



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: Lauren Kato Department: Performing Arts - Dance

School: Mountain View HS Los Altos HS Alta Vista HS

Destination (out of state trips require Board approval): New York, New York

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

Date and Time of Departure: 3/15/25 early AM Date and Time of Return: 3/22/25 evening

Number of instructional days that students will be missing: 0

What provision has been made for students to make up missed classes and assignments? N/A

Number of Participants: about 35 students 7-8 parents 1 teachers _____ others

Objectives of the Trip (educational value): NYC Dance Immersion Experience - Students take dance classes alongside professionals at 3 dance centers, receive private classes, 3 Broadway Shows, Ballet Performance, Professional Company Performance, etc.

Total cost of trip per student (include all expenses): \$3,600 (roughly)

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): Students will participate in poinsettia fundraiser with MVHS choir and participate in Vertical Raise Fundraiser to help support their individual trips. Scholarships offered.

Amount student is expected to pay from personal sources after applying fund raising share: \$0-3,500

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.

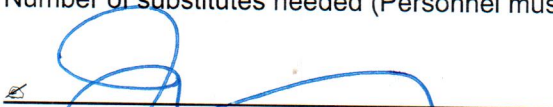
What arrangements will be made to subsidize the student? Scholarships offered to any student in need of support

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

Facilities for lodging (if a hotel, name and address): Crowne Plaza Times Square NYC (1605 Broadway, New York, NY, 10019)

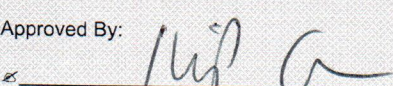
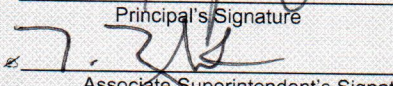
Names of trip supervisor(s): Lauren Kato

Number of substitutes needed (Personnel must be notified if trip/substitutes are cancelled): 0


Department Coordinator's Signature

5/10/24
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>5/13/24</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		
<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>7-2-24</u>
					Associate Superintendent's Signature	Date



FIELD TRIP CHECKLIST

Teacher Name: Lauren Kato Representing which Class or Group? Advanced Jazz Dance Class
Purpose of Trip: NYC Dance Immersion
Proposed Date of Trip: 3/15/25-3/22/25 Departure Time: Early AM Return Time: Evening
Number of Students: approx 35 Cost of Trip per student: approx \$3600

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: 7-8 (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: _____ 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: _____

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: 5/13/24



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: Mountain View High School
Class: Advanced Jazz Dance Class
Teacher: Lauren Kato
Destination of field trip: New York, New York
Purpose: NYC Dance Immersion
Date and time of departure: Saturday, February 15, 2025 through Saturday, February 22, 2025
Number of students who will attend: 35
Mode of transportation: Airplane & Coach Bus
Nature of lodging: Hotel - Crowne Plaza Times Square NYC
Cost to each student: approx \$3,600 Purpose: Dance classes, shows, lodging, meals, transportation, etc.
Names of supervisors: Lauren Kato

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)



Mountainview HS Dance Spectrum 2025 NYC Trip February 15 – 22, 2025

Main Contact Information

MS. LAUREN KATO – (408) 813-5355

MR. LEO PAOLO LEAL – (786) 266-5976 (Tour Manager)

Behavior Reminders

You are traveling as MVHS students, so all school rules apply. Please keep in mind that you have signed the MVLA Code of Conduct. Students who do not follow the rules will be sent home immediately at their parents' expense.

Students should always use a common-sense type of behavior. All rules that apply at Mountain View High school also apply while traveling. Following are some specific guidelines:

1. Always be on time.
2. Attend all group activities.
3. Be considerate of your roommates.
4. Keep the noise in hotels to a minimum.
5. Always stay with at least one other person.
6. Keep track of your valuables.
7. Make a room plan for showers, keys, sleeping arrangements, wake-up calls.
8. Alcohol, drugs, tobacco and weapons are forbidden.
9. Students must stay in their assigned rooms after bed check.
10. Stay in the designated area of the group.
11. Be respectful of property. Students are responsible for paying to repair or replace any broken or damaged property.
12. Always do the RIGHT THING.

Courtesy is most important!

Saying Thank You is important. Please do not make derogatory comments if the culture is not what you are used to, and do not publicly point out others' flaws; be always polite.

Safety

Every city has its problems. Here are some rules and tips that will help you avoid them:

- Always travel in a group (both day and night) – solo travelers are easier targets. Every traveler should have a permanent 'buddy' throughout the trip. Each buddy should ALWAYS know where their partner is.
- Avoid secluded areas such as alleys and densely covered parks.
- Large crowds at public squares, monuments, and concert halls typically make those places secure areas for tourists. However, keep close eye on your wallet and personal belongings as pickpockets and bag snatchers do operate in the larger cities.

Baggage Policies

Alaska Airlines requires a \$30.00 fee for the first checked-in baggage. The bag cannot exceed 50 lbs. and 62 inches in overall dimensions (length, width, height). Please note that this fee will be reimbursed at the end of the trip.

A second checked-in bag costs an additional \$40.00. Any extra charges are to be paid by you at the check in counter.

You may also have a carry-on a bag (22"x14"x9") and a personal item (purse, laptop bag or backpack). The specs to fit under the seat are: 18"x15"x8"
The maximum dimension for checked luggage is 62" (add L, W, H of the bag)

Please remember that you will have to carry your own luggage. Pack light!
Fees for checked baggage can be paid during online check-in, at a check-in kiosk, or at any of our airport ticket counters.

3-1-1 for carry-ons = 3.4 oz (100ml) bottle or less (by volume); 1 quart-sized, clear plastic, zip-top bag; 1 bag per passenger placed in screening bin. One-quart bag per person limits the total liquid volume each traveler can bring. 3.4 ounces (100ml) container size is a security measure.
For more info, please go to Alaska Airlines link: [Alaska Airlines Baggage Allowance](#)

Airport Departure Procedures

- Meet @ Alaska Airlines Departure Terminal 2 (this might still change-check with airline) in San Francisco International Airport (SFO).
- Please make sure that the provided luggage tags are on your checked-in baggage and carry-on.
- Once complete, we will break into smaller groups according to Chaperone Assignments. **Chaperones, please get your group's cellphone numbers at this point.**
- At the baggage counter, we will check in by Group Numbers (starting from Group 7 to 1) and Ms. Kato will manage the check-in process, as instructed from Alaska Airlines.
- Once checked-in, please keep your boarding pass in a safe place. Once a sub-group has completed their check-in, they may go together through security to the gate.

***Chaperones should be the first to check-in and be the first through security. They will wait for the rest to finish and always move as a group.**

***Please also check your Gate Number on the departure monitors as it can sometimes change.**

Gate Meetings

- Once everyone is at the gate, students will have free time to get their breakfast and be at the gate no less than 30 MINUTES BEFORE boarding time. Students should always be with a "buddy" and should always report to their assigned chaperone when leaving the gate.
- You may always buy your lunch in-flight or bring your lunch with you (except liquids).
- **PLEASE SIT ACCORDING TO YOUR DESIGNATED SEAT NUMBERS.**

Upon Arrival

- Upon arrival, make sure that subgroups are complete before walking toward Baggage Claim.
- Once in Baggage Claim, students get their own checked luggage and report to their assigned chaperone and wait for instructions.

- Leo will meet the group at the Baggage claim area to guide them to the bus going to NYC.

Air Travel Information

As you know, air travel has changed dramatically in the past years. Here are some tips that need to be taken very seriously when at an airport or on the aircraft itself:

- Do not joke about bombs, terrorists, etc.
- Do not bring sharp items in carry-on baggage – anything from pocketknives to nail clippers.
- Be courteous to airline personnel
- Follow all directions given by security staff
- Do not veer away from your group at the airport – they are busy places and it's easy to get lost.

When standing around as a group, be aware of the public – you are in a public area, so clear away for other people to move around.

What Food Do I Buy? (in NYC)

Breakfast:

Breakfast is available at the cafe of the hotel located at the lobby with a \$10 limit per person and would be charged to your room.

Lunch:

You will buy lunch 6 times (includes days in flight).

Dinner:

You will buy dinner 3 times.

How much money should I bring for food?

One of the most convenient and safest forms of carrying money is with a Credit Card (or a debit card carrying the Visa/MasterCard logo). ATMs are widespread, and most shops will accept cards. Travel checks are also a safe way to travel.

Lunch

Approximately \$5-\$15

Dinner (depending on where you go)

Approximately \$10-\$20

Chaperone Assignments *(to follow)*

Room Assignments *(to follow)*

Suggested Packing List

This list is to help you pack- not all items will pertain to you.

Critical Carry-On Items

- Photo ID/Driver's License
- Cash/ATM Card/Credit Cards
- Health Insurance Card
- Vaccine Card (Photo is ok)
- Prescription Medications
- Motion Sickness medication
- Inhalers
- Retainers
- Glasses/Contacts
- Warm Coat
- Cell Phone
- Extra set of clothes
(Shirt, pants, undergarments, socks)

Clothing – Dress comfortably in the Winter

- Overcoats, Sweaters, Thermal gear
- Gloves, Hats/Beanies, Earmuffs, scarf
- Undergarments
- Socks
- Sleep wears
- Pants
- Tops

Dance Equipment

- Dance clothes for 3 days of classes
(pack according to your class schedule)
- Dance shoes *(for your classes – ballet shoes, jazz shoes, tap shoes, sneakers, etc.)*

Footwear

- Comfortable and warm walking shoes

Toiletries

- Shampoo/Conditioner
- Hair ties/Rubber bands
- Deodorant
- Toothbrush/Toothpaste
- Floss
- Lotion
- Lip Balm
- Hairbrush/Comb
- Q-Tips
- Facial Pads & Face Wash
- Makeup & Make Up Remover
- Nail Clippers/Nail File
- Hair supplies

First Aid Kit

- Advil/Tylenol
- Allergy Medicine
- Sinus Pressure Relief
- Throat Lozenges
- Blister Band-Aids
- Airborne

Other Items

- Camera
- Headphones for the plane
- Laptops / Tablets
- Sealable Plastic Bags for toiletries
- Roller stick, tennis balls, pain ointments, etc.
- Electronic Chargers
- Umbrella
- Book
- Purse / Backpack

Hotel

CROWNE PLAZA TIMES SQUARE NYC

1605 Broadway (at 48th St.), New York, New York 10019

Hotel Safety Guidelines

- Use the safety deposit boxes for money / expensive items
- Never tell your room number to someone outside of your group
- Be kind to housekeeping - try not to be too messy
- Avoid running, screaming, and talking loudly in the hallways or other activities which may disturb other guests
- Use the Security Chain / Privacy Lock and do not open the door until you have identified the person knocking.
- DO NOT GO to other rooms after bed check. If you need something from another room, call Ms. Kato, and she will get it for you. **If you leave your room after bed check, you will lose personal free time privileges, and will face the possibility of being sent home.**

Nightly Bed Checks/ Daily Check-In

Each night, your chaperones will do bed checks. Only the students who are assigned in their rooms should be present. Next day schedule changes or reminders are also done at this time.

Bed Check times may be changed as we go along. Ms. Kato will do a final "hall cruise" a little after bed check. We trust that you will be responsible for staying in your designated rooms.

Wake Up Calls

Each day, your chaperones will call your rooms to make sure that everyone is up at least 30 minutes before breakfast.

In Case of an Emergency

We will meet in the hotel lobby. If there is a fire drill, we will meet on the street in front of the hotel.

DAY 1

Saturday, February 15

- 430 AM** **Arrival and Check-in at the San Francisco International Airport (SFO)**
- *Arrive at least 2.5 hours before departure and check-in to your group's flight to New York. Please meet at the **airline** counter inside.
- Seat Assignments: Seat assignments were already pre-selected upon booking.
- After checking your luggage, move through security and onto departure gate.
Now is a good time for breakfast!
- 700 AM** **Depart SFO/SJC to NYC.**
- 330 PM** **Estimated arrival time at John F. Kennedy (JFK) International Airport – New York City**
- 430 PM** **Airport bus transfer via ACADEMY BUS from JFK to the hotel – Crowne Plaza TSQ NY**
- 530 PM** **Estimated arrival at The Crowne Plaza NYC.**
- *Bag drop off here. Please only get the things you need to watch the concert. After bag drop, walk 4 blocks down to St. John's Pizzeria.*
- ONLY 1 CHECKED-IN BAGGAGE AND 1 HAND-CARRY ALLOWED.**
Any loose items should be placed inside your luggage or your hand-carry. There should only be 2 luggage items per person.
- 6-7 PM** **Welcome Dinner at St. John's Pizzeria NYC – 44th and 8th Ave. (4 blocks)**
- 715 PM** **Subway to Joyce Theater (15-min via C/E train)**
*1-week Metro Cards will be distributed at dinner – **PLEASE DO NOT LOSE THESE!***
- 800 PM** **Dance Concert at Joyce Theater – 175 8th Ave.**
- *After the show: PLEASE STAY IN YOUR SEATS, and we will leave as a group after most of the audience has exited the theater.*
- 930 PM** **Go back to the hotel via subway**
- 10 PM** **Goodnight!**
- *Your luggage should already be in your rooms – arranged according to room list.*

DAY 2

Sunday, February 16

8 - 9 AM

Breakfast

945 AM

STEPS on Broadway – “Free for All” Dance Classes
2121 Broadway Ave., 3rd Floor (b/w 74th & 75th St.)

*First class is at 945 AM – Lastics Stretch

***Lunch AND Dinner on your own**

Take the subway and get off at 72nd Street Station and walk up 2 blocks to 74th Street to go to STEPS Dance Studio.

Last class ends at 515 PM

Go back to the hotel when your classes are done – make sure that you’re with an adult chaperone

Free night

DAY 3

Monday, February 17

8 – 9 AM

Breakfast

9 AM – 930 PM

Broadway Dance Center – “Free for All” Dance Classes
322 West 45th St., 3rd Floor (b/w 8th & 9th Ave.)

**Walk 4 blocks down to the studios from your hotel (7 min.)*

**Lunch AND Dinner on your own, in between classes.*

**Last class is from 8 – 930pm*

**Go back to the hotel when your classes are done make sure
that you're with an adult chaperone**

Free night

DAY 4

Tuesday, February 18

10 AM

Breakfast

11 AM

Depart to NYU and Juilliard for Campus tours
**Split into 2 groups*

1145 AM

The Juilliard School Campus Tour
60 Lincoln Center Plaza – (limit of 30 pax)

Walk to the 42nd St. station to take the 1 Train towards Uptown.

Get off at 65th St. Station and walk to The Juilliard School.

1145 AM

NYU Tisch School of the Arts Tour (for 23 pax)
Jeffrey S. Gould Welcome Center 50 West 4th Street

Walk to the 42nd St. Station and take the A, C or E towards Downtown.

Get off at West 4th St. Station and walk to NYU.

1 PM

Meet at Grand Central Terminal (by the clock)

Lunch on your own / free time / food concessions available at the basement

230 - 5 PM

Museum of Modern Art (MoMA) – 53rd and 6th Ave.

515 PM

Go back to the hotel
Dinner on your own

630 PM

Leave for Lincoln Center by subway (1 Train)

730 PM

NYC Ballet Performance
David H. Koch Theater – 62nd / Broadway

**After the show: PLEASE STAY IN YOUR SEATS, and we will leave as a group after most of the audience has exited the theater.*

10 PM

Go back to the hotel – Goodnight!

DAY 5

Wednesday, February 19

10 AM

Breakfast

11 AM

Walk to Dance Classes at Alvin Ailey Studios
55th and 9th Ave. (12 mins.)

1130 AM - 1230 PM

Ballet Class

1230 – 130 PM

Contemporary Dance Class

130 – 230 PM

Lunch on your own

230 – 330 PM

Jazz Dance Class

330 – 430 PM

West African Dance Class

445 PM

Go back to the hotel – freshen up and change

545 PM

Walk to the restaurant – Virgil's BBQ
(4 blocks, 6 min.)

6 – 7 PM

Group Dinner – Virgil's BBQ
44th Street

7 PM

Walk to the theater
(4 blocks, 6 min.)

730 PM

Broadway Show

**After the show: PLEASE STAY IN YOUR SEATS, and we will leave as a group after most of the audience has exited the theater.*

10 PM

Go back to the hotel (across the street) / Goodnight!

DAY 6

Thursday, February 20

8 AM

Breakfast

**Grab & Go Lunches will be delivered at the hotel to bring with you.*

9 AM

Leave for downtown via Subway (E train, 30 mins)

Financial Center / World Trade Center

10 AM

Visit to One World Observatory

11 AM – 12PM

Lunch break

1230 – 3 PM

Visit to 911 Memorial and Museum

315 PM

Go back to the hotel via Subway (E train, 30 mins.)

Freshen up and change

5 - 630 PM

Group Dinner – Ellen's Stardust Diner

51st and Broadway

7 PM

Broadway Show

**After the show: PLEASE STAY IN YOUR SEATS, and we will leave as a group after most of the audience has exited the theater.*

10 PM

Walk back to the hotel / Goodnight!

DAY 7

Friday, February 21

9 AM

Breakfast

10 AM

Walk to Rockefeller Center

1030 AM – 12 PM

Radio City Music Hall Tour
50th and 6th Ave.

1-2 PM

Group Lunch
Ted's Montana Grill

230 - 330 PM

Ice Skating at the Rock

4 PM

Go back to the hotel
Freshen up and change

5 PM

Walk to the restaurant
Carmine's Restaurant (44th St. & 7th Ave.)

530 - 630 PM

Dinner – Carmine's Restaurant

7 PM

Broadway Show

****After the show: PLEASE STAY IN YOUR SEATS, and