

Education Committee - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, January 20, 2015

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

6:30 PM

1. Informational Items

A. Informational Presentations

1) 2015-16 Student Registration Process and Timeline Presentation 3

Dr. Mike Cary, Director of Curriculum and Instruction, presented an update on the 2015-16 student registration process and the timeline associated with student registration, scheduling of classes, staffing, etc.

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

2) ATOD (Alcohol, Tobacco, and Other Drugs) Committee Update 4

Ron Lake, Climate Coordinator, presented a brief review of past efforts, rationale for addressing this issue, and ideas for a course of action.

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

2. Action Items

A. Presentation Items Requiring Approval - None

B. Extended Field Trip Requests 14

Duluth Public Schools FFA (Future Farmers of America) students will be traveling to the the University of Minnesota Minneapolis and St. Paul Campuses from April 26-28, 2015 to participate in the State Level FFA Competition. During this event students will use what they have learned in class to participate in student competitions. They will also participate in leadership activities and tour the University of Minnesota campuses. The total cost of the trip is \$3,160 for students and \$540 for staff and will be funded through student fees, grant dollars, and fundraising activities.

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

C. Resolution E-1-15-3231 - Acceptance of Grant Awards to Duluth Public Schools 21

Attached is Resolution E-1-15-3231 - Acceptance of Grant Awards to Duluth Public Schools, to accept and approve grant awards from the following organizations:

Second Harvest Heartland
Rotary Club 25

Recommendation: It is recommended that the Duluth School Board accept and approve Resolution E-1-15-3231 - Acceptance of Grant Awards to Duluth Public Schools.

D. Diploma Requests

22

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

Chimmy Van Nguyen - September 25, 2014
Tyron Lorenz Long - December 18, 2014
Kristian Alan Nielsen - December 18, 2014
Jonathan Taylor Shinkle - November 18, 2014
Eliomar Richard Julkowski - December 10, 2014
Trystan Eli Larson - December 17, 2014
Keenan Allen McGovern - December 22, 2014
Jason Michael Browall - December 23, 2014
Levi John Lind - December 23, 2014
Dacotah James Hatfield - December 4, 2014

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

3. Future Items

- **Community Education presentations - Gun Safety, school cafeterias, parking lots**
- **Musical instrument rental dollars**
- **Career Centers**
- **Civic Engagement**
- **Career and Technical Education Programs**
- **Specialist Overview**
- **Middle School Programming**

Timeline for High School and Middle School Course Catalog

<u>Date</u>	<u>Action</u>
November 11, 2014	High school and middle school course catalog finalized
November 18, 2014	Duluth Public School Board informed of any changes
December 5, 2014	Course catalog printed and delivered to high schools and middle schools
December 9, 2014	2015-2016 Duluth Public School Calendar completed
December 12, 2014	2015-2016 Course Registration Supplement, 2015-2016 High School Course Registration Guide and 2015-2016 Middle School Course Catalog printed and distributed to all high schools and middle schools
December 16, 2014	2015-2016 Duluth Public Schools Calendar approved by the school board
January 23, 2015	Technology personal will input all students into their new grade and buildings in Infinite Campus.
January 27, 2015	Open registration for all students at high schools and middle schools
January 30, 2015	Fifth grade students will registration for middle school courses.
February 6, 2015	Sixth and seventh grade students will register for middle school courses.
February 6, 2015	Ninth, tenth and eleventh grade students will register for high school courses.
February 6, 2015	Eighth grade registration meeting with students at the middle schools
February 10, 2015	Orientation evenings with new students and parents at Denfeld and East High Schools
February 20, 2015	Window will be closed for student registration.
February 20, 2015	Student registration numbers finalized by counselors and principals
March 6, 2015	Site full-time staff allocations finalized
March 15, 2015	Identified site staffing needs are communicated to Human Resources.
April 1, 2015	Declaration of Retirement for certified and noncertified staff made to Human Resources
April 3, 2015	Master schedules will be established at middle and high schools.
June 15, 2015	Staffing is completed for all courses at middle and high schools.
June 15, 2015	District textbook and supplemental curriculum material shortages will be identified and ordered.

