

RECEIVED
FEB 27 2025
BY:

PART 2: OVERNIGHT CURRICULAR OR COCURRICULAR TRIP REQUEST

Requested by: PAUL McHENRY Department: IWATA

School: Mountain View HS Los Altos HS Alta Vista HS

Destination (out of state trips require Board approval): IWATA, JAPAN

Mode of Transportation: Air District Bus/Van Chartered Bus Car Other TRAIN

Date and Time of Departure: 4/4/2025 9:00 A Date and Time of Return: 4/15/2025 9:45 A

Number of instructional days that students will be missing: 3

What provision has been made for students to make up missed classes and assignments? ADVANCE NOTIFICATION TO STUDENTS, PARENTS, TEACHERS

Number of Participants: 25 students - parents 5 teachers - others

Objectives of the Trip (educational value): CULTURAL EXCHANGE AND LEADERSHIP DEVELOPMENT WITH SISTER SCHOOL.

Total cost of trip per student (include all expenses): \$ 4017.00

Fund raising activities and amount you expect to raise to offset cost to students (Please show by how much your fund raising will reduce the expenses per student): CHRISTMAS TREE LOT, VERTICAL RAISE, RESTAURANT PARTNER NIGHTS \$317.00 per student

Amount student is expected to pay from personal sources after applying fund raising share: \$ 3700.00

***NOTE: In the event of a trip delay due to unforeseen circumstances, e.g., natural disasters, the district is not liable to pay the additional room, board and transportation costs associated with a prolonged stay overseas or out of state. Parents are highly encouraged to purchase Travel Insurance to prepare for the possible, though unlikely occurrence of such an event. In the absence of such insurance, parents are fully liable for any additional expenses.**

What arrangements will be made to subsidize the student? SCHOLARSHIP FUNDS VIA FUNDRAISING DONATIONS

***NOTE: No student can be excluded from a trip because of inability to pay.**

Facilities for lodging (if a hotel, name and address): SEE ITINERARY + HOMESTAY

Names of trip supervisor(s): PAUL McHENRY

Number of substitutes needed (Personnel must be notified if trip/substitutes are cancelled): 5 x 3 DAYS

Paul McHenry
Department Coordinator's Signature

FEB 14, 2025
Date

THIS SECTION TO BE COMPLETED BY PRINCIPAL'S OFFICE AND EDUCATIONAL SERVICES DEPARTMENT

Received	Progress	Completed	N/A		Approved By:	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parental Permission for Field Trip	<u>[Signature]</u>	<u>2/24/25</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Field Trip Agreement for Chaperones		Date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency Medical Treatment Card	<u>[Signature]</u>	<u>3-3-25</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Field Trip Checklist		Date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Volunteer Driver -- Application for Approval & applicable Parental Permission form	Associate Superintendent's Signature	



Mountain View-Los Altos Union High School District
1299 Bryant Avenue, Mountain View, CA 94040-4599

FIELD TRIP CHECKLIST

Teacher Name: Paul McHenry Representing which Class or Group? Iwata Exchange
Purpose of Trip: Cultural Exchange with Sister School in Japan
Proposed Date of Trip: April 4-15, 2025 Departure Time: 12:00 noon Return Time: 9:45am
Number of Students: 25 Cost of Trip per student: \$3700

DAY TRIPS

This form must be completed a full two weeks prior to the departure of the field trip. Completed forms must be returned to the principal's administrative assistant for the principal's review prior to placement on the field trip calendar.

- Attach a copy of the Parental Permission for Field Trip form that you will distribute to students with the information box completely filled out.
Number of Chaperones:

OVERNIGHT TRIPS:

Overnight trips must be filed with the principal's office at least two weeks prior to the commencement of the trip and approved by the principal and the Associate Superintendent of Educational Services. Out-of-state and out-of-country trips require School Board approval and must be submitted to the Board of Trustees a minimum of six months prior to the departure date.

- Complete the Overnight Curricular or Co-Curricular Trip Request form and turn it in with this application. Be sure to check the "Forms Completed" boxes.
Number of Chaperones: 5 (Overnight trips with students of mixed gender must have at least one chaperone of each gender.)

