



Excursions and Trips Request Form

Code 603.3-R2

Date Request Received by CFO/COO: 11/18/19

A written request for overnight excursions/trips must be submitted to the Chief Financial/Operating Officer *not less than four weeks prior to the proposed excursion/trip and prior to any travel arrangements being finalized.*

Overnight excursions/trips require prior approval of the building administrator, the superintendent or designee, and the Board of Directors. In authorizing excursions/trips, the building principal shall consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the superintendent including the participation of the membership of the regular activity group. Students who have graduated may not participate in school sponsored excursions/trips unless the event is sanctioned by the state athletic associations.

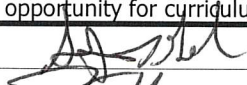
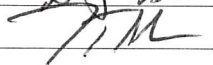
The request will include:

- ✓ Rationale for the excursion/trip including the purpose and objectives
- ✓ Clarification if request is dependent upon pre-qualifying for event
- ✓ Detailed plans for student supervision
- ✓ Proposed itinerary
- ✓ Cost and source of funding
- ✓ Number of student participants
- ✓ Copy of required participation paperwork

1. Within three weeks of the completion of the excursion/trip the sponsor shall submit a written summary of the event to the building principal.
2. The building will be responsible for obtaining a substitute teacher if one is needed.
3. Students eligible for a fee waiver will be covered through contingency/discretionary funds as appropriate.

Excursion/Trip Criteria: The following checklist **must be** signed and submitted to the Chief Financial/Operating Officer *with required documentation not less than four weeks prior to the proposed excursion/trip and prior to any travel arrangements being finalized:*

Group: SPECIAL OLYMPICS Submitted by: SEAN SMITH
 (Examples: Robotics, FBLA, etc.) (Name)

Criteria		Description	Provided
Purpose	Required	Purpose of excursion/trip is clearly defined and ". . . is a vital part of the curriculum or current activity." Reference Board Policy 603.3.	✓
Pre-Planning	Required	Evidence of pre-planning that will maximize the learning experiences of students on this excursion/trip. (Dates, location, number of student participants, plan for supervision, proposed itinerary, hotel, cost/budget source, required participation paperwork, clarification if request is dependent upon pre-qualifying for an event, etc.)	✓
Follow-Up	Required	Evidence of planning for follow-up in order to maximize the learning experiences of students on this excursion/trip.	✓
Assessment	Required	Evidence that students will be required to demonstrate their understanding of the learning expected from this experience.	✓
Funding	Required	Source of funding has been determined that meets Department of Education and district guidelines. Reference Board Policy 603.3.	✓
Common Experience	Recommended	This excursion/trip is a common experience that all students at this grade level or activity group should have.	✓
Multi-disciplinary	Recommended	This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	
Building Principal Approval			Date <u>11/21/19</u>
Chief Financial/Operating Officer Approval			Date <u>11-20-19</u>
Board of Directors Approval			Date

Purpose-In Special Olympics the power and joy of sport, shifts focus to what our athletes CAN do, not what they can't.

Through Special Olympics, students with intellectual disabilities are able to reach their full potential, experience life-changing inclusion, and enhance schools, communities, families, and the lives of those around them. The acronym PIE stands for potential, inclusion and enhancement-words that are at the heart of Special Olympics.

Through the power of sports, students with intellectual disabilities discover new strengths and abilities, skills and success. Our athletes find joy, confidence and fulfillment—on the playing field and in life. They also inspire people in their communities and elsewhere to open their hearts to a wider world of human talents and potential.

This is a state competition for a diverse group of Linn Mar athletes. The purpose of this trip is to provide equal opportunity for all students. This opportunity is sports related. These are Linn Mar students who will be going on this trip. My athletes should receive equal opportunity as other Linn Mar athletes receive. It is a MYTH that Special Olympic athletes just try and participate. My athletes work just as hard as any other athlete and when a race is started, they COMPETE for the gold medal.

I know the odds our athletes must overcome and the barriers they face every single day. I see this at training events and competitions as our athletes push to beat their personal bests—and exceed them. Their stories and successes inspire us all.

The chaperones attending this trip and myself believe in a world where there are millions of different abilities but not disabilities. And we are spreading this message everywhere – at many different Special Olympic events and within our community.

Pre-Planning-Students are practicing snow shoeing at Linn Mar High School. They get practice time in their physical education class and will have practice time offered during the holiday break. Families are encourage to come and try the sport during vacation to enhance opportunity for family fun and also the understanding of the sport that their son/daughter will be competing in.