5150 - Chemical Use, Abuse, and Dependency

The School Board recognizes the existence of conditions such as chemical use, abuse, and dependency which impede the educational process. Therefore, the School District shall assist in the prevention, identification, and response to chemical use problems in the early stages.

1. Prevention

- a. Instruction at all levels is intended to enable students to make responsible decisions regarding chemical use.
- b. In addition to the student program, staff members will participate in on-going in-service programs related to the broad range of chemical health issues.

2. Identification

- a. The School District shall assist in the identification of abuse cases and facilitate professional evaluation, support, and rehabilitation services.
- b. Teachers and other staff members have a responsibility to observe behavior changes in students and document and report these observations.
- c. In secondary schools, the chemical dependency program shall be coordinated by the building student assistance team and at the elementary schools by the principal.
- d. When the behavior of a student jeopardizes his/her health, safety, welfare, or that of other students or staff, there will be an immediate intervention. Immediate intervention is mandated when a student is observed possessing, consuming, or distributing chemical substances on school grounds or at school events. Appropriate action shall be taken by school personnel to deal with alleged violators.

3. Response

- a. Students who become chemically dependent are subject to the same educational standards and expectations as students with other health problems.
- b. The school will assist in a system of support upon the return of a student from the treatment of his/her problem.
- c. Programs shall be designed not only for a student who is chemically dependent but for the student whose academic performance is affected by a family member who is chemically dependent. Such students shall be advised as to the availability of community assistance programs.
- d. All records pertaining to a student's chemical dependency problem shall be private data on individuals and retained apart from other school records. Access shall be limited to the student, individuals with the School District whose work assignment reasonably requires access, entities who are authorized by statute or federal law to have access and entities or individuals given access by the express written direction of the data subject pursuant to Minnesota Statute Section 13.01 to 13.87 and State Rules Part 1205.400, Subd. 2.

Adopted: 09-08-1981 ISD 709

Revised: 01-21-1986

06-20-1995 ISD 709

5085 - School Discipline Policy

The School Board believes that a self-disciplined citizenry is essential for the maintenance of a free society.

The rights of individual students shall be protected and each student shall be expected to respect the person and rights of all other students, teachers, and other school personnel.

Under no circumstances will vandalism, violence, destructive acts, intimidation, extortion, harassment, malicious disturbances, use of controlled substances, or any other violations of the law be tolerated, condoned, or excused. Immediate steps will be taken to discipline any student involved in such behavior.

Because of its major importance, the complete text of the School District's School Discipline Policy for Elementary and Secondary Schools follows the above policy statement and should be considered as included as School Board Regulation 5085R.

References: MSA 121A.47 - 121A.55

Adopted: 06-10-1975 ISD 709
 Revised: 06-14-1983
 08-17-1993
 01-18-1994
 06-20-1995
 07-16-1996
 07-15-1997
 07-21-1998
 07-20-1999
 07-18-2000
 07-17-2001
 06-17-2003
 07-20-2004
 07-19-2005
 07-18-2006
 07-17-2007
07-15-2014 ISD 709

5060 - Collection, Maintenance, Dissemination, and Retention of Student Records and Information

Schools maintain extensive and intimate information about students and their families for legitimate educational purposes, including instructional, guidance, evaluation, and research. The collection and maintenance of information about students or their families constitutes an intrusion into their privacy. Therefore, efficient administration of student records is a fundamental responsibility of the School District.

The internet and secure web access have altered the ways that confidential information may be accessed, communicated, and transferred by members of society. Those changes are influencing instruction and student learning. The School Board supports access by students, parents/guardians, teachers, and administrators to informational resources that will improve participation in a child's education and improve communication between students, parents/ guardians, and the students' teachers.

The Duluth Public Schools manages student information electronically and will make the education records available for viewing only to authorized parents/guardians and students with a secure connection over the internet. All parents/guardians and students will comply with the internet use regulations and all technology regulations/procedures, as well as all other District policies that may apply.

The purpose of a Records Retention policy is to provide a plan for managing student records by giving continuing authority to dispose of records under Minn. Statute 138.17. The responsible authority for the maintenance and security of student records shall be the Superintendent of Schools.

