



MOUNTAIN VIEW-LOS ALTOS UNION HIGH SCHOOL DISTRICT
1299 BRYANT AVE., MOUNTAIN VIEW, CA 94040-4599

PART 2: OVERNIGHT CURRICULAR OR COCURRICULAR TRIP REQUEST

Requested by: M. Moul & J. Hwang Department: CTE

School: [] Mountain View HS [x] Los Altos HS [] Alta Vista HS

Destination (out of state trips require Board approval): Seattle, Washington for Journalism Convention

Mode of Transportation: [x] Air [] District Bus/Van [x] Chartered Bus [] Car [x] Other Public

Date and Time of Departure: 4/24/25; 7am Date and Time of Return: 4/26/25; 7pm

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 know they are responsible for work they've missed, and can be given Journalims class time for makeup.

Number of Participants: 24 students 0 parents 2 teachers 0 others

Objectives of the Trip (educational value): Meet and learn from professional journalists & journalism eductators, tour professional media outlets, network with other high school journalists

Total cost of trip per student (include all expenses): \$ best guess = 700

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): CTE Department will offset trip costs by \$2000.

Digital Communications fundraisers will likely offset another \$2000.

Amount student is expected to pay from personal sources after applying fund raising share: \$ 650 (Some school funds will pay for chaperones and offset scholarships)

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? Students will be scholarshiped to fully meet their need.

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

Facilities for lodging (if a hotel, name and address): Sheraton Grand, Seattle. 1400 6th Ave, Seattle WA, 98101

Names of trip supervisor(s): Michael Moul & Jodi Hwang

Number of substitutes needed (Personnel must be notified if trip/substitutes are cancelled): 2

Stephen Hine

15 November 2024

Department Coordinator's Signature

Date

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

Received Progress Completed N/A

- Parental Permission for Field Trip
Field Trip Agreement for Chaperones
Emergency Medical Treatment Card
Field Trip Checklist
Volunteer Driver - Application for Approval & applicable Parental Permission form

Approved By:

Principal's Signature Date 11/14/24

Associate Superintendent's Signature Date 11-20-24



FIELD TRIP CHECKLIST

Teacher Name: Michael Moul & Jodi Hwang Representing which Class or Group? Digital Communications
Purpose of Trip: Attend JEA / NSPA National High School Journalism Convention
Proposed Date of Trip: April 24-26, 2025 Departure Time: 7am Return Time: 7pm
Number of Students: roughly 24 Cost of Trip per student: roughly \$650

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: 2

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:

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: Michael Moul Date: ~ April 21, 2025

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: April 23, 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: [Signature] (Principal)

Date: 4/14/24



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.)

Michael Moul 11/13/24
Lead Chaperone Date

Michael Moul (408) 802-0008
Printed Name and Phone Number

Journalism Conference. Seattle, WA
Name of Activity and Destination

4/24/25 - 4/26/25
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.)

Jodi Hwang 11/13/24
Signature

Jodi Hwang (415) 887-8134

Tracey Runeare
Administrator to be contacted during trip, if necessary

(408) 858-3441
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

Trip to Seattle for National High School Journalism Convention

1 form • Michael Moul • a minute ago • Thursday, Nov 14 at 8:34 AM • (5)-Tal/Dig Comm II - Moul

November 14, 2024

Dear Journalism Parents and Guardians,

Every year, Sophomore and Junior members of the journalism groups at LAHS are invited to attend a convention hosted by the Journalism Education Association and the National Scholastic Press Association. There, we participate in a number of seminars of particular interest to student journalists, swap journalism ideas with other students from across the nation, and hear a specialized critique of our own publications. It's optional, but all sophomore and junior students are highly encouraged to attend the JEA convention. The trip is completely optional, but it's a wonderful learning opportunity for everyone, and it's also a whole lot of fun.

This year's convention will take place from Thursday, April 24 to Saturday, April 26, 2024 in Seattle, WA. Please be aware that students will need to miss class and will be responsible for the material they miss, which may include SBAC testing this year.

We expect the trip to cost each student roughly \$650. The rest of the cost of the trip, which will be more, will be subsidized by Yearbook, Talon and CTE funds. We won't be able to quote a specific cost until we actually book the hotel and airfare. This money will pay for transportation costs to and within Seattle, the convention fees with some extras like contests and special sessions, two nights of accommodation in the hotel, and one group meal. It does not include money for the rest of your meals or souvenirs. If the cost is problematic for your family, please let us know – we will make every effort to secure funding for individual students elsewhere, and **we will never turn a student away due to cost.**

We'd like to know which students are planning to attend the convention soon, so we can begin making travel plans. To confirm interest, we'll ask students for a \$100 deposit towards the cost of the trip by Friday, November 22. Checks should be payable to Los Altos High School, and be delivered to the Finance Office. If the cost of the trip is problematic for your family, please get in touch with your adviser so we can arrange a scholarship. Also, please contact us if you have any questions about the convention, or about the journalism program in general.