TRANSPORTATION: Check the box indicating that you have completed the appropriate forms.

- Traveling by private vehicle
Drivers must complete the personal auto insurance verification form, "Volunteer Driver - Application for Approval"
Parents of students being transported must complete the appropriate permission forms
Transportation Request (if traveling by bus)
Transportation costs will be covered by: PARTICIPANT FEES

FIELD TRIP ROSTER:

- Field trip rosters must be submitted to the Attendance Office at least two days prior to departure with parental permission forms attached. (Checking this box indicates your assurance that this step will be completed.)
Teacher submitting roster: Paul McHenry Date:

MEETING WITH STUDENTS:

- A meeting with students, chaperones, and parents is required for Overnight and Out-of-state trips only. Checking this box indicates that meeting was held, or is scheduled to be held and an administrator has, or will be present. (Please keep a sign-in sheet for your records.)
Date of meeting: 3/17/2025

FIELD TRIP AGREEMENT FOR CHAPERONES:

- Checking this box verifies that the staff member responsible for this trip has collected signed and dated chaperone agreements from every adult who is accompanying the students on this trip.

Reviewed by: K. Shager (Principal) Date: 2/26/25



FIELD TRIP AGREEMENT FOR CHAPERONES

The Governing Board expects district employees to maintain the highest ethical standards, follow district policies and regulations, and abide by state and federal laws. Employee conduct is expected to enhance the integrity of the district and advance the goals of the educational programs. Each employee is expected to make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities.

As a chaperone/advisor, I understand that I am representing the Mountain View-Los Altos Union High School District and that I am expected to enforce all school rules, regulations and policies. I will handle student misconduct appropriately and follow district guidelines in disciplining students. I will provide adequate and appropriate supervision at all times.

I accept responsibility for my own conduct and recognize that my behavior will serve as a model for my students. My personal behavior will at all times be consistent with district expectations. As such, I agree not to possess, consume or use any tobacco, alcohol or illegal substances at any time during this trip, including those times when I am away from students. I will use good judgment and common sense and my decisions will be in the best interest of my students and supportive of protecting their safety and well being.

I hereby certify that I have read and understand all applicable district policies and regulations and I accept the responsibility for enforcing these regulations around the clock for the duration of the trip. Failure to carry out my responsibilities as stated in this contract and/or gross negligence on my part may result in disciplinary actions against me, up to and including termination from my position. (To determine appropriate consequences for student failure to adhere to expected behavioral guidelines, please refer to policies listed below and to the permission slip/contract signed by students and parents.)

Lead Chaperone: Paul B. McHenry 909.238.6478
Date: 14 JAN 25
Printed Name and Phone Number
Name of Activity and Destination: Iwata Exchange - Iwata, Japan
Duration of Trip: April 4-15, 2025 (11 days)

Signatures and phone numbers of all co-chaperones: (My signature below certifies that I understand district policy, that I have read the above, and that I understand that I am held to the same standard as the lead chaperone, and that I will do my best to support the lead chaperone in his role.)

Co-chaperones: Tami Kittle (831-566-2102), Julie Williams (651-263-2321), Noelle Mendoza (650-455-5163), Brendan Dilloughery (831-566-2361), Jon Robell (619.549.9344)
Administrator to be contacted during trip, if necessary: Jon Robell
Administrator's Telephone Number

Referenced Board Policy and Regulations:

- BP/AR 5131.6 a-e Alcohol and other Drugs
BP/AR 5131.62 Tobacco
BP/AR 5132 Dress and Grooming
BP/AR 5144 Discipline
BP/AR 5144.1 Suspension and Expulsion/Due Process
BP/AR 5145.12 Search and Seizure
BP/E 4319.21 Professional Standards



Mountain View-Los Altos Union High School District
1299 Bryant Avenue, Mountain View, CA 94040-4599

PARENTAL PERMISSION for FIELD TRIP

- Day Trip only
- Overnight Trip
- Out-of-State Trip

Permission for your child to participate in a field trip is requested. The pertinent information is as follows:

School: Mountain View High School

Class: Iwata Exchange Program

Teacher: Paul McHenry

Destination of field trip: Iwata, Japan (including Hiroshima, Kyoto, Osaka)