Previously, the School District adopted the Student Records section of the School District General Records Retention Schedule as developed and published by the Minnesota Department of Administration (School Board Resolution B-7-99-1913 dated July 20, 1999). The District will comply with all of the minimum standards set out in the Retention Schedule. Although the District reserves the right to retain certain records for a period longer than the State proposes, it will not shorten any retention period to less than what is recommended by the Department of Administration.

Special Education Records

All records of students receiving special education services will be retained for at least seven years following the last date of eligibility for services to the student. The "last date of eligibility for services" means either the student's graduation or the last day on which the student was eligible for services from the District, whichever is later.

Reference: MN Data Practices Act, Chap 13

Adopted: 06-09-1970 ISD 709
Revised: 05-20-2014 ISD 709
 09-21-2010
 05-17-2005
 06-20-1995
 05-09-1989
 06-10-1986
 05-11-1976

1140 - Tobacco-Free School District

Information and Purpose

The School Board 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. It is the intention of the School Board to provide school district sites that are tobacco-free and, consistent with the messages of health education programs. The School Board believes this policy decision regarding tobacco accommodates the concerns expressed by parents, students, and community officials.

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

- A. The smoking or use of 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 tobacco or tobacco related devices shall be guilty of a misdemeanor;
- B. No person under eighteen (18) years of age shall possess any 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. 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, 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 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 the use of 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 continue, local law enforcement personnel will be called.

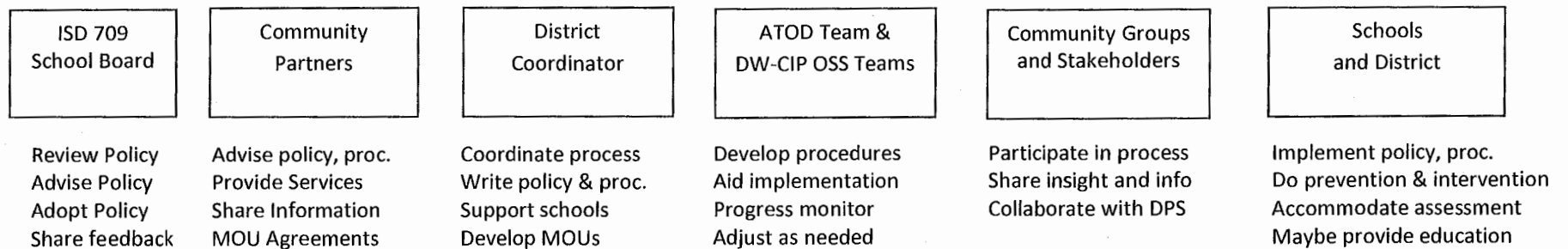
School Neighborhoods

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 to the designated School District sites. Should neighbors request assistance, school staff may be dispatched by the site administrator to counsel the students using tobacco in the neighborhood. In addition, local law enforcement personnel may be called to assist.

Adopted: 08-11-1987 ISD 709
 Revised: 12-12-1989
 07-17-1990
 06-20-1995
 04-23-2013
12-17-2013 ISD 709

Alcohol and Other Drugs: Duluth Public Schools

Three Applicable Policies:	5150 Chemical Use, Abuse, and Dependency, 5085 School Discipline, and 5060 Student Records and Information
Memorandum of Understanding:	Formal agreement of roles and responsibilities between organizations working in partnership
Regulations and Procedures:	Day to day actions taken by Duluth Public Schools to meet requirements of policy
Aims & Strategic Plan (dw-cip):	High Achievement, Safe & Welcoming, Efficient & Effective; 12 goals = district wide continuous improvement plan
OSS Goal Info:	<p>Targets: Reduce days of use by 10% each year for four years</p> <p>Baseline: 1440 days of use in 2012-13</p> <p>Top 3 Behaviors leading to OSS: Alcohol/Drug Use, Fights/Assaults, & Disruption/Disorderly</p>
Additional ATOD Data:	MN and Duluth Public School Student Survey Data
Idea:	<p>Partner with local community agencies to:</p> <ul style="list-style-type: none"> Enhance our ATOD prevention Train and assist with intervention and education Provide assessment and referral to treatment as needed Determine to what degree we will include tobacco



