

## Education Committee - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, January 21, 2014

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

6:30 PM

### 1. Informational Items

#### A. Informational Presentations

##### 1) Unity/ALC Presentation

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Adrian Norman, Unity/ALC Principal, and teachers, Joe Shingen and Phil Thouin, presented a snapshot of the technology being utilized by students and staff at Unity/ALC and shared an update on the status and progress of their new blended program.

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

##### 2) Random Drug Testing Committee Update

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A Random Drug Testing Committee, comprising of District and Building Administrators, a School Board Member, Activity Directors, School Social Workers and Nurses, and Police Liaison Officers, has been meeting since last Spring with the charge of exploring the possibility of implementing Random Drug Testing for Duluth Public Schools student athletes. Committee members Tom Pearson, Shawn Roed, Ron Lake, and Tim Sworsky, presented information on their findings and plans moving forward.

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

##### 1) New Computer Science Principles Course Proposal

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The National Association of Colleges and Employers (NACE) Job Outlook 2013 survey identified computer science as one of the five career fields in highest demand, particularly in Northeastern Minnesota. In order to develop the next generation of technology professionals, we need to introduce students to computing and its potential as a career. Therefore, it is recommended that Computer Science Principles be

added to Business/Marketing/Computers offerings as a semester course for students in grades nine-twelve for the 2014-15 school year.

Recommendation: It is recommended that the Duluth School Board accept and approve the addition of the above course for the 2014-15 school year.

2) Recommended Middle and High School Course Offerings for the 2014-15 School Year 10

Kevin Abrahamson, Coordinator of Curriculum and Instruction, shared information on recommended middle and high school course offerings for the 2014-15 school year including all recommended course content changes, dropped courses, and added courses.

Recommendation: It is recommended that the Duluth School Board accept and approve the recommended middle and high school course offerings for the 2014-15 school year.

B. Resolution E-1-14-3157 - Acceptance of Grant Awards to Duluth Public Schools 12

Attached is Resolution E-1-14-3157 - Acceptance of Grant Awards to Duluth Public Schools, to accept and approve grant awards from the following organization:

Lloyd K. Johnson Foundation

Recommendation: It is recommended that the Duluth School Board accept and approve Resolution E-1-14-3157 - Acceptance of Grant Awards to Duluth Public Schools.

C. Extended Field Trip Requests 16

Fifth grade students from Homecroft Elementary will be traveling to Wolf Ridge Environmental Learning Center in Finland, Minnesota from February 10-12, 2014. The objective of this trip is to provide students a learning opportunity in a natural setting and in a hands-on manner. Class are tied into the Minnesota State Science, Physical Education, and Language Arts Standards. The total cost of the trip is \$12,133 and will be funded through fundraising activities, donations, student and chaperone fees, and grant dollars.

Fourth grade students from Congdon Park Elementary will be traveling to Wolf Ridge Environmental Learning Center in Finland, Minnesota from March 26-28, 2014. The objective of this trip is to provide students a learning opportunity in a natural setting and in a hands-on manner. Class are tied into the Minnesota State Science, Physical Education, and Language Arts Standards. The total cost of the trip is \$13,175 and will be funded through fundraising activities, donations, and student and chaperone fees.

Fifth grade students from Meyers-Wilkins Elementary will be traveling to Deep Portage Environmental Learning Center in Hackensack, Minnesota from January 8-10, 2014. The objective of the trip is to have students experience lessons guided by the Minnesota Grade Five Academic Standards in Science - Strand 4 - "Life Science." Students will participate in positive individual and team-based activities to instill confidence. The total cost of the trip is \$4,360 and will be funded through fundraising activities.

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

D. Diploma Requests

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

Thompson John Vallie - November 27, 2013  
 Sarah Katherine Denny - November 27, 2013  
 Justice Layne Lundquist - December 18, 2013  
 Jacob Robert Privette - January 17, 2014  
 Allen Michael Wever - January 17, 2014

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

E. Certificate of Attendance

A Certificate of Attendance will be awarded to the following East High School foreign exchange student in lieu of a diploma dated December 20, 2013:

Hee Jeong Christina Bae

Recommendation: It is recommended that the Duluth School Board accept and approve the above Certificate of Attendance.

**Enrollment – Area Learning Center (Seat Based)**

	September	October	November	December	January
2012-13	36	46	48	49	56
2013-14	68	69	64	76	87