Purpose: Cultural exchange with Iwata Minami High School

Date and time of departure: April 4, 2025, 9:00am

Number of students who will attend: 25

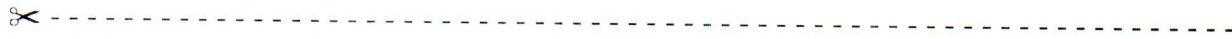
Mode of transportation: Air, rail, chartered coach, public transportation

Nature of lodging: Traditional inn, hotel, homestay

Cost to each student: \$3700 Purpose: Transportation, lodging, cultural activities, some meals

Names of supervisors: Paul McHenry, Julie Williams, Brendan Dilloughery, Noelle Mendoza
Tami Kittle

NOTE: In the event of a trip delay due to unforeseen circumstances, e.g., natural disasters, the district is not liable to pay the additional room, board and transportation costs associated with a prolonged stay overseas or out of state. Parents are highly encouraged to purchase Travel Insurance to prepare for the possible, though unlikely occurrence of such an event. In the absence of such insurance, parents are fully liable for any additional expenses.



I give my permission for my child _____ to attend the field trip to Iwata, Japan _____ (described above). I furthermore authorize the supervisor to take responsibility for securing emergency first aid or medical aid if either is required by my child. **I have read the *Code of Conduct* printed on the back of this form, and discussed behavioral expectations and the consequences for not meeting those expectations with my student.**

X
(Parent/Guardian's signature)

X
(Student's signature)

NOTE: If district-owned transportation is being used, the school district's insurance policy covers bodily injury and property damage liability. All drivers of non-district owned vehicles are asked to furnish evidence of automobile insurance liability coverage.

日次	月日	地名	現地時刻	交通機関	行程	朝食	昼食	夕食
1	4/4 (Fri)	SFO	12:00	JL001	Depart from SFO for Haneda			
1	4/5 (Sat)	Haneda Hiroshima APT Hiroshima	15:10 18:20 19:50 20:00 20:15 21:15	JL001 JL265 Charter bus	Arrive at Haneda Airport by JL001 Quarantine, Immigration, Custom process at the Haneda Airport Met by English speaking assistant at Haneda Airport Move to domestic terminal by terminal bus Transfer by Domestic Flight (JL265) from Haneda Airport to Hiroshima Airport Arrive at Hiroshima Airport Met by English speaking guide at Hiroshima Airport Transfer to Hiroshima Arrive at hotel (Ryokan)		-	- x
					Hiroshima/Aioi			
	4/6 (Sun)	Miyajima	9:00 9:15 17:30	Charter bus	Met by English speaking guide at Hotel Full Day Tour by Chartered Coach for Miyajima Island&Hiroshima ● Miyajima Ferry ● miyajima handmade studio, Rice Paddle Making Hands on experience https://miyajima-tk.com/taiken/ Lunch on Own ● Itsukushima Shrine ● Miyajima Ferry ○ Hiroshima Peace Memorial Park and A-Bomb Dome ● Hiroshima Peace Memorial Museum Arrive at hotel /Dinner on own *Transfer to Okonomiyaki restaurant with English guide by local transportation (own expense)	x	x	x
					Hiroshima/Aioi			
3	4/7 (Mon)	Hiroshima Kyoto Station Kyoto Arashiyama Kyoto	8:15 8:45 9:15 9:42 11:22 11:45-12:45 12:00-13:00 13:30-14:15 14:30-15:30 16:00-17:00 17:30 19:00-21:00	Local train Bullet Train Charter bus	Breakfast on own Your suitcase will be delivered by courier services(truck) to Iwata 1 piece(s) of luggage per person (4/8 arrival must deliver by 2PM). Please prepare your over night bag for 1 day. Met by English speaking guide at Hotel Transfer by Local Train (広島電鉄) from Hondori station to Hiroshima Station Arrive at Hiroshima Station Transfer by Bullet Train (Nozomi 14) from Hiroshima to Kyoto Arrive at Kyoto Station Met by English speaking guide at Kyoto Station Half Day Tour by Chartered Coach for Kyoto Japanese Lunch: ● Yatsushashian Kakehashi つぶあん/抹茶/栗餡 ○ Arashiyama area ● Kinkakuji Temple (Golden Pavilion) Arrive at hotel Japanese Dinner: Hotel	x	○	○
					Kyoto/Mikihan			
4	4/8 (Tue)	Kyoto Kyoto Station Hamamatsu St Iwata	8:45 9:00 9:30-12:30 13:20 13:58 15:06 15:15 16:00	Charter bus Bullet Train Charter bus	Western Breakfast: Hotel Met by English speaking guide at Hotel Half Day Tour by Chartered Coach for Kyoto ○ Nishiki Market Lunch on own Arrive at Kyoto Station Transfer by Bullet Train (Hikari 470) from Kyoto Station to Hamamatsu Station (No/Guide) Arrive at Hamamatsu Station, walk to the bus with Chaperon (No/Guide) Transfer by Chartered Coach from Hamamatsu Station to Welcome Party Arrive at Daigo-Sou (TBC)	○	x	-
					Iwata/Kuretake Inn(Chaperon)			