District Teams and Community Resources

Alcohol and Other Drugs (AOD/ATOD) District Team

Ed Crawford	Assistant Superintendent
Laura LaFontaine	Health Teacher
Ron Lake	Climate Coordinator
Mike Meyer	Mental Health Coordinator
Joan Sargent	School Social Worker on Special Assignment
Tonya Sconiers	Principal
Sue Sederberg	School Nurse
Paula Williams	School Counselor
Others	TBD

DW-CIP OSS Team

Jason Crane	Assistant Director of Special Services
Ed Crawford	Assistant Superintendent
John Flaa	Assistant Principal
Jacob Hintsala	Assistant Principal
William Howes	Coordinator Office of Education Equity
Christen Hull	Assistant Principal
Rachel Jackson	Assistant Principal
Ron Lake	Climate Coordinator
Adrian Norman	Principal
Joan Sargent	School Social Worker on Special Assignment
Tonya Sconiers	Principal

Potential ATOD District Partners

St. Louis County Health and Human Services
 MN Dept Human Services Region 2 ATOD
 Center for Alcohol and Drug Treatment
 Arrowhead Regional Corrections (JDAI and AJC)
 Truancy Action Project / Lutheran Social Services
 Fond du Lac Health and Human Services
 Center for American Indian Resources
 Amber Wing / Essentia Health
 Nystrom & Associates
 Genesis Services LLC
 Others TBD

Duluth Public Schools Student Survey Data

Student use of alcohol is a problem at this school (responded yes)

2011 29% of all surveyed students
 2012 30% of all surveyed students
 2013 26% of all surveyed students

2014 29% of all surveyed students
 42% of surveyed middle school student &
 61% of surveyed high school students

Student use of illegal drugs is a problem at this school (responded yes)

2011 35% of all surveyed students
 2012 39% of all surveyed students
 2013 34% of all surveyed students

2014 38% of all surveyed students
 27% of surveyed middle school students &
 47% of surveyed high school students

Used alcoholic beverage in past 30 days (responded yes)

2011 14% of all surveyed students
 2012 13% of all surveyed students
 2013 13% of all surveyed students

2014 10% of all surveyed students
 8% of Surveyed middle school students &
 18% of surveyed high school Students

Used cigarettes in past 30 days (responded yes)

2011 8% of all surveyed students
 2012 6% of all surveyed students
 2013 9% of all surveyed students

2014 5% of all surveyed students
 5% of surveyed middle school students &
 8% of surveyed high school students

Used Marijuana in past 30 days (responded yes)

2011 9% of all surveyed students
 2012 7% of all surveyed students
 2013 8% of all surveyed students

2014 7% of all surveyed students
 7% of surveyed middle school students &
 13% of surveyed high school students

2013 MN Student Survey							
Question	Answer Options	8th Gr Male %	8th Gr Female %	9th Gr Male %	9th Gr Female %	11th Gr Male %	11th Gr Female %
Use of any tobacco products during the past 30 days	Yes	6%	5%	12%	9%	24%	13%
Frequent (20+ days) use of any tobacco products during the past 30 days	Yes	1%	1%	3%	2%	9%	4%
Frequent binge drinking in the past year (typically drank 5 or more drinks at a time and drank on 10 or more occasions during the past year)	Yes	0%	0%	2%	1%	8%	4%
Any alcohol, marijuana and/or other drug use during the past year (excluding tobacco)	Used only alcohol in the past year	10%	10%	12%	14%	20%	24%
Any alcohol, marijuana and/or other drug use during the past year (excluding tobacco)	Used alcohol and marijuana in the past year, but not other drugs	3%	3%	6%	6%	15%	14%
Any alcohol, marijuana and/or other drug use during the past year (excluding tobacco)	Used marijuana or other drugs in the past year, but not alcohol	4%	3%	5%	4%	6%	4%
Any alcohol, marijuana and/or other drug use during the past year (excluding tobacco)	Used alcohol and marijuana or other drugs in the past year	3%	4%	5%	7%	10%	8%

* These are all computed variables based on combinations of responses to two or more survey items.