**Out of School Suspension**

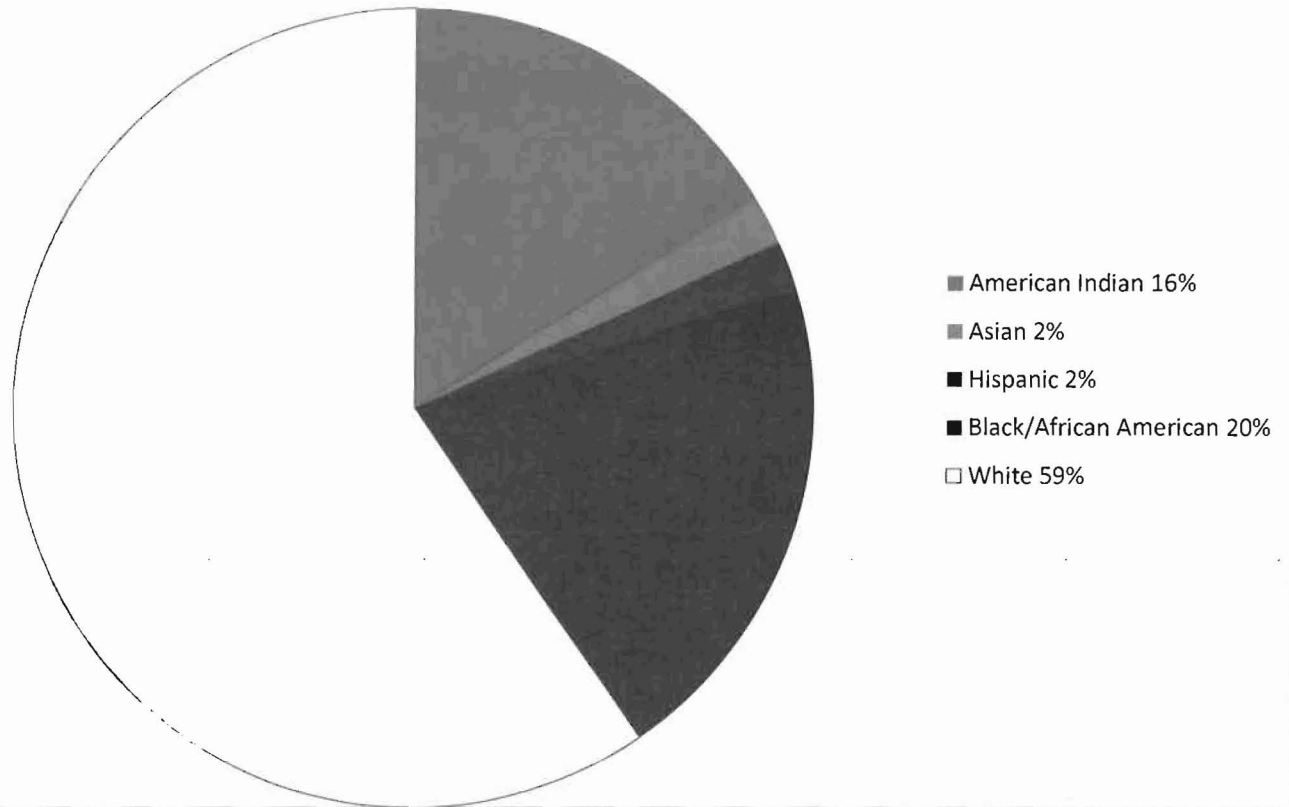
ALC OSS (Days)	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
12-13	0	5	23	11	1	2	5	0	1	0	58
13-14	0	1	0	0	0						1

**2013-14 Overall Grade Point Average**

(Based on 66 Students)

Term 1	Term 2
1.796	2.05
Term 2	
4.0 GPA	7 Students
3.0 – 3.99 GPA	14 Students

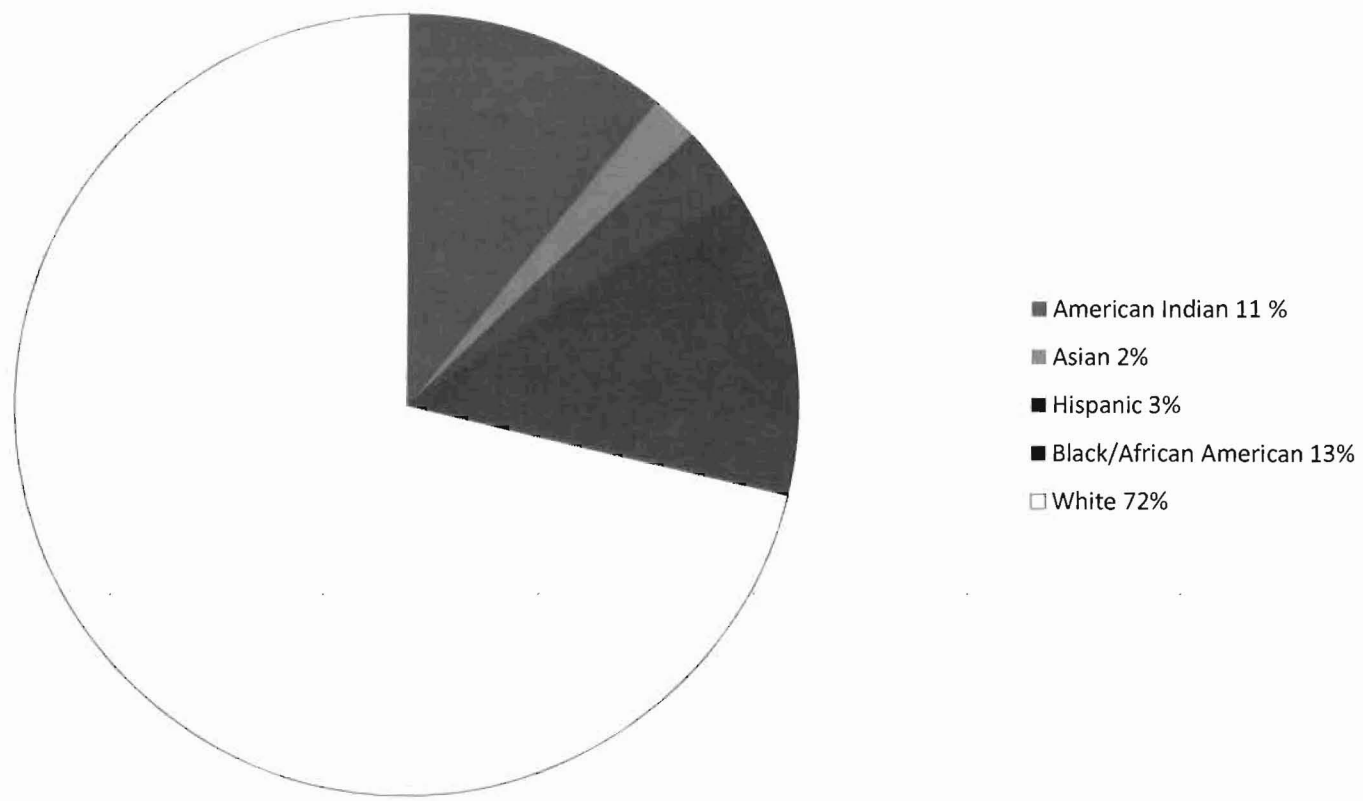
### ALC Seat Based Students



**Total Seat Based Students = 91**  
(15 American Indian, 2 Asian, 2 Hispanic, 18 Black/African American and 53 White )  
**38 Students of Color = 40%**  
**12 Special Education Students = 13%**

