

RECEIVED
FEB 14 2024
2/12/24



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

UPDATED VERSION

PART 2: OVERNIGHT CURRICULAR OR COCURRICULAR TRIP REQUEST

Requested by: Michael Moul Department: English

School: Mountain View HS Los Altos HS Alta Vista HS

Destination (out of state trips require Board approval): JEA Convention in Kansas City, MO

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

Date and Time of Departure: 4/4/24; 6:15am Date and Time of Return: 4/6/24; 9:15pm

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 make individual accomodations with teachers.

Number of Participants: 20 students 0 parents 2 teachers 0 others

Objectives of the Trip (educational value): Meet & learn from professional journalists, tour professional media outlets, network with other HS journalists

Total cost of trip per student (include all expenses): \$855

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): Talon and yearbook will offset some costs for contests.

Amount student is expected to pay from personal sources after applying fund raising share: \$855

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? Talon and yearbook will subsidize.

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

Facilities for lodging (if a hotel, name and address): Westin Kansas City. 1 Pershing Rd KC, MO, 61408

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

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

Manu M. Bonetti
Department Coordinator's Signature

2-12-24
Date

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

Received	Progress	Completed	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parental Permission for Field Trip
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Field Trip Agreement for Chaperones
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency Medical Treatment Card
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Field Trip Checklist
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Volunteer Driver - Application for Approval & applicable Parental Permission form

Approved By: [Signature] 2/15/24
Principal's Signature Date

[Signature] 2/15/24
Associate Superintendent's Signature Date



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

FIELD TRIP CHECKLIST

Teacher Name: Michael Moul Representing which Class or Group? LAHS Journalism
Purpose of Trip: Attend National High School Journalism Convention (JEA)
Proposed Date of Trip: Apr 4-6, 2024 Departure Time: 6:15am April 4, 2024 Return Time: 9pm April 6, 2024
Number of Students: roughly 20 Cost of Trip per student: \$855

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: 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: Trip cost paid by students

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: 11 February, 2024

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 2, 12pm

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: 2/15/24



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: Los Altos High School

Class: Journalism 1, Yearbook, Talon

Teacher: Michael Moul and Jodi Hwang

Destination of field trip: JEA Convention in Kansas City, MO

Purpose: Attend National High School Journalism Convention (JEA)

Date and time of departure: April 4, 6:15am

Number of students who will attend: 20

Mode of transportation: Bus, Air, Public

Nature of lodging: Hotel rooms, 5 students per room

Cost to each student: \$855 Purpose: Airfare, registration, some food, ground transportation

Names of supervisors: Michael Moul and Jodi Hwang

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 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.**

✂ _____
(Parent/Guardian's signature)

✂ _____
(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)





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

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.)

 24 Jan 2024 Michael Moul (408) 802-0008
 Lead Chaperone Date Printed Name and Phone Number

JEA Convention in Kansas City, MO April 4 - April 6, 2024
 Name of Activity and Destination 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.)

 415-887-8134

Tracey Runeare  408 858-3441
 Administrator to be contacted during trip, if necessary Administrator's Telephone Number

Referenced Board Policy and Regulations:

- BP/AR 5131.6 a-c 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



JEA Itinerary and Details

LAHS *Journalism*

PACKING LIST

Here's what I'd suggest you bring.

- Enough clothes and personal items to be hygienic for three days. Weather in San Francisco will be cool, and remember that we will be outside quite a bit, especially at the ball game. Bring something warm!
- Enough spending money for two breakfasts, three lunches, one dinner and whatever souvenirs you'd like. The second dinner is included. \$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 during a lunch meeting prior to the trip. 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 OR the Sheraton at Crown Center, Kansas City, MO.

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 at any point depending on chaperone discretion.

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:

Jodi Hwang and Michael Moul

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

DROP OFF / PICKUP

All students need to be dropped off at San Jose International Airport, Terminal B at 6:15 am on Thursday, April 4.

Students should be picked up from San Jose International, Terminal B at 9:15pm on Saturday, April 6. Please don't be late - we'll have some tired chaperones by that point!

CONFERENCE WEBSITE:

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

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

JEA Itinerary

LAHS Journalism

Some times will change.

Thursday, April 4

- 6:15am Meet at San Jose International Airport, Terminal B.
- 7:30 Southwest Flight WN658 departs for San Diego
- 9:55 Southwest Flight WN2349 departs San Diego for Kansas City.
- 3:05 CDT Arrive at Kansas City International
- 3:30 Charter bus to hotel, Moul checks everyone in,
- 4:15 Arrive at hotel. Moul checks everyone in. Settle into rooms. Free time at hotel and trade show.
- 6:45 First meeting. Conference overview, review of rules.
- 7:00 Introductory session and Keynote speaker: Photojournalism Jim Richardson
- 9:00 Dinner! (remember, we'll still be on Pacific Daylight Time). Takeout from Joe's.
- 11:00 Room check

Friday, April 21

- 7:30am Meet to share session plans for the day. You should have eaten breakfast already!
- 8:00 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. Rest of students will...
- 4:00 Rest of students depart for WW1 Museum.
- 7:00 First Friday art and food event in Crossroads Arts District
- 11:30 Room Check

Saturday, April 22

- 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.
- 2:30pm Sessions end
- 3:30 Board bus to return to airport.
- 5:10 Southwest Flight WN3833 departs for Las Vegas
- 7:35 PDT Southwest Flight WN1355 departs for San Jose
- 9:05 Land in San Jose
- 9:15 Parents pick up students at SJC. **Please be on time!**

If you have any questions or concerns, please contact Mr. Moul or Ms. Hwang by email.