AOD / ATOD Working Timeline

January 13, 2015	Present to Education Committee of School Board
January 27th, 2015	Joint District ATOD and OSS Meeting
Feb/Mar	Meet with Community Providers Consider needed support and training Draft recommendations for going forward
Mar/April	Report back to Education Committee of School Board
Apr/May	Establish MOUs as needed
Jun/Jul	Support curriculum work with Heath Teachers Potentially training on procedures, intervention, and education
Aug/Sep	Training on procedures, intervention, and education Initial implementation
Oct/Nov/Dec/Jan	Review and adjust Report back to Education Committee of School Board

**DISTRICT 709
FIELD TRIP REQUESTS**

In accordance with School District Policy District 6160, District 709 recognizes properly planned, well conducted, and carefully supervised field trips may be a vital part of the curriculum. School field trips are encouraged within available resources and requirements outlined below.

DIRECTIONS: All staff are required to submit a Field Trip Request **prior** to the field trip being finalized with the involved students and to:

- > Receive administrative and/or extra-curricular coordinator approval for all instructional and supplementary field trips
- > Receive administrative review and school board approval for all extended trips (Exceptions may be granted by the school board chair to accommodate emergencies.)

DEFINITIONS:

Instructional Trips - Trips that take place during the school day, relate directly to a course of study, and require student participation. Fees may not be assessed against students.

Supplementary Trips - Trips in which students voluntarily participate in and which often take place outside the regular school day, but do not include overnight stays. Financial contributions may be requested of students.

Extended Trips Within Minnesota, 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: James [Signature]
Date: 11/26/14

NOTE APPROV IS THE ACT TEST DATE FOR ALL JUNIORS.

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: _____
Date: _____

School Board: Approved
 Not Approved

Name: _____
Date: _____

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

FIELD TRIP REQUEST FORM

Date of Submission:

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Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: Duluth FFA
2. Contact Person (Responsible for Checklist Completion): Jennifer Madole, FFA Advisor
3. Field Trip Date(s): April 26-28, 2015 Destination: St. Paul + Mpls Campus of UofM
4. Field Trip Overview (Include events, establishments and locations): Students qualifying to compete at the state level attend the Convention. Most events take place on St. Paul Campus with awards and general sessions at Marquette Arena, in Mpls. Anticipate teams in Wildlife, Forestry, Floriculture, Dairy Judging + Small Animals
5. Field Trip Departure from School (Date and Time): April 26, 2015 11:30 a.m.
Field Trip Return to School (Date and Time): Tues. April 28 at 6:00 p.m.
6. Objectives of Field Trip: Student competitions - and leadership opportunities w/ FFA. Students tour campus, gain bigger picture of Agriculture as a career option.
7. Relationship to Curriculum or Student Learning: Students use what they've learned in class in their career development events.
8. Planned Follow-up Field Trip Activities: Share w/ other members and class member. Their experience. Awards at the FFA Spring Picnic.
9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees	<u>Lunch included + convention registration fees</u>	\$ 490.00
Total Meals	<u>Anticipate 14 students = 30 + 1 advisor = 20 ea⁵⁰</u>	\$ 600.00 750.00
Total Lodging	<u>Breakfast included 5 rooms @ 90/night - 2 nights</u>	\$ 900.00
Total Transportation		\$
<input type="checkbox"/> School District Vehicle(s)		
<input checked="" type="checkbox"/> Commercial Transportation Carrier - Name:	<u>Voyageur School Bus</u>	1000.00
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) - Name:		180.00
	<u>1 bus driver room - 2 nights @ 90</u>	180.00
Total Additional Stipends:	<u>1 male chaperone, room \$90, 2 nights</u>	\$ 180.00
Other:	<u>Substitute 2 days</u>	\$ 200.00
Total		\$ 3700

Revenues		
District Budget	Code: ?	\$
Booster Group	<u>student club acct</u>	\$ 2110.00
Donations	<u>Perkins funds</u>	\$ 540.00
Student Fees	<u>student 75.00 ea</u>	\$ 1050.00
Total Additional Stipends:		\$
Total		\$ 3706.00

<u>Student</u>	<u>Staff</u>
Bus - 1,000.00	78.00
Lodging 1,050.00	180.00
Meals 750.00	50.00
Regis. 458.00	32.00
Subst. -	200.00
Chaperone 180.00	
3160.00	540.00
2402	

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.