**Home School**  
**59 Denfeld Students – 62%**  
**31 East Students = 33%**  
**5 Students from other schools = 5%**

### IS Dual/Non Dual



**Total IS Dual and Non Dual Students = 195**  
(Dual = 81 students, Non Dual = 114 students)  
(20 American Indian, 4 Asian, 5 Hispanic, 25 Black/African American, 141 White)

**54 Students of Color = 28%**  
**24 Special Education Students = 12%**

**Home School**  
95 Denfeld Students = 49%  
64 East Students = 33%  
35 Students from other schools = 18%

## **OVERVIEW OF RANDOM DRUG TESTING OF STUDENTS**

### **Goal**

To establish a random drug testing program for Duluth Public School students in an effort to deter students from the use of illegal drugs and to identify students who are using illegal drugs in order to provide an opportunity for intervention and treatment. This program also provides strong rationale for students to just say "NO"!

### **Student Eligibility**

The following groups of students will be eligible for random suspicionless drug testing:

#### **A. Pledge Makers**

Duluth Public Schools students who are members of the "Pledge Makers" organization who sign a promise not to use illegal drugs. The student and at least one (1) parent must give a signed consent for drug testing.

#### **B. Co-Curricular Participants**

Duluth Public Schools students who choose to exercise the privilege of participating in co-curricular activities that are defined in the Co-Curricular Code of Conduct. Student participants registering for co-curricular activities will be provided with a consent form. The completion of the consent form by the student participant and, if the student is a minor, his/her parents or guardians, constitutes express permission and agreement that the student will submit to random suspicionless drug testing. Signing the consent, and adherence to the conditions thereafter, shall be a condition for participation in co-curricular activities.

#### **C. Students Who Register to Park a Motor Vehicle in a DPS High School Parking Lot**

Duluth Public Schools students who choose to exercise the privilege of parking a motor vehicle in a high school parking lot during the school day. High School students may apply for a parking permit. The parking permit application will include a consent agreement by which a student and at least one (1) parent or guardian, if the student is a minor, will agree the student is to be eligible for random suspicionless drug testing.

### **Penalties for violations or refusal to complete a random drug test**

- A. MSHSL and District policy will apply for penalties involving MSHSL Co-Curricular participants. .
- B. Other Non MSHSL Co-Curricular participants will serve community service hours
- C. Parking privileges will be revoked for a predetermined amount of time

### **Substances Tested**

Any illegal drug including alcohol. This includes amphetamine, methamphetamine, barbiturates, cocaine, codeine/morphine, alcohol, benzodiazepines, phencyclidine, steroids, LSD and marijuana (THC). Drugs may be exempted if a legal and current prescription for use can be provided within forty-eight (48) hours of testing.

### **Random Selection of Students Participating for Testing**

Students eligible in each pool of students (Pledge Makers, co-curricular participants, students requesting parking permits) will be assigned a number by school administration. Random draws of numbers will be conducted weekly. A designated number of student participant numbers will be drawn each week.

### **Relationship with Authorities**

- A. Any alcohol, illegal drugs, illegal controlled substance, or illegal items confiscated by school authorities in the course of an investigation will be turned over to the appropriate law enforcement authority.
- B. After appropriate action has been taken, the school authorities may make a referral to an appropriate agency or student assistance program.

**Confidentiality**

The fact that a student has been found in violation of this policy, including the results of any drug or alcohol tests administered, shall be kept confidential and only disclosed to the extent allowed by State and Federal law.

**Positive Results/Consequences**

Students who test positive for illegal drugs will be subject to consequences as outlined in the Student Code of Conduct and the MSHSL. If the result is positive, the student is given an explanation by the principal/designee. Parents will be notified by phone of the positive test results. The student and parents will be given an opportunity to explain any possible reason for the positive test to the Medical Review Officer of the testing lab. Parents will have an opportunity for re-testing at a certified laboratory of the family's choice, at the family's expense. School Staff and/or Administration will work to connect Students and families to local resources.

**Retesting**

Students will have an opportunity within the twenty-four (24) hours of notification of the first positive test result to have the specimen re-tested in a certified laboratory of the family's choice and at the family's expense. The principal and/or administrative designee may consult with medical professionals to evaluate the results of the re-test, taking into consideration any evidence offered by the student and/or family. Should the re-test confirm a positive result, and there is not a satisfactory explanation for the positive results, all consequences specified will apply.

**Cost**

- A. Without Alcohol:  $\$32 \times 4 \text{ tests} \times 36 \text{ wks} = \$4608$   
     With Alcohol:  $\$35 \times 4 \text{ tests} \times 36 \text{ wks} = \$5040$
- B. Administrative and associated cost involving dedicated time to program

**Potential Next Steps**

- A. Gain feedback from Education Committee regarding random drug testing
- B. Draft Duluth Public Schools Policy spring and summer 2014
- C. Share with staff, students, families, and community 2014-15 school year
- D. Implement 2015-16 school year
- E. Review and improve spring 2016

## **Improving Student Achievement in Computer Science: A Pilot Program for Teachers at Northern Minnesota High Schools**

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A Concept Paper from The College of St. Scholastica  
July 22, 2013

### **Summary**

This project will prepare regional teachers to teach Advanced Placement (AP) Computer Science Principles (CSP). St. Scholastica will develop and offer a summer graduate course in 2014 to six teachers from three districts and will provide ongoing mentoring. The course will focus on computer science content and pedagogy specific to teaching underrepresented groups. After these courses are piloted at three designated high schools, the project will be extended to cover additional schools in Minnesota.

### **Rationale**

The National Association of Colleges and Employers (NACE) Job Outlook 2013 survey identified computer science as one of the five career fields in highest demand. This is particularly true in northeastern Minnesota, which is projected to have a 19.4 percent rate of growth in employment in mathematical and computer fields between 2010 and 2020, compared to 13.6 percent statewide. In fact, growing awareness of the need for more technology workers led to the development of the Northeast Minnesota STEM (Science, Technology, Engineering, Mathematics) Alliance in November 2012. The initial meeting attracted over 100 business, education, civic, and community leaders committed to improving STEM education and workforce development in Northeast Minnesota.