5	4/9 (Wed)	Iwata			Breakfast: Hotel School Exchange Program(not arranged by NTA)				○	-	-
						Iwata/Kuretake Inn(Chaperon)					
6	4/10 (Thu)	Iwata			Breakfast: Hotel School Exchange Program(not arranged by NTA)				○	-	-
						Iwata/Kuretake Inn(Chaperon)					
7	4/11 (Fri)	Iwata			Breakfast: Hotel School Exchange Program(not arranged by NTA)				○	-	-
						Iwata/Kuretake Inn(Chaperon)					
8	4/12 (Sat)	Iwata			Breakfast: Hotel School Exchange Program(not arranged by NTA)				○	-	-
						Iwata/Kuretake Inn(Chaperon)					
9	4/13 (Sun)	Iwata	8:30	Charter bus	Your suitcase will be delivered by chartered truck (2tons) from Daigo-Sou to Hotel in Osaka						
		Hamamatsu St	8:17		Approximately 60 suitcases can be accommodated (same day arrival). Transfer by Chartered Coach from Daigo-Sou (TBC) to Hamamatsu Station (No/Guide)						
			9:30		Arrive at Hamamatsu Station						
			10:31		Transfer by Bullet Train (Hikari 505) from Hamamatsu Station to Shin-Osaka Station (No/Guide)				○	×	○
		Shin-Osaka	11:57		Arrive at Shin-Osaka Station						
		Osaka	11:35		Met by English speaking guide						
			11:45		Transfer by Local Train from Shin-Osaka to hotel						
					Leave the luggage at the hotel						
					PM: Sightseeing Osaka by public transportation (Osaka Castle, Abeno Harukas)						
					One taem watch baseball game at Hanshin-Tigers						
			21:30		Dinner Karaoke Party						
					Return to the hotel						
						Hotel in Osaka					
10	4/14 (Mon)	Yumeshima	9:00		Breakfast at the hotel Expo Day , by public transportation with English Speaking guide				×	×	×
						Return from Expo by public trasportation					
						Hotel in Osaka					
11	4/15 (Tue)	Itami Airport	9:00	Charter bus	Breakfast at the hotel						
			9:15		Met by English speaking assistant at Hotel						
			10:00		Transfer by Chartered Coach for Itami Airport						
			12:30	JL116	Arrive at Itami airport and check in						
		Haneda	13:40		Depart from Itami Airport to Haneda by JL116				×	×	-
					Arrive at Haneda Airport, Met Transfer assistant at Haneda Airport						
		Haneda	16:25	JL002	Move to International airport						
		SFO	9:45		Depart from Haneda Airport by JL002						
					Arrive at SFO airport						

この日程は 2025年2月14日 現在のスケジュールです。

- ・シートベルトが備わっているバスに関しては、お客様の安全確保の為に走行中は常にシートベルトを着用願います。
- ・添乗員同行の場合、労働基準法の定めからも勤務中一定の休憩時間を適宜取得させることが必要ですので、お客様各位のご理解とご高配をお願い申し上げます。



取扱管理者印