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- 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 *personal*
- 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

See attached

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

Signature of Contact Person:

Jennifer Madole

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 *will do*
- Additional Information
Note: Provide any additional information.

Signature of Contact Person:

Jennifer Madole

2015 Duluth FFA State Convention Itinerary

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Sunday- April 26

- 11:30 a.m. Depart East
- 3:00 p.m. U of M St. Paul Campus (Registration (ends at 4:30))
Forestry Team Practice on Campus
Possible: "Farmland" The movie (90 min.) If so- depart for hotel at 4:30.
- 3:30 or 4:45 p.m. Arrive Hampton Inn, Shoreview
- 4:00 or 5:00 p.m. Meeting – Mrs. Madole's room
- 4:15 or 5:15- 6:15 p.m. Leisure time. Remember not to go anywhere on your own!
- 6:15 p.m. Dinner together- Green Mill?-- To be determined- -
- 7:30 p.m. Final Crash Course of the year! Critical for those who are interested in doing their best!
- 11:30 p.m. Curfew for all!

Monday- April 27

- 6:30 a.m. Bus departs Hampton Inn - All in official dress!
- 7:00 a.m. Arrive U of M St. Paul Campus (Fairgrounds Parking Lot)
- 7:05 a.m. Depart for CDE sites that start at 7:45 a.m. SHARP!
Dairy Judging- Warner Colliseum- Fairgrounds
Fish and WL Management- Buses depart CECC Cul de Sac Region 8,1,2,3 Bus leaves at 7:45.
Floriculture McNeal 33
Forestry Green Hall 110
- 8:30 1st Delegate Session begins
- 11:00-1:30 All You Can Eat-Lunch at Bailey Hall- Paid for by our Chapter funds
- 1:30 p.m. Workshops as assigned -REQUIRED
- 3:00 p.m. Bus departs from U of M Fairgrounds lot back to hotel *(or to Como Zoo- Conservatory)
- 4:30 p.m. Mall of America/Science Museum to be determined
- 11:30 p.m. Curfew for everyone!

Tuesday- April 28

- 9:30 a.m. On the bus to Bus Departs to Como Park Zoo and Conservatory opens at 10.
- 11:15 a.m. Pick up from Como to Fairgrounds Lot
- 11:30 a.m. Shuttle from Fairgrounds to U of M Mpls Mariucci Arena for Pizza Lunch (\$5.00)
- 12:00 p.m. 4th General Session and CDE Awards Mariucci Arena
- 2:30 p.m. Awards Ceremony concludes
- 2:45 p.m. Load U of M shuttle from Mariucci area to fairgrounds parking
- 3:00 p.m. Depart from fairgrounds lot with plaques and memories of a successful trip!
½ hr. Stop along the way- (North Branch or Hinckley)
- 6:00 p.m. Arrive East High School

March, 2015

Dear Parents/Guardians,

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Congratulations to your student for qualifying to go to the Minnesota State FFA Convention! Our chapter participated in the following Career Development Events at the Region level this year: Forestry, Horse Evaluation, Dairy Cattle Evaluation, Floriculture-Greenhouse and Fish and Wildlife. 16 Students earned the opportunity to go to "state" due to their amazing performance! The state convention is April 26th-28th and will be held at the University of Minnesota. We are looking forward to attending and are proud to have your son/daughter represent the Duluth FFA Chapter.

We will be leaving from East entrance at 11:30 a.m. on Sunday and plan to return at 6:00 p.m. on Tuesday. If our arrival time home changes, we will call you. Students need to provide their own transportation to and from school. We will be traveling by school bus or school van depending on the number of students who are able to go.

Students need to wear "official FFA dress". This consists of black pants or skirt, white shirt, FFA tie or scarf, dark colored shoes and the FFA jacket. Our chapter will supply the jacket and neckwear. Bring casual clothes for "off campus" events and a swimsuit!