Despite awareness of this burgeoning need, no public high schools in our region currently offer Advanced Placement (AP) classes in computer science. In fact, Minnesota lacks a formal training and certification process for teachers in computing, meaning that many schools do not even offer a computer science course beyond Microsoft Office or Web Design. Moreover, a study by the Association for Computing Machinery (ACM) and the Computer Science Teachers Association (CSTA) found that computer science education is adopted into state education standards at a much lower rate in Minnesota than nationally (e.g., 10% rate of computer science adoption in Minnesota standards versus 29% nationally, in Grades 10-11). In order to develop the next generation of technology professionals, we need to introduce them to the exciting variety of computing at the high school level. This pilot project will prepare teachers to introduce students to computing and its potential as a career.

### **Project Goals**

Our overall goal is to prepare teachers to introduce students to computing and its potential as a career, thereby developing the next generation of technology professionals. In order to do this, we seek to strengthen computer science curriculum and instruction in Duluth area high schools by offering AP Computer Science Principles in three districts, enrolling 60 students total.

### **Plan**

- Develop a 3-credit graduate Education course that addresses content and pedagogy necessary to teach the AP CS Principles course.
  - Teachers enroll in one 3-credit graduate Education course during summer 2014 and then teach that course beginning in fall 2015 at their respective schools.
  - Host a summer workshop on campus to kick off each course and provide an opportunity to develop community among participating teachers and college faculty. The courses will continue online throughout each summer.
  - While offering the courses at their high schools, the teachers will be mentored by a CSS faculty member who visits their classroom, offering feedback on teaching methodologies and student engagement strategies.
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**District 709**  
**2014-15 Proposed Curriculum/Program Changes - Middle/High School**

Course Title	Department	Grades	Credits	Prerequisites	Rationale
<b>New Courses to Be Added</b>					
111103/111104 Computer Science Principles	Business/Marketing/ Computers	9-12	.5 per semester		Training and course implementation assisted by C.S.S. provided at no cost to district. Will lead to A.P course in Computer Science at our H.S.
<b>Changes in Course Title and/or Structure or Alignment</b>					
Name Change 191201/191202 Music Cafe to 191203/191204 Exploration of Music	Music	9-12	.5 per semester	none	Course was called Music Café and the name was changed to match the course syllabus more accurately. Revision to course description reflects student work in course.
Name Change 182401/182402 Algebra Lab to 182403/182404 Intermediate Algebra Lab	Math	9-12	.5 per semester	none	Course was called Algebra Lab and the name was changed to match the course syllabus more accurately.

**District 709**  
**2014-15 Proposed Curriculum/Program Changes - Middle/High School**

Course Title	Department	Grades	Credits	Prerequisites	Rationale
<b>Changes in Course Title and/or Structure or Alignment</b>					
Name Change 230000 Civics (Social Studies 9) to 230010 Civics and Geography	Social Studies	9	.5		Course was called Civics (Social Studies 9) and the name was changed to match the course syllabus more accurately.

Name Change America History 8 to Global Studies 8	Social Studies		8		Due to mandated changes created by Minnesota social studies standards, the district must have social studies courses in middle school reflect grade-specific standards. The history course being taught in the 2013-14 school year needs to be replaced with the course titled Global Studies 8 for the 2014-15 school year.
200000 Foods and Healthy Living	Family and Consumer Sciences	9-12	.5		Dropped; recommended by H.S. principals. Similar course work found in culinary arts department which is growing
201000 Food Science and Nutrition	Family and Consumer Sciences	9-12	.5		Dropped; recommended by H.S. principals. Similar course work found in culinary arts department which is growing
201100 Global Cuisine/Cultural Apprciation	Family and Consumer Sciences	9-12	.5		Dropped; recommended by H.S. principals. Similar course work found in culinary arts department which is growing

**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	Lloyd K. Johnson	Ed Crawford	Youth Success Team Grant	\$10,000	Funds from this grant award will be used to support funding AmeriCorp Volunteers in the Duluth Public Schools as part of our Youth Success Teams.

# Lloyd K. Johnson

F O U N D A T I O N

December 18, 2013

Duluth Public Schools, ISD #709  
Eddie Crawford, Assistant Superintendent  
215 North 1st Avenue East  
Duluth, MN 55802

Dear Eddie:

The Board of the Lloyd K. Johnson Foundation is pleased to inform you that a grant to Duluth Public Schools ISD 709 in the amount of \$10,000 has been approved to support School-Success Team-Year 2.

In order to receive the grant funding, please review and sign the attached agreement and return the signed agreement to the: Lloyd K. Johnson Foundation 130 West Superior Street, Suite 710, Duluth, MN 55802. A check will be mailed to your organization shortly after we receive the signed grant agreement.

Please note that these grant funds must be used substantially in accordance with the budget included with your grant application and that no substantial changes in the budget or the grant period may be made without prior written approval from the Foundation. Any funds not used for the purposes stated in the approved grant application or any unspent funds must be returned to the Foundation.

A conditions of the grant agreement is that you submit a Final Report to the Foundation which includes a narrative of the progress made towards the goals described in the grant application as well as a final report of expenditures made from grant funds. The Final Report format is enclosed and is also available to download from our website ([www.lloydkjohnsonfoundation.org](http://www.lloydkjohnsonfoundation.org)).

We request that in any publicity given this grant, acknowledgement be made that the funds were received from the Lloyd K. Johnson Foundation. Please enclose copies of any publicity with your Final Report.

Congratulations on receiving funding from the Lloyd K. Johnson Foundation! If you have any additional questions, please feel free to contact me at 218.726.9000.

