

RECEIVED
NOV 13 2023
BY:

PART 2: OVERNIGHT CURRICULAR OR COCURRICULAR TRIP REQUEST

Requested by: Pancho Morris Department: English/CTE

School: Mountain View HS Los Altos HS Alta Vista HS

Destination (out of state trips require Board approval): KANSAS CITY, MO

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

Date and Time of Departure: 4/4/24 - 5 A.M. Date and Time of Return: 4/6/24 @ 10 p.m.

Number of instructional days that students will be missing: 2

What provision has been made for students to make up missed classes and assignments? Students will be expected to keep up with deadlines and communicate with teachers about missed class.

Number of Participants: 18 students 0 parents 2 teachers _____ others

Objectives of the Trip (educational value): prepares students for profession in journalism, provides networking/public speaking opportunities; high profile key notes/workshops

Total cost of trip per student (include all expenses): \$ ~1150⁰⁰

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): PTSA donation of \$1000 applied to all students; application of flight credits from cancelled 2020 trip (COVID) applied to scholarships for in-need students

Amount student is expected to pay from personal sources after applying fund raising share: \$ 1000⁰⁰ - \$1050⁰⁰

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? Using leftover flight credits; new subscription rates applied to scholarships.

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

Facilities for lodging (if a hotel, name and address): Sheraton, KANSAS CITY, MO/2345 McJee St. 64108

Names of trip supervisor(s): Pancho Morris & CARLA GOMEZ

Number of substitutes needed (Personnel must be notified if trip/substitutes are cancelled): 2 per day / 2 days
4 TOTAL

[Signature]
Department Coordinator's Signature

11/13/23 / 11/13/23
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>11/13/23</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Field Trip Agreement for Chaperones	<u>[Signature]</u>	Date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency Medical Treatment Card		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Field Trip Checklist		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Volunteer Driver - Application for Approval & applicable Parental Permission form	<u>[Signature]</u>	<u>11-14-2023</u>
					Associate Superintendent's Signature	Date

FIELD TRIP CHECKLIST

Teacher Name: Pancho Morris Representing which Class or Group? MVHS ORACLE
Purpose of Trip: prepares students for a profession in journalism
Proposed Date of Trip: APR 4-6, 2023 Departure Time: ~5 A.M. Return Time: ~10 P.M.
Number of Students: 18 Cost of Trip per student: ~\$1150⁰⁰

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: 0 N/A

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: 2 (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: Students / parents / MVHS ORACLE scholarships

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: Pancho Morris Date: 11/12/2023

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: 1/22/24

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: [Signature]
(Principal)

Date: 11/13/23



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 son/daughter to participate in a field trip is requested. The pertinent information is as follows:

School: MOUNTAIN VIEW HIGH SCHOOL
 Class: ORACLE (journalism)
 Teacher: Poncho Morris
 Destination of field trip: KANSAS CITY, MO
 Purpose: Journalism Education Association (JEA) Conference
 Date and time of departure: APRIL 4, 2024
 Number of students who will attend: ~18
 Mode of transportation: PLANE (AIR) & Shuttle
 Nature of lodging: Sheraton Kansas City at Crown Center (HOTEL)
 Cost to each student: ~\$1150⁰⁰ Purpose: to prepare students for a career in journalism
 Names of supervisors: Poncho Morris & CARLA GOMEZ

*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.

X -----

I give my permission for my son/daughter _____ to attend the field trip described above. I furthermore authorize the supervisor to take responsibility for securing emergency first aid or medical aid if either is required by my son/daughter. 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.

(over)



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.)

[Signature]
Lead Chaperone
11/12/23
Date

PANCHO MORRIS / 650.796.4796
Printed Name and Phone Number

JEA Conference, Kansas City, MO
Name of Activity and Destination

3 DAYS, 2 NIGHTS
Duration of Trip

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.)

[Signature: Carla Gomez]

415 574 7631

[Signature: Heather Morelli]
Administrator to be contacted during trip, if necessary

(253) 208-1883
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

Thursday, April 4, 2024

Meet: SJC, Southwest Arrivals, 5am

Board: 6am, WN2547 to Las Vegas (6:30-7:55am)

Take-Off: 6:30am

Land: 7:55am

Transfer: WN2323, Las Vegas to Kansas City (8:40 am - 1:25 pm)

Take-Off: 8:40am, Las Vegas

Land: 1:25pm, Kansas City (MCI)

Shuttle to Hotel, 2pm: MCI to Westin Kansas City at Crown Center

Hotel Address:

Westin Kansas City at Crown Center
1 E Pershing Rd, Kansas City, MO 64108

Convention check-in, 3 pm

3pm - 6pm

Desks for JEA National Student Media Contests and NSPA Best of Show open

Trade show

6:15 p.m.

First-time attendee orientation for advisers

7 to 9 p.m.

Opening ceremony & awards

Keynote speaker

NSPA Pacemaker finalists for Innovation, Literary Arts Magazine, Online and Yearbook

9 to 10:30 p.m.

Curfew

Midnight

Friday, April 5, 2024

Wake-Up

7:30am

Breakfast

8am

Events

7:30 a.m. to 10 p.m.

Adviser hospitality

8 a.m. to noon

Convention Boot Camp Workshops

8 a.m. to 4 p.m.

Trade show

8 a.m.

JEA membership meeting

8 a.m.

Several JEA NSMC broadcast contests begin

8 to 10:30 a.m.

JEA NSMC contest desk open

9 a.m. to 3:30 p.m.

Breakout sessions

9 to 11 a.m.

Break with a Pro

Noon to 3:30 p.m.

NSPA on-site critiques

Noon

NSPA Best of Show deadline

3:30 to 6 p.m.

JEA certification testing

4 to 6 p.m.

DINNER at Jack Stack BBQ (Oracle Banquet), 7pm - 9pm

Walk 0.3 miles, arrive 7 pm

WALK BACK TO HOTEL

Return, 9:30 pm

FREE TIME AT HOTEL

9:30 pm - 11:30 pm

Curfew

Midnight

Saturday, April 6, 2024

Adviser hospitality

8 a.m. to noon

Convention Boot Camp Workshops

8 a.m. to 2:30 p.m.

Breakout sessions

8 a.m. to 1 p.m.

NSPA on-site critiques

Noon to 2:20 p.m.

Meet: Hotel Lobby, 4:45pm

Shuttle to Airport, 5pm: Westin Kansas City at Crown Center to MCI

Arrive at MCI: 5:30 pm

Board: 6:30pm, WN3506 to Phoenix, AZ (7:00 pm - 7:55 pm)

Take-Off: 7:00 pm

Land: 7:55 pm

Transfer: WN932, Phoenix, AZ to San Jose, CA (8:50 pm - 10:50 pm)

Take-Off: 8:50 pm, Phoenix, AZ

Land: 10:50 pm, San Jose, CA (SJC)

Pick-Up: 11pm - Midnight