The cost: Our chapter funds will pay for **most** all costs with funds generated by our annual spring bedding plant sale. (This year it is May 13th. Mark your calendar!) Students attending the convention are EXPECTED to assist with the sale either on the day or at least 5 hours of time beforehand in preparation. In addition, students should plan to assist with costs by fundraising beforehand or paying \$25.00 before the event this will go towards 1 meal, registration, transportation and accommodations. Breakfast is provided at the hotel. Students will need to bring money for 4 meals (\$6 for a pizza meal on campus, 2 fast food dinners and 1 nice dinner at the Green Mill together). I anticipate the students would need about \$50.00 to cover these expenses. They are welcome to pack a lunch and snacks. We are also planning either a couple of free hours at the Mall of America on Monday evening. Students may wish to bring shopping money! Bottom line? Total cost to student is \$25 plus food and their own expenses.

Here's some other information you may need.

We will be staying at the Hampton Inn in Shoreview at 1000 Gramsie Road.

The telephone number is: 651-482-0402

Attached you will find an itinerary of convention events, "FFA Code of Ethics", "Rules of Conduct" and permission form. School district policies will also be in effect. *Please note: If a student violates the Rules of Conduct or terms given by the instructors, parents will be called to pick up or pay for the transportation home of their son/daughter.*

Please complete the required forms and \$25 (unless fundraised) and return to school by Tuesday April 14th.

If you have any questions, please feel free to call me at 336-8845 ext. 4039 or on my cell phone: 218-340-7040.

Sincerely,

Jennifer Madole
East High School

Permission To Attend the State FFA Convention to be returned by Tues. April

I give _____ my permission to attend the Minnesota FFA State Convention on April 26th-28th at the University of Minnesota, Mpls-St. Paul. *I also, have read the FFA Code of Ethics, Code of Conduct and Itinerary and understand that if my son or daughter violates the codes and does not abide by the plans, I will be called to pick him/ her up or will pay for his/her bus transportation home.*

Printed Parent/Guardian Name

Parent/Guardian Signature

Date

Daytime phone

Evening phone

Cell phone

Health Information:

Please provide medical concerns/allergies/medications as appropriate.



We will conduct ourselves at all times in a manner that presents a positive image of our organization, our school, and our community by:

1. Dressing neatly and appropriately for the occasion.
2. Showing respect for the rights of others and being courteous to everyone at all times.
3. Being honest and not taking unfair advantage of others.
4. Respecting the property and rights of others.
5. Refraining from loud, boisterous talk, profanity and other unbecoming conduct.
6. Demonstrating sportsmanship in the showing, judging arenas, and meetings. Showing modesty in victory and graciousness in defeat.
7. Arriving at meetings on time and respecting the opinions of others in discussion.
8. Taking pride in our organization, in our activities, in our supervised agricultural experience programs, in our exhibits, and in the careers in agriculture.
9. Sharing with other's experiences and knowledge gained by attending National and State meetings.
10. MN FFA rules prohibit smoking at any time.
11. Remember delegates and members must wear official dress during all general sessions at state and national CDE's, at the workshops and while attending the convention on campus. (Blazers or business suits with tie are acceptable)

RULES ON CONDUCT

I have read the rules of conduct, understand them, and I will abide by them. I will accept the authority of the supervisors and advisors in charge of the trip. I will attend the sessions of the convention and make arrangements to report them to my chapter. I will be courteous at all times and respect the rights of other members. I will care for campus / accommodations property and respect the rights of others at the campus / motel / hotel. I will not purchase, use, or have in my possession any kind of alcohol, tobacco, drugs, or other chemical substances. I will be in my room and remain there after curfew time, and I will be dressed and out of my room by the time designated by the advisor for each day. I understand that any infraction of these rules will be grounds for my participation in the trip to be terminated and for me to be sent home at my parent's / guardian's expense. I pledge to attend the activities marked in this program.

Members violating or ignoring rules of proper conduct at the convention will be subject to disciplinary action and dismissal. Violations of the Code of Ethics or Rules of Conduct will be reported to local school administrators for disciplinary action.

Student Signature: _____

Parent Signature: _____

Chapter: Duluth

Advisor/s: Jennifer Madole

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	Second Harvest Heartland	Jerry Maki	Second Harvest Heartland Grant	\$2,500	Funds from this grant award will be used to enhance the Breakfast Program at Lowell Elementary.
2	Rotary Club #25	Albert Chepelnik	Stock Market Game Grant	\$392	Funds from this grant award will be used to recognize the most profitable Stock Market Game (SMG) teams in Futures/Independent Living Classes at Denfeld and East High Schools each semester.