Sincerely,



Joan Gardner-Goodno  
Executive Director  
Lloyd K. Johnson Foundation  
218.726.9000  
[igardner@lloydkjohnsonfoundation.org](mailto:igardner@lloydkjohnsonfoundation.org)

cc: William Gronseth, Superintendent

EXECUTIVE DIRECTOR

Joan E. Gardner-Goodno 13

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**Lloyd K. Johnson Foundation**  
**~Grant Agreement~**

**ORGANIZATION:** Duluth Public Schools ISD #709

**AMOUNT:** \$10,000

**PURPOSE:** Project Support - School Success Team-Year 2

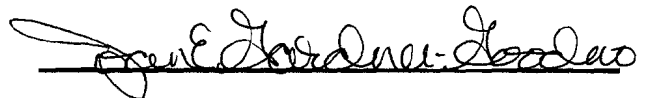
**GRANT PERIOD:** January 2014 - July 2014

1. Use of Grant Funds: You may use grants funds only as described in the approved grant application. Any significant deviation from the approved itemized budget must be approved by the Foundation prior to expenditure. Any unspent funds must be returned to the Foundation.
2. Payment of Grant Funds: The grant funds will be paid by the Foundation after receipt of the signed grant agreement according to the following schedule of payment(s): **One payment of \$10,000.**
3. Certification and Maintenance of Exempt Organization Status: You certify that you have been determined by the Internal Revenue Service to be a tax-exempt organization under Section 501 (c)(3) of the Code, and “not a private foundation”, within the meaning of Code Section 509 (a), or in the absence of such a determination, that you are a state or any political subdivision thereof within the meaning of Code Section 170 (c)(1) (referred to hereafter as a “Public Charity”). You will immediately inform the Foundation of any change in or challenge to your status as a Public Charity. Furthermore, you hereby affirm that this grant will not cause you to fail to qualify as a Public Charity. You will comply with the provisions of the Code and the regulation applicable to you where such violation materially affects your ability to carry out the goals of the grant.
4. Interim Reports: In addition to a Final Report, the Foundation may require an Interim Report(s) regarding expenditures, records and progress of the grant project. Failure to provide an Interim Report indicating satisfactory progress towards defined grant outcomes may result in the Foundation withholding payment(s) until interim goals have been achieved.
5. Final Report: On or before **September 30, 2014** you will make a final report to the Foundation with respect to all expenditures made from such grant funds (including salaries, travel and supplies) and indicate the progress made towards the goals of the grant.
6. Records: You will maintain your books and records in such a manner that the receipts and expenditures of the grant funds will be shown separately on such books and records in an easily checked form. You will keep records of receipts and expenditures of grant funds as well as copies of the reports submitted to the Foundation and supporting documentation for at least four (4) years after the completion of the use of the grant funds, and will make such books, records and supporting documentation available to the

Foundation for inspection at reasonable times from the time of your acceptance of this grant through such period.

- 7. Acknowledgement of Support: All publicity- publications, press releases, brochures, videotapes, and other public relations materials or communication dealing with the activities and achievement of the work of the grant shall acknowledge the Foundation's support.
- 8. Violation of Terms; Change of Status: In the case of any violations by you of the terms and conditions of the grant, including but not limited to not executing the work of the grant in substantial compliance with the proposal, or in the event of any change in or challenge by the Internal Revenue Service of your status as a Public Charity, the Foundation reserves the right in its absolute discretion to terminate the grant. The Foundation's determination will be final and will be binding and conclusive upon you. If an Interim Report has been requested and the report is not received in a timely manner, the Foundation may withhold payment until the outstanding report is received, and may terminate the grant if any such report is not received within a reasonable time (no more than sixty [60] days) following the date on which it was due.
- 9. Termination: Upon termination of this grant for any reason, the Foundation will withhold any further payments of grant funds and you will repay to the Foundation any portion of the grant funds that were not spent for the grant period.
- 10. Future Funding: You acknowledge that the Foundation and its representatives have made no actual or implied promise of funding except for the amounts specified by this agreement. If any of the grant funds are returned or if the grant is rescinded, you acknowledge that the Foundation will have no further obligation to you in connection with this grant as a result of return or rescission. However, the foregoing is not intended to prohibit the Foundation from providing you an additional grant at the termination of the grant described in this agreement upon the submission of a new proposal, if the Foundation in its sole discretion determines that an additional grant is appropriate.
- 11. Modification: This agreement sets forth all terms of the grant and replaces all prior understandings and agreements. Any modification or amendment will be made only in writing signed by an authorized officer of your organization and of the Foundation.
- 12. Applicable Law: This agreement will be construed in accordance with the laws of the State of Minnesota.

**Lloyd K. Johnson Foundation**



Date: 12.18.13

Accepted by:

  
Name: William Gronseth

Title: Superintendent of Schools Date: 12-19-13



## FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip:       Instructional       Supplementary       Extended

1. Organization/Grade/Course Planning Trip: Homecroft 5<sup>th</sup> Graders
2. Contact Person (Responsible for Checklist Completion): John Bushey – Instructional Coach Homecroft
3. Field Trip Date(s): 2/10/14-2/12/14      Destination: Wolf Ridge ELC -
4. Field Trip Overview (Include events, establishments and locations): All events occur on the Wolf Ridge campus. We stay in dormitories with 6-8 people/room. All food is served on campus in the cafeteria. All classes (3/ day) take place on the Wolf Ridge property near Finland, MN.
5. Field Trip Departure from School (Date and Time): 2/10/14– leave 9:15am  
Field Trip Return to School (Date and Time): 2/12/14 return to school @1:45pm
6. Objectives of Field Trip: To provide students a learning opportunity in a natural setting and in a hands-on manner. The classes we take tie into our MN state Science, Physical Education, and language arts standards
7. Relationship to Curriculum or Student Learning: Our district science curriculum is not currently well aligned with the MN State Standards. This trip involves a great deal of learning pertaining to our district science curriculum and the MN State Standards, helping prepare our students and assuring we are able to teach all the MN state standards.. It also helps develop personal growth for the students and builds teamwork skills necessary to be successful in school and throughout our lives.
8. Planned Follow-up Field Trip Activities: We use the experience to promote interest and motivation to learn the remainder of the year. We will do Windows Movie Maker projects, a narrative about the experience, and use the memories of the trip to create enthusiasm for learning, science, and conservation of our resources.
9. Field Trip Budget Request

