluth
April 2 <sup>nd</sup> - 4 <sup>th</sup>	HOSA State Spring Conference Competitions of over 40 events, Exhibits and presentations Recognition and awards for all event finalists.	Best Western Kelly Inn- St. Cloud
June 25 <sup>th</sup> - 28 <sup>th</sup>	National HOSA Leadership Conference Compete with participants from all over the United states, Puerto Rico, Alaska, and Hawaii in a competition that you have excelled in at the State Level.	Orlando, Florida

**\*\* Volunteer Opportunities with Cystic Fibrosis will be relayed as soon as announced**

**\*\*Legislative Day is TBD**

**\*\* Science Museum TBD by exhibit available**

**\*\* MRC training opportunities will be relayed when they are opened up.**

**If anyone would like to do a HOSA kickoff with a HOSA presentation- let me know.**

## 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 Audt  
 Not Recommended Date: 10/9/13

Assistant Superintendent:  Recommended Name: E. Crawford  
 Not Recommended Date: 11/5/13

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 11<sup>th</sup> and 12<sup>th</sup> Grade

2. Contact Person (Responsible for Checklist Completion): Kimberly S. Olson

3. Field Trip Date(s): Nov. 7<sup>th</sup> and 8<sup>th</sup> 2013                      Destination: Holiday Inn East, St. Paul

4. Field Trip Overview (Include events, establishments and locations): Run students for state officer positions and to bring along voting delegates. Lessons in leadership, parliamentary procedures and career development.

5. Field Trip Departure from School (Date and Time): Nov. 7<sup>th</sup> @ 0700

Field Trip Return to School (Date and Time): November 8<sup>th</sup> @ 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: Leadership, teamwork, POS and Career Pathway exploration, Partnership for CTE, Implementing of HSP(Health Science Programs) Parliamentary procedures, citizenship.

8. Planned Follow-up Field Trip Activities: Midwinter, State and National Conferences for HOSA. Service project for Juvenile Diabetes (JDRF)

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees \$440.00- 7 students and 1 Advisor	\$ 55.00 each
Total Meals	\$32.00
Total Lodging	\$112.26
Total Transportation	\$180.00
X School District Vehicle(s) VAN	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$ -0-
Other: Students are self-pay	\$ -0-
<b>Total</b>	<b>\$</b>

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

<p style="text-align: center;"><i>Student</i></p> <p>Adm 55.00</p> <p>meal 32.00</p> <p>lodge 37.42</p> <p>Tx 22.50</p> <hr/> <p><b>\$ 146.92</b></p>	<p style="text-align: center;"><i>Teacher</i></p> <p>55.00</p> <p>32.00</p> <p>112.26</p> <p>22.50</p> <hr/> <p><b>\$ 221.76</b></p>
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*2/1/13*

11. Reviewed/Completed Request Checklist:     Yes     No

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

## 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/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: \_\_\_\_\_



## MN HOSA 2013-14 Calendar

October 10 <sup>th</sup> -12 <sup>th</sup>	MN HOSA Medical Reserve Corps Camp Three day intense training for all potential MRC Student Volunteers-Partnered with the MN National Guard. Registration will be on line for HOSA members	Little Falls, MN- Camp Ripley
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**\*\* MRC training opportunities will be relayed when they are opened up.**

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**DISTRICT 709**  
**FIELD TRIP REQUESTS**

**Business Professionals of America - Spring Leadership Conference March 5-8, 2014**

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:**

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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 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: 10/24/13

**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: [Signature]  
Date: \_\_\_\_\_

Assistant Superintendent:  Recommended  
 Not Recommended

Name: [Signature]  
Date: 11/5/13

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:

52

Type of Trip:       Instructional       Supplementary       Extended

1. Organization/Grade/Course Planning Trip: Business Professionals Of America 9-12 Grade Business Education
2. Contact Person (Responsible for Checklist Completion): Peggy Ehler
3. Field Trip Date(s): March 5-8, 2014      Destination: Minneapolis, Minnesota
4. Field Trip Overview (Include events, establishments and locations): State Business Professionals of America Competition: Hyatt Regency Minneapolis; 1300 Nicollet Mall; Minneapolis, Minnesota; 612-370-1234
5. Field Trip Departure from School (Date and Time): March 5, 2014 at 4:30 pm  
Field Trip Return to School (Date and Time): March 8, 2014 at 6 pm
6. Objectives of Field Trip: Allow students to test classroom business practice learning in real-world situations. BPA give members a winning edge in the competitive world of business by teaching them what they need to know to survive and succeed in the years ahead. BPA's mission is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.
7. Relationship to Curriculum or Student Learning: The Workplace Skills Assessment Program is an integral part of Business Professionals of America. The goal of the program is to provide all business students with the opportunity to demonstrate workplace skills learned through business education curricula. Students will: demonstrate occupational competencies; broaden knowledge, skills, and attitudes; expand leadership and human relation skills; demonstrate a competitive spirit; and receive recognition.

Planned Follow-up Field Trip Activities: Student who place at Region Competition will continue on to State Business Professionals Of America Competition and then onto National Business Professionals Of America Competition.