The athletes are practicing all skills that are involved in learning a new activity and also perfecting the skill to move to a higher level of competition. During the event, athletes learn physical skills and also work on social and cognitive skills. What students have focused on in classes, this trip gives the opportunity to experience new life skills and new methods of incorporating social skills in life settings. Social stories and strategies that are used in the classroom are also used on the trip. Teachers and adults write social stories for the schedule and for new experiences on the trip.

Practice is held on snow if possible. IF there is no snow, practice is conducted on the grass.

Downhill skiing is learned and practiced at Sundown Mountain. Beginners will start in a ski school.

Unified Partners-7 General Education Students will be attending this event. They are a part of LM Buddies and have set a wonderful example of what friendships are all about. They are also going as athletes who are competing in a Unified Relay with some Special Olympics athletes. They have all had paperwork turned into Special Olympics Iowa. Their parents have also given permission to attend this trip. Unified Partners and Special Olympic Athletes will be required to fill out all paperwork to let their teachers know about time missed in classes.

As a Linn Mar Team, we do most activities as a group. We all sit together at all meals, we have team time in our rooms or in a meeting room in the hotel. We go to all activities as a team, eat as a team, and most importantly compete and cheer each other on as a team. We pride ourselves on showing up as a unit. We cheer "We are ...Linn Mar" in elevators, outside at the parade, and even yell it out on a chairlift. I want our athletes to feel the sense of belonging to a team, relying on friends, and supporting our teammates 100 % of the time.

Our athletes are chaperoned at all times. Our athletes may not be in a hotel room without an adult. Athletes change in the bathrooms. Adult chaperones have the keys to the rooms. We follow the guidelines within Special Olympics Volunteer protocol. Every chaperone and/or volunteer is screened through the Special Olympics Volunteer Application.

Follow-Up-Students will receive many pictures from this event. We may also attend a basketball game so that our athletes will be recognized at half time. This is a wonderful opportunity for our Linn Mar athletes to feel and be recognized by their peers and community.

Assessment-Students are not expected to complete an extra assessment for this trip. Their competition is their assessment. We do have expectations for our athletes that are spelled out clearly in oral and written forms. At all practices, competitions and meetings they know need to behave and represent Linn Mar High School in a positive way. I have taken athletes for many years on this trip and they are proud to represent Linn Mar and our community. If needed, an athlete will be corrected or redirected on the trip.

Funding-The cost of the trip is \$50. Athletes are asked to pay \$50. This includes rental, meals and lodging. Athletes pay the \$50 to Special Olympics Iowa. If an athlete cannot afford the trip, on the sign up form there is a place for an athlete to state if they need a scholarship. This year we will have 3 athletes on scholarship. We have individuals who donate money to the Foundation for Special Olympics. Dr. Gustason pays for some of the cost of chaperones to attend the event.

Transportation-We will be taking rented vans/suburbans on this trip. They will be picked up and returned by Linn Mar Staff.

Payment-Cost of Entries which includes rentals, food, lodging, and entertainment

Amount of payments from the following groups

Student Checks-\$750

Staff Cost-Covered by Jeff Gustason -\$300

Foundation-\$225

Special Olympics Account at the State Office-\$210 used to buy a ski helmet

Any athlete can sign up for a full scholarship. We have a few this year.

Common Experiences-Different Abilities, Not Disabilities

Special Olympics is raising awareness about the abilities of people with intellectual disabilities. Through sports, we showcase the skill and dignity of our athletes. We also bring together communities to see and take part in the transformative power of sports.

Sports are a powerful force. It can shift the focus from disability to ability, from isolation to involvement. Our athletes are offered the highest quality Olympics-style sports training and competition for people with intellectual disabilities all around the world. This changes attitudes and changes lives.

Multi-Disciplinary-The mission of Special Olympics Winter Sports Competition is to provide training and athletic competition in a variety of winter Olympic-type sports for students with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of their personnel individuality, skills and friendship with their school, other Olympic athletes and the community. The Winter State Games is one of the opportunities for our Linn Mar Special Olympics Athletes.

From the Office of Human Resources – Karla Christian, Chief Officer
December 9, 2019 – Walk-in Exhibit

1101 PERSONNEL

Classified Staff

Assignment – Reassignment – Transfer

Name	Assignment	Dept. Action	Salary Placement
Wiedenheft, Caitlin	LRC – Social Media / Communications Assistant	TBD	\$48,000/yr