<b>Estimated Expenses</b>	
Total Admission/Fees (includes 66 students, 3 staff members, and @17 chaperones)	<b>11.008</b>
Total Meals *included in above fees	\$ included
Total Lodging *included in above fees	\$ included
Total Transportation	<b>\$1024.67</b>
<input type="checkbox"/> School District Vehicle(s)	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends: (snacks for everyone both evenings we are there)	<b>\$100</b>
Other:	<b>\$</b>
<b>Total</b>	<b>\$12,132.67</b>

<b>Revenues</b>		
District Budget	Code:	\$
Fundraising-calendar sale & PTA spaghetti dinner		<b>\$5250</b>
Donations		<b>\$2500</b>
Student & chaperone Fees		<b>\$2883</b>
Total Additional Stipends: Wolf Ridge Grant		<b>\$1500</b>
<b>Total</b>		<b>\$12133</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. - working on it.
- 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 - *Parent Mtg. held in early March*
- Planned Itinerary

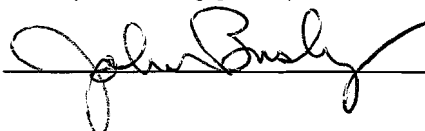
**TIME**

11:15am 2/10/14  
12:00 pm 2/10/14  
12:15 pm 2/12/14

**LOCATION**

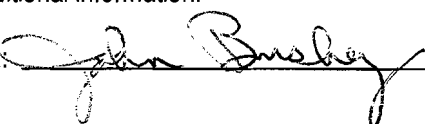
Arrive at Wolf Ridge 6288 Cranberry Rd. Finland, MN 55603  
Lunch first day, they off to classes - continue classes & meals until Friday 11:15am  
Leave Wolf Ridge - arrive back at Homecroft @1:45pm

- 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 *IN Progress*
- Arrange Meal Plans
- Arrange Lodging Plans and Room Assignments - *Lodging done - Room assignments to be completed*
- 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: 

## Itinerary;

### Wolf Ridge 2/10/14---2/12/14 Homecroft School

#### Monday, February 10th, 2014

- Leave Homecroft School: 9:15am 3/26/14
- Arrive Wolf Ridge 11:00am 3/26/14
- 11:30am – Check into dorm rooms; orientation/introduction to our liaison.
- 12:00 – lunch – Lake Superior Dining Hall
- 1:15-4:15 first Class
- 5:00 Dinner
- 5:15-6:05 – Group A, B, go to store
- 6:15-9:15 Night Class
- 9:15-9:30 – night snack
- 9:45 – Bed/lights out
- 9:45-10:00 parent chaperone meeting

#### Tuesday, February 11th, 2014

- 6:30 wake up – get ready
- 7:15 Breakfast
- 8:15 -11:15 Morning Class
- 12:00 Lunch
- 1:15-4:15 – Afternoon Class
- 5:00 Dinner
- 5:15-6:05 Groups C, D, E go to store
- 6:15-9:15 – Night class
- 9:15-9:40 – Snack, magic show, campfire
- 9:45 – lights out – bed

#### Wednesday, February 12<sup>th</sup>, 2014

- 6:30 wake up get ready – pack and gear stored in Dorm Lobby before breakfast
- 7:15 Breakfast
- 8:15-11:00am (classes end 15 min. early to get ready for departure)
- 11:45 bag lunch in dorm lobby; Wolf Ridge liaison goodbye
- 12:00 – depart Wolf Ridge
- 1:45 – Arrive back at Homecroft School

\*Students can be picked up by parents upon arrival at school

\*Students not picked up may leave gear in classrooms until Monday when gear can be picked up.

# DISTRICT 709 FIELD TRIP REQUESTS

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

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

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

**DEFINITIONS:**

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

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

Extended Trips Within Minnesota and Continental United States - Trips that involve one or more overnight stops within Minnesota or the Continental United States and may be instructional or supplementary and are voluntary in nature. Extended field trips require school board approval prior to the trip.

**INSTRUCTIONAL TRIP ACTION**

Principal:                     Approved                    Name: \_\_\_\_\_

Not Approved                    Date: \_\_\_\_\_

**SUPPLEMENTAL TRIP ACTION**

Principal:                     Approved                    Name: \_\_\_\_\_

Not Approved                    Date: \_\_\_\_\_

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

**EXTENDED TRIP ACTION**

Principal:                     Recommended                    Name: Kate Marshall

Not Recommended                    Date: 12-9-13

Assistant Superintendent:  Recommended                    Name: E. Crawford

Not Recommended                    Date: 1/8/13

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

1. Organization/Grade/Course Planning Trip: Congdon Park 4<sup>th</sup> Graders
2. Contact Person (Responsible for Checklist Completion): John Bushey – Instructional Coach Congdon Park
3. Field Trip Date(s): 3/26/14-3/28/14      Destination: Wolf Ridge ELC -
4. Field Trip Overview (Include events, establishments and locations): All events occur on the Wolf Ridge campus. We stay in dormitories with 6-8 people/room. All food is served on campus in the cafeteria. All classes (3 per day) take place on the Wolf Ridge property near Finland, MN.
5. Field Trip Departure from School (Date and Time): 3/26/12 – leave 9:15am  
Field Trip Return to School (Date and Time): 3/28/12 return to school @1:45pm
6. Objectives of Field Trip: To provide students a learning opportunity in a natural setting and in a hands-on manner. The classes we take tie into our MN state Science, Physical Education, and language arts standards.
7. Relationship to Curriculum or Student Learning: Our district science curriculum is not currently well aligned with the MN State Standards. This trip involves a great deal of learning pertaining to our district science curriculum and the MN State Standards, bridging the gaps with our 4<sup>th</sup> and 5<sup>th</sup> grade students. It also helps develop personal growth for the students and builds teamwork skills necessary to be successful in school and throughout our lives.
8. Planned Follow-up Field Trip Activities: We use the experience to promote interest and motivation to learn the remainder of the year and the following year. We will do Windows Movie Maker projects, a narrative about the experience, and use the memories of the trip to create enthusiasm for learning, science, and conservation of our resources.
9. Field Trip Budget Request

