

10.2.-1

# D.C. EVEREST JUNIOR HIGH SCHOOL

1000 Machmueller Street  
Weston, WI 54476

JUN - 3 2010

## MEMORANDUM

**TO:** Dr. K. Gilmore & D.C. Everest School Board

**FROM:** Randy Weller 

**DATE:** June 3, 2010

**SUBJECT:** Junior High Washington, D.C. Trips

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The ninth grade American Institutions Advanced Academic classes request permission to take educational field trips to Washington, D.C., with teachers Thomas Grossklaus and Chad Thompson in charge, from March 2, 2011, through March 6, 2011.

Letters will be sent to all eligible students upon approval of this trip. In addition, a parent meeting will be held in fall. The cost per student is approximately \$1,333. The chaperone costs were discussed with Dr. Owens. He indicated the budget allows these expenditures.

Thank you for your consideration of this request.

RW:es

DCE Field Trip Request Form

Date of Trip: 3/2/10-3/6/10 Destination of Trip: Washington D.C.  
 Teacher(s) Responsible for Trip: Thomas Grossklaus / Chad Thompson  
 Departure Time: 3/2/10 Return Time: 3/6/10 Approximate # of Students: 65  
 Cost for Trip: 1333<sup>00</sup> Student Fee: Total Cost

Lunch at  school or  away If away, are sack lunches needed?  Yes  No If yes, how many? \_\_\_\_\_

Students participating in trip: \_\_\_\_\_ Teachers/Chaperones Assigned: \_\_\_\_\_  
 House \_\_\_\_\_  
 Class All AAP classes on all houses  
 List of students attached

Principal's Signature: [Signature] Date: 3 June 10

**Details to be completed at least TWO-WEEKS before the trip**

- Approval of administrator
- Arrangements for payment/cost of trip
- All students' field trip permission forms are on file
- Complete Laidlaw's Bus Request Form
- Bus reservation - regular education to Laidlaw, special education to Director of Special Education
- Alphabetical list of student names and ID numbers taking part in field trip to health aide.
- Alphabetical list with ID numbers by bus to the attendance secretary **2-days in advance**
- Notice of trip and itinerary sent home

**Details to complete DAY OF TRIP**

- Pick up first aid kit and medication from health aide
- Building, teacher and chaperone cell phone numbers left at school office
- Take attendance before leaving, leave copy in the office and keep original for use during the trip

**Remember**

- Attach an alphabetical list of student names and ID numbers to this form
- Health aide will confirm the field trip date and schedule with teacher via email

**Distribute Copy To**

- Main Office
- Health Aide
- Attendance Office
- Lunch Room

Thank you for your assistance. PLEASE contact the health aide with changes in the field trip schedule.

Exhibit Approved: 4/24/07

KAG:ems

SCHOOL BOARD  
 D.C. Everest Area School District  
 6300 Alderson Street  
 Weston, WI 54476