The permission form for the trip is attached to this post, and families should fill it out directly through this platform.

If you're interested, you can find more information about the convention at spring.journalismconvention.org. That website will be expanded as we get closer to April.

Thank you!

Michael Moul - The Talon
Jodi Hwang - Aerie Yearbook
Journalism Advisers, LAHS

Form Input

Complete by Friday, Nov 22

Field Trip Permission Slip and Code of Conduct

Code of Conduct

Participation in a school-sanctioned field trip is a privilege. Standards for behavior will be upheld at all times, and adults will adhere to the same expectations as the students.

1. All policies of the Mountain View-Los Altos Union High School District will be in effect for the duration of the field trip or event.
2. Gracious, courteous, and respectful behavior is expected from all at all times.
3. Students must always be supervised by adults unless an adult supervisor has given explicit consent.
4. Students must follow directions and instructions from chaperones without fail.
5. Drugs, alcohol, and tobacco are absolutely prohibited. Choosing to bring, consume, or be in the presence of others who are consuming will lead to suspension and/or expulsion as well as immediate termination of the field trip privilege. Consequences will be applied regardless of whether you are bringing or consuming alcohol, tobacco, or drugs, are associating with, or are in the presence of others who are consuming.
6. If a student is discovered to be in violation of any part of the code of conduct, he or she will be sent home immediately at the parents' expense.

Other consequences for violation of the Code of Conduct may include Suspension, expulsion, transfer to an alternative program, removal from leadership position, exclusion from participation in senior activities and/or graduation ceremony, exclusion from participation in future co-curricular activities or field trips for a graduated number of events ranging from one contest, performance or event to exclusion for a season, a year or the remainder of the student's high school career; suspension of the privilege for the team or group to go on future field trips.

Student Name

Student ID#

Student Grade Level

Student Class

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.

*

Yes

No

I hereby grant permission for my student's name, phone number, and email address to be released to the event host. This personal information is intended to be used by the partner company only for required matters related to this specific event or to allow the student to gain access to this event.

*

Yes

No

In the event of an emergency, I give my permission for Mountain View Los Altos Union High School District, its employees and volunteer representatives, or the event hosts to seek treatment for the above student by emergency services or a licensed medical representative including the use of ambulance or other emergency transportation. I furthermore authorize the aforementioned individuals to provide or take responsibility for obtaining first aid or medical aid if either is required for my child/student and to call the primary care physician.

*

Yes

No

I give permission for the event hosts and Mountain View Los Altos Union High School District to use pictures, videos, or audio clips of my child from the event in print publications, online publications, presentations, websites, and social media in order to promote the function, host organization, or school district. I also understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

*

Yes

No

Student School *

Los Altos High School

Mountain View High School

Student Grade Level *

9

10

11

12

Student Allergies (if any)

Student Accessibility Needs (if any)

Emergency Contact Name *

Emergency Contact Phone Number *

Physician / Insurance Provider Name *

Physician / Insurance Provider Phone Number *

Release and Assumption of Risk Agreement

Parent/ Guardian Name

Parent/ Guardian Email

Parent/ Guardian Phone

Information entered on this form will be visible to the post admins and ParentSquare admins

Signature

Date

 Upload Files

JEA Itinerary and Details

LAHS *Journalism*

PACKING LIST

Here's what I'd suggest you bring. Please remember that we will NOT be checking bags at the airport:

- Enough clothes and personal items to be hygienic for three days. Weather in Seattle is unpredictable and often wet, and we'll be outside a fair amount. Bring something warm and dry!
- Enough spending money for three breakfasts, three lunches, two dinners and whatever souvenirs you'd like (one dinner is included with the trip cost) \$150 should be more than enough.
- Phone charger.
- Notebook and pen, or a laptop to take notes during conference sessions (wifi may be iffy)
- Any journalism-specific supplies you need. DSLRs, Recorders, etc.

CONTACT INFO

All students should collect each other's cell phone numbers, which we will facilitate in class. They will also be given the chaperones' numbers just prior to the trip. If parents need to contact their child, the best method is by cell phone. It might be a good idea for parents to have another student's cell phone number, just in case.

We're staying at the Westin Seattle at 1900 5th Ave in Seattle. Their phone number is (206) 728-1000.

SAFETY, RULES and PUBLIC TRANSIT

Students need to be with at least one partner at all times. Typically, the "out of bounds" rule is that students need to be within walking distance and with a buddy at all times. However, we may modify that rule when we get to Seattle.