<b>Estimated Expenses</b>	
Total Admission/Fees (includes 75 students, 4 staff members, and @18 chaperones)	<b>\$12,000</b>
Total Meals *included in above fees	\$ included
Total Lodging *included in above fees	\$ included
Total Transportation	<b>\$1050</b>
<input type="checkbox"/> School District Vehicle(s) <input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____ <input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends: (snacks for everyone both evenings we are there)	<b>\$125</b>
Other:	\$
<b>Total</b>	<b>\$13,175</b>

<b>Revenues</b>		
District Budget	Code:	\$
Fundraising		<b>\$7500</b>
Donations		<b>\$2500</b>
Student & chaperone Fees		<b>\$3000</b>
Total Additional Stipends:		\$
<b>Total</b>		<b>\$13,000</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.) - *Liability & health forms home in December.*
- 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. - *School nurse - already spoken to her.*
- 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**

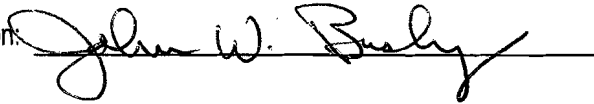
11:15am 3/26/14  
12:00 pm 3/26/14  
12:15 pm 3/28/14

**LOCATION**

Arrive at Wolf Ridge 6288 Cranberry Rd. Finland, MN 55603  
Lunch first day, they off to classes - continue classes & meals until Friday 11:15am  
Leave Wolf Ridge - arrive back at Congdon Park @1:45pm

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

Signature of Contact Person:

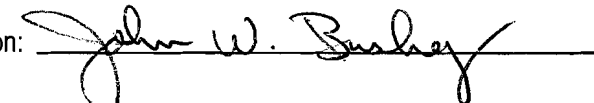


**FIELD TRIP REQUEST CHECKLIST - Extended Trip Only**

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 - *at W.R. - we purchase snacks at night.*
- 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:



## Itinerary;

### Wolf Ridge 3/26/14---3/28/14 Congdon Park:

#### Wed. March 26, 2014

- Leave Congdon park School: 9:15am 3/26/14
- Arrive Wolf Ridge 11:00am 3/26/14
- 11:30am – Check into dorm rooms; orientation/introduction to our liaison.
- 12:00 – lunch – Lake Superior Dining Hall
- 1:15-4:15 first Class
- 5:00 Dinner
- 5:15-6:05 – Group A, B, C go to store
- 6:15-9:15 Night Class
- 9:15-9:30 – night snack
- 9:45 – Bed/lights out
- 9:45-10:00 parent chaperone meeting

#### Thursday March 27, 2014

- 6:30 wake up – get ready
- 7:15 Breakfast
- 8:15 -11:15 Morning Class
- 12:00 Lunch
- 1:15-4:15 – Afternoon Class
- 5:00 Dinner
- 5:15-6:05 Groups D, E, F go to store
- 6:15-9:15 – Night class
- 9:15-9:40 – Snack, magic show, campfire
- 9:45 – lights out – bed

#### Friday March 28<sup>th</sup>, 2014

- 6:30 wake up get ready
- 7:15 Breakfast
- 8:15-11:00am (classes end 15 min. early to get ready for departure)
- 11:45 bag lunch in dorm lobby; Wolf Ridge liaison goodbye
- 12:00 – depart Wolf Ridge
- 1:45 – Arrive back at Congdon Park

\*Students can be picked up by parents upon arrival at school

\*Students not picked up may leave gear in classrooms until Monday when gear can be picked up.

03/06/13

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

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

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

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

**DEFINITIONS:**

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

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

Extended Trips Within Minnesota and Continental United States - Trips that involve one or more overnight stops within Minnesota or the Continental United States and may be instructional or supplementary and are voluntary in nature. Extended field trips require school board approval prior to the trip.

**INSTRUCTIONAL TRIP ACTION**

Principal:  Approved  
 Not Approved

Name: [Signature]  
Date: 12/15/13

**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: 12/15/13

Assistant Superintendent:  Recommended  
 Not Recommended

Name: [Signature]  
Date: 1/8/13

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:

25

Type of Trip:  Instructional     Supplementary     Extended

1. Organization/Grade/Course Planning Trip: Myers Wilkins - grade 5
2. Contact Person (Responsible for Checklist Completion): Terry Betlewski
3. Field Trip Date(s): January 8-10, 2014 Destination: Deep Portage Environmental Learning Center
4. Field Trip Overview (Include events, establishments and locations): students are involved in experiential science, inquiry and community/team based activities throughout each of the days @ Deep Portage's student centered facilities
5. Field Trip Departure from School (Date and Time): January 8, 2014 8:15 am  
Field Trip Return to School (Date and Time): January 10, 2014 2:15 pm
6. Objectives of Field Trip: students will experience lessons guided by the MN Grades Academic Standards in Science - Strand 4 - "Life Science" students will participate in positive individual & team-based activities to instill confidence
7. Relationship to Curriculum or Student Learning: direct correlation to science standards and community building efforts taught @ Myers-Wilkins
8. Planned Follow-up Field Trip Activities: pre & post activities take place within the classroom that are directly tied to experiences @ Deep Portage
9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees	<u>65 students @ 40.00 + 14 chaperones</u>	\$ 3160
Total Meals		\$ included
Total Lodging		\$ included
Total Transportation		\$
<input type="checkbox"/> School District Vehicle(s)		
<input checked="" type="checkbox"/> Commercial Transportation Carrier - Name:	<u>Voyaguer</u>	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) - Name:		1200
Total Additional Stipends:		\$ N/A
Other:		\$ N/A
<b>Total</b>		<b>\$ 4360</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. *12 kids*
- Develop and Communicate Teacher and Adult Chaperone Expectations  
**Example:** Supervision duties, no smoking, no alcohol
- Planned Itinerary