10/7/2014

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

Dear Mr. Gronseth,

This is to certify that the person listed below has completed all 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

Chimmy Van Nguyen

SCHOOL ON DIPLOMA

GRADUATION DATE

Duluth Public Schools

9/25/2014

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

Adrian Norman
Principal

Brenda VanDell
Administrative Assistant
Area Learning Center

11/5/14

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

Dear Mr. Gronseth,

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

NAME OF GRADUATE

Tyron Lorenz Long

SCHOOL ON DIPLOMA

GRADUATION DATE

East

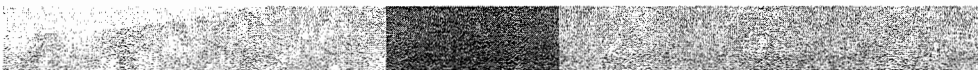
12/18/14

Bridge student

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

Adrian Norman
Principal

Brenda VanDell



11/5/14

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

Dear Mr. Gronseth,

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

NAME OF GRADUATE

Kristian Alan Nielsen

SCHOOL ON DIPLOMA

GRADUATION DATE

Denfeld

12/18/14

Bridge student

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

Adrian Norman
Principal

Brenda VanDell

11/25/14

**William Gronseth
Independent School District 709
215 N 1st Ave E
Duluth, MN 55802**

Dear Mr. Gronseth,

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

NAME OF GRADUATE

Jonathan Taylor Shinkle

SCHOOL ON DIPLOMA

GRADUATION DATE

Duluth Public Schools

11/18/2014

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

**Adrian Norman
Principal**

**Brenda VanDell
Administrative Assistant
Area Learning Center**

11/5/14

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

Dear Mr. Gronseth,

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

NAME OF GRADUATE

Eliomar Richard Julkowski

SCHOOL ON DIPLOMA

GRADUATION DATE

Duluth Public Schools

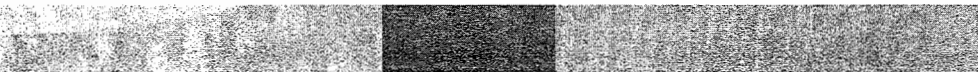
12/10/14

Bridge student

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

Adrian Norman
Principal

Brenda VanDell



12/17/2014

**William Gronseth
Independent School District 709
215 N 1st Ave E
Duluth, MN 55802**

Dear Mr. Gronseth,

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

NAME OF GRADUATE

Trystan Eli Larson

SCHOOL ON DIPLOMA

GRADUATION DATE

Duluth Public Schools

12/17/2014

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

Adrian Norman
Principal

Brenda VanDell
Administrative Assistant
Area Learning Center

has diploma

12/22/14

**William Gronseth
Independent School District 709
215 N 1st Ave E
Duluth, MN 55802**

Dear Mr. Gronseth,

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

NAME OF GRADUATE

Keenan Allen McGovern

SCHOOL ON DIPLOMA

GRADUATION DATE

Duluth Public Schools

12/22/14

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

**Adrian Norman
Principal**

**Brenda VanDell
Administrative Assistant**

12/23/14

**William Gronseth
Independent School District 709
215 N 1st Ave E
Duluth, MN 55802**

Dear Mr. Gronseth,

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

NAME OF GRADUATE

Jason Michael Browall

SCHOOL ON DIPLOMA

GRADUATION DATE

Duluth Public Schools

12/23/14

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

**Adrian Norman
Principal**

**Brenda VanDell
Administrative Assistant
Area Learning Center**

12/23/14

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

Dear Mr. Gronseth,

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

NAME OF GRADUATE

Levi John Lind

SCHOOL ON DIPLOMA

GRADUATION DATE

Duluth Public Schools

12/23/2014

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

Adrian Norman
Principal

Brenda VanDell
Administrative Assistant
Area Learning Center

12/11/2014

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

Dear Mr. Gronseth,

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

NAME OF GRADUATE

Dacotah James Hatfield

SCHOOL ON DIPLOMA

GRADUATION DATE

Duluth Public Schools

12/4/2014

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

Adrian Norman
Principal

Brenda VanDell
Administrative Assistant
Area Learning Center