9. Field Trip Budget Request

<b>Estimated Expenses</b>	
Total Admission/Fees	\$ 55.00 per student
Total Meals	\$ 60.00 per student
Total Lodging	\$ 130.14 (4 room) per student
Total Transportation	\$850.00 bus (10 Students )
<input type="checkbox"/> School District Vehicle(s)	
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: Duluth Public Schools	\$ 85.00 per student
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name:	
Total Additional Stipends:	\$
Other:	\$
<b>Total</b>	<b>\$ 330.14</b>

<b>Revenues</b>		
District Budget	Code:	\$
Booster Group		\$
Donations		\$
Student Fees		\$
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.

- 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: \_\_\_\_\_

*[Handwritten Signature]* Peggy Ehlert      10/24/2013

Business Professionals of America is a national organization for high schools students preparing for career in business and computer occupations. The organization's activities and programs complement classroom instruction by giving students practical experience through applications of the skills learned at BPA. Business Professionals of America acts as a cohesive agent in the nationwide networking of education, business and industry, and is contributing to the preparation for a world-class workforce through the advancement of leadership, citizenship, and technological skills. Business Professional of America, education is a lifelong experience. Members experience activities such as community safety projects, public relations efforts, leadership conference participation, competitive events participation, projects undertaken in order to complete requirement of the Special Recognition Awards Program.

**DISTRICT 709**  
**FIELD TRIP REQUESTS**

**Business Professionals of America - Region Leadership Conference January 28, 29, 2014**

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:

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**INSTRUCTIONAL TRIP ACTION**

Principal:  Approved  
 Not Approved

Name: David K  
Date: 10/24/13

**SUPPLEMENTAL TRIP ACTION**

Principal:  Approved  
 Not Approved

Name: \_\_\_\_\_  
Date: \_\_\_\_\_

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

**EXTENDED TRIP ACTION**

Principal:  Recommended  
 Not Recommended

Name: \_\_\_\_\_  
Date: \_\_\_\_\_

Assistant Superintendent:  Recommended  
 Not Recommended

Name: E. Crawford  
Date: 11/5/13

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

55

1. Organization/Grade/Course Planning Trip: Business Professionals Of America 9-12 Grade Business Education
2. Contact Person (Responsible for Checklist Completion): Peggy Ehler
3. Field Trip Date(s): January 28, 29, 2014 Destination: Grand Rapids Minnesota
4. Field Trip Overview (Include events, establishments and locations): Region V Business Professionals of America Competition: District 318 Administration Building; 820 NW First Avenue; Grand Rapids, MN 55744; 218.327.5700  
Hotel: Timberlake Lodge; 144SouthEast 17<sup>th</sup> Street; Grand Rapids, MN 55744; 218-362-2600
5. Field Trip Departure from School (Date and Time): January 28, 2014 at 5:30 am  
Field Trip Return to School (Date and Time): January 29, 2014 at 4 pm
6. Objectives of Field Trip: Allow students to test classroom business practice learning in real-world situations. BPA give members a winning edge in the competitive world of business by teaching them what they need to know to survive and succeed in the years ahead. BPA's mission is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.
7. Relationship to Curriculum or Student Learning: The Workplace Skills Assessment Program is an integral part of Business Professionals of America. The goal of the program is to provide all business students with the opportunity to demonstrate workplace skills learned through business education curricula. Students will: demonstrate occupational competencies; broaden knowledge, skills, and attitudes; expand leadership and human relation skills; demonstrate a competitive spirit; and receive recognition.  
  
Planned Follow-up Field Trip Activities: Student who place at Region Competition will continue on to State Business Professionals Of America Competition and then onto National Business Professionals Of America Competition.

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 30.00 per student
Total Meals	\$ 20.00 per student
Total Lodging	\$ 36.29 (3 room) per student
Total Transportation	\$750.00 bus
<input type="checkbox"/> School District Vehicle(s)	(20 Students )
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: Duluth Public Schools	\$ 37.50 per student
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name:	
Total Additional Stipends:	\$
Other: Dues For The Year	\$ 15.00
<b>Total</b>	<b>\$ 138.79</b>

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$
Student Fees		\$
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.

- 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: P. Ehlert Peggy Ehlert 10/24/2013

Business Professionals of America is a national organization for high schools students preparing for career in business and computer occupations. The organization's activities and programs complement classroom instruction by giving students practical experience through applications of the skills learned at school. Business Professionals of America acts as a cohesive agent in the nationwide networking of education, business and industry, and is contributing to the preparation for a world-class workforce through the advancement of leadership, citizenship, and technological skills. Business Professional of America, education is a lifelong experience. Members experience activities such as community safety projects, public relations efforts, leadership conference participation, competitive events participation, projects undertaken in order to complete requirement of the Special Recognition Awards Program.