**TIME**

*January 8-10, 2014*

**LOCATION**

*Deep Portage ELC  
2194 Nature Center Drive NW  
Hackensack, NJ 07642  
218-682-2325*

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

Signature of Contact Person: *Derry Bottewick*

## 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 - *soup, bread fundraiser*
- Arrange Meal Plans
- Arrange Lodging Plans and Room Assignments
- Collect Family Emergency Information for Students *collected for Myers-Wilkens & Deep Portage*  
**Example:** Home phone numbers, emergency contacts, medical information
- Additional Information  
**Note:** Provide any additional information.

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



# Deep Portage Learning Center

EXPLORING WOODS • WATER • WILDLIFE

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## Deep Portage is a great place to learn!

Deep Portage Learning Center is a residential environmental learning center, fully accredited by the North Central Association of Colleges and Schools. Thousands of students visit Deep Portage each year to take part in environmental and conservation education programs. Visit the schools section of this site to plan your class trip.

In addition, Deep Portage serves groups, organizations, area residents and visitors with weekly classes, interpretive programs, wildflower garden displays, weekend retreats and study groups, land use demonstrations, summer camps, and recreation opportunities of birding, hiking, hunting, and skiing.

Deep Portage is available for school visits, organizational meetings and training, family educational adventures, weekend retreats, and teacher workshops. Groups can conduct their own agenda, or as most do, utilize the expertise of the Deep Portage faculty and accredited curriculum.

2197 NATURE CENTER DRIVE NW, HACKENSACK, MN 56452 TEL: 602-2825

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# Minnesota Grade 5 Academic Standards in Science (2009)

		object's speed and the direction it is moving.	<p>Identify the force that starts something moving or changes its speed or direction of motion. <i>For example:</i> Friction slows down a moving skateboard.</p> <p>Demonstrate that a greater force on an object can produce a greater change in motion.</p>
3. Earth and Space Science	1. Earth Structure and Processes	2. The surface of the Earth changes. Some changes are due to slow processes and some changes are due to rapid processes.	<p>Explain how, over time, rocks weather and combine with organic matter to form soil.</p>
			<p>Explain how slow processes, such as water erosion, and rapid processes, such as landslides and volcanic eruptions, form features of the Earth's surface.</p>
3. Earth and Space Science	4. Human Interaction with Earth Systems	1. In order to maintain and improve their existence, humans interact with and influence Earth systems.	<p>Identify renewable and non-renewable energy and material resources that are found in Minnesota and describe how they are used. <i>For example:</i> Water, iron ore, granite, sand and gravel, wind and forests.</p>
			<p>Give examples of how mineral and energy resources are obtained and processed and how that processing modifies their properties to make them more useful. <i>For example:</i> Iron ore, biofuels, or coal.</p>
			<p>Compare the impact of individual decisions on natural systems. <i>For example:</i> Choosing paper or plastic bags impacts landfills as well as ocean life cycles.</p>
4. Life Science	1. Structure and Function in Living Systems	1. Living things are diverse with many different characteristics that enable them to grow, reproduce and survive.	<p>Describe how plant and animal structures and their functions provide an advantage for survival in a given natural system. <i>For example:</i> Compare the physical characteristics of plants or animals from widely different environments, such as desert versus tropical, and explore how each has adapted to its environment.</p>
	2. Interdependence Among Living Systems	1. Natural systems have many parts that interact to maintain the living system.	<p>Describe a natural system in Minnesota, such as a wetland, prairie or garden, in terms of the relationships among its living and nonliving parts, as well as inputs and outputs. <i>For example:</i> Design and construct a habitat for a living organism that meets its need for food, air and water.</p>
			<p>Explain what would happen to a system such as a wetland, prairie or garden if one of its parts were changed. <i>For example:</i> Investigate how road salt runoff affects plants, insects and other parts of an ecosystem. <i>Another example:</i> Investigate how an invasive species changes an ecosystem.</p>
4. Human Interactions with Living Systems	1. Humans change environments in ways that can be either beneficial or harmful to themselves and other organisms.	<p>Give examples of beneficial and harmful human interaction with natural systems. <i>For example:</i> Recreation, pollution, or wildlife management.</p>	

November 27, 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

Thompson John Vallie

11/27/13

Duluth Public Schools diploma

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

Adrian Norman  
Assistant Principal

Brenda VanDell  
Office Support Specialist  
Area learning Center

November 27, 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.

<u>Name of Graduate / School</u>	<u>Graduation Date</u>
Sarah Katherine Denny	11/27/13
Duluth Public Schools diploma	

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

Adrian Norman  
 Assistant Principal

Brenda VanDell  
 Office Support Specialist  
 Area learning Center

December 18, 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.

<u>Name of Graduate / School</u>	<u>Graduation Date</u>
Justice Layne Lundquist	12/18/13
Duluth Public Schools diploma	

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

Adrian Norman  
Assistant Principal

Brenda VanDell  
Office Support Specialist  
Area learning Center



December 12, 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.

<u>Name of Graduate / School</u>	<u>Graduation Date</u>
Jacob Robert Privette	1/17/2014
Duluth Public Schools diploma for a Bridge student	

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

Adrian Norman  
 Assistant Principal

Brenda VanDell  
 Office Support Specialist  
 Area learning Center

December 12, 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.

<u>Name of Graduate / School</u>	<u>Graduation Date</u>
Allen Michael Wever (note: no <u>a</u> in Wever)	1/17/2014
Duluth Public Schools diploma for a Bridge student	

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

Adrian Norman  
 Assistant Principal

Brenda VanDell  
 Office Support Specialist  
 Area learning Center