All school rules will be in effect at all times. We're confident that all students will be well behaved, but anyone displaying less-than-mature judgment will face serious consequences, including being sent home early and disciplinary measures back at school.

CHAPERONES:

Michael Moul and Jodi Hwang
(Michael.Moul@mvla.net and Jodi.Hwang@mvla.net)

DROP OFF / PICKUP

Students will class as normal on Wednesday, April 23. They need to be dropped off at San Jose International Airport, Terminal B, at 5pm.

Please pick up your students from the same airport no later than 7:00pm on Saturday, April 26.

CONFERENCE WEBSITE:

Information about the conference, including session descriptions and times, can be found here:

<http://spring.journalismconvention.org/>

JEA Itinerary

LAHS *Talon*

Please leave this copy with your parents.

Wednesday, April 26

8:30am Normal school day.
4:30pm Moul & Hwang arrive at San Jose International, Terminal B, for student dropoff.
5:00 Students must be SJC. Please do not be late.
6:45 Flight WN3906 departs.
9:00 Land in Seattle. Head to hotel via public transportation.
11:00 Room Check / Lights Out

Thursday, April 27

8:30am First meeting. All students must attend.
9:00 Morning pre-convention sessions begin.
1:00pm Afternoon pre-convention sessions and media tours begin
5:00 All sessions conclude.
5:30 Meet to walk to group dinner at ???
7:00 Opening ceremony & keynote speaker: Mónica Guzmán
9:00 Free time, session planning
11:00 Room check / Lights out

Friday, April 8

8:30am Meet to share session plans for the day. You should have eaten breakfast already!
9:00 Convention sessions begin
lunch lunch in small groups. There is no scheduled lunch, so decide when to eat based on what sessions you want to attend.
3:30 Sessions end
4:00 Depart for Pike's Place Market
7:30 Casual group dinner at Pike Place.
12:00am Room Check

Saturday, April 9

8:30am Meet to share session plans for the day. You should have eaten breakfast already, and be ready to check out of your room!
9:00 Convention sessions begin
lunch lunch in small groups. There is no scheduled lunch, so decide when to eat based on what sessions you want to attend.
1:00pm Final Meeting – general thoughts, hopes and dreams for next year
2:00 Leave for SeaTac
4:25 Flight WN1534 departs
6:35 Flight lands at SJC. Please pick up by 7:00!

If you have any questions or concerns, please contact me by email: Michael.Moul@mvla.net

JEA Itinerary

LAHS *Talon*

Please take this copy with you – it's also on Google Drive.

Thursday, April 7

- 7:30am Mr. Moul's room 409 will be open for students to drop off luggage
- 11:52 Third period ends. Students pick up bags from room 409, and head to the parking lot to meet the bus and check in with Mr. Moul and Ms. Hwang.
- 12:15pm Group arrives at SJC. Check-in, security. Students may purchase lunch at the airport (pricey!!) or bring their own lunch and eat it prior to going through the security line.
- 2:05 Southwest Flight 2027 departs.
- 3:25 Land at LAX. Flyaway Bus and Metro to hotel
- 4:45 Arrive at Hotel. Check into rooms. First group meeting: rules, expectations, conference advice
- 5:30 Dinner / Free time. Stay in groups.
- 7:00 Meet to attend Keynote address: Hilda Lysiak.
- 9:00 Free time, session planning, dinner for those who eat late.
- 11:00 Room check

Friday, April 8

- 8:30am Meet to share session plans for the day. You should have eaten breakfast already!
- 9:00 Convention sessions begin
- lunch lunch in small groups. There is no scheduled lunch, so decide when to eat based on what sessions you want to attend.
- 3:30 Sessions end
- 4:00 JEA Contests begin for students who pre-registered. These students will travel to Santa Monica after contests end.
- 4:00 Rest of students depart for Santa Monica.
- 7:30 Casual group dinner at Papi Tacos y Churros, Santa Monica.
- 12:00am Room Check

Saturday, April 9

- 8:30am Meet to share session plans for the day. You should have eaten breakfast already, and be ready to check out of your room!
- 9:00 Convention sessions begin
- lunch lunch in small groups. There is no scheduled lunch, so decide when to eat based on what sessions you want to attend.
- 3:30pm Sessions end
- 3:30 Final Meeting – general thoughts, hopes and dreams for next year
- 4:45 Leave for LAX
- 7:00 Southwest Flight 0006 departs
- 8:10 Flight lands at SJC. Please pick up by 8:30!

If you have any questions or concerns, please contact me by email: Michael.Moul@mvla.net