## **1140 - Tobacco-Free School District**

### **Information and Purpose**

The School Board is committed to promoting a healthy lifestyle for its students and staff. has a responsibility to promote a safe and healthy environment for students, staff, and community members. Tobacco use is identified as a major health risk for both the users and the non-users. ~~The School Board has a responsibility to promote a safe and healthy environment for students, staff, and other citizens.~~ It is the intention of the School Board to provide school district sites that are tobacco-free and therefore, consistent with the messages given in of health education programs. The School Board believes this policy decision regarding tobacco will accommodate the concerns expressed by parents, students, and community officials. ~~relative to tobacco issues associated with the Duluth Public Schools.~~

For the purpose of this policy, the terms "tobacco" and "tobacco related devices" shall have the meanings given them in Section 609.685 of the Minnesota Statutes, and as state statutes, may be amended by legislative action. Tobacco related devices include electronic cigarettes, electronic cigars, electronic pipes, or any other like products. Electronic cigarettes are defined as any electronic smoking device that can be used to deliver nicotine or any other substance to the person inhaling from the device.

### **Duluth City Code, Chapter 11 Section 9, effective February 2, 1990, states as follows :**

- (a) The smoking or use of cigarettes tobacco or tobacco related devices within the city by any person below the age of eighteen (18) years is hereby prohibited. Any person of such minor age found smoking or using cigarettes tobacco or tobacco related devices shall be guilty of a misdemeanor;
- (b) No person under eighteen (18) years of age shall possess any cigarettes tobacco or tobacco related devices on his or her person.

### **Policy Statement**

Smoking and the use of tobacco products or tobacco related devices including electronic cigarettes shall be prohibited on school district facilities. This includes School district facilities include school buildings, school grounds, school owned and leased vehicles, and sites leased by the school district. No one will use tobacco products or tobacco related devices while in or on school district facilities. In addition, all persons will refrain from visibly flaunting tobacco products. it is prohibited to have tobacco products or tobacco related devices in public sight while in or on school district facilities.

### **Exception**

(MN Statue 144.4169) It shall not be a violation of this policy for an American Indian adult to light tobacco in a public school as part of a traditional Indian spiritual or cultural ceremony, or to carry loose tobacco in a tobacco pouch intended for spiritual or cultural ceremonial support.

It shall not be a violation of this policy for an American Indian student to carry loose tobacco in a tobacco pouch intended for spiritual or cultural ceremonial support with the permission of the student's parent or guardian and with written or verbal notice to the site administrator or principal.

## **Enforcement Procedures**

### **Students (K-12)**

Students violating any part of this policy, which includes the city code cited above, will be referred to the school district site administrator or designated staff members. Students who are referred to the administration for violation will experience the following disciplinary procedures:

1. **First violation:** Mandatory police notification; student conference; parent(s) or guardian(s) notification; tobacco ticket.
2. **Second violation:** 1 day in-or out-of-school suspension.
3. **Third violation:** 1 to 3 days out-of-school suspension.

### **Staff**

Staff members who are in violation will experience the following disciplinary procedures:

1. **First violation:** A verbal warning by the immediate supervisor.
2. **Second violation:** ~~a written warning with a copy placed in the staff member's personnel file and referral to the Employee Assistance Program. A referral to the Employee Assistance Program and a written warning placed in the staff member's personnel file.~~
3. **Third violation:** Will be cause for dismissal.

### **Other Citizens**

Citizens in violation of this policy will experience the following:

1. A verbal request to stop ~~smoking or to stop~~ the use of ~~other~~ tobacco related products on the school district site.
2. Upon refusal to comply, a report will be made to the school district site supervisor who will issue a second verbal warning.
3. If the second warning is ignored, the site supervisor will direct the citizen to leave the site. Should non-compliance ~~result~~ continue, local law enforcement personnel will be called.

### **School Neighborhoods**

It is not the intention of a Tobacco-Free School district Policy to move student tobacco use from the school district site to the immediate neighborhoods; however, school district jurisdiction is limited ~~only~~ to the designated school district sites. Should neighbors request assistance, ~~the~~ school staff may be dispatched by the site administrator to counsel ~~with the~~ students using tobacco in the neighborhood. ~~Also,~~ In addition, local law enforcement personnel may be called to assist.

Adopted: 8-11-87 ISD 709

Revised: 12-12-89

7-17-90

6-20-95

4-23-13

12-13-13

October 17, 2013

William Gronseth  
Ind. School Dist. 709  
215 N. 1<sup>st</sup> 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/her diploma from the school listed.

Name of Graduate / School

Graduation Date

[Redacted]

[Redacted]

Samantha Shaneen Scott  
Area Learning Center

10/17/13

Please send diploma to Brenda at the Area Learning Center, Room 101.

Adrian Norman  
Assistant Principal

Brenda VanDell  
Office Support Specialist  
Area learning Center



October 10, 2013

William Gronseth  
Ind. School Dist. 709  
215 N. 1<sup>st</sup> 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/her diploma from the school listed.

Name of Graduate / School

Graduation Date

[Redacted]

[Redacted]

Lamorega L. Garner  
Dentfeld diploma

7/25/13

Please send diplomas to Brenda at the Area Learning Center, Room 101.

Adrian Norman, Asst. Principal

Brenda VanDell, Office Support Specialist  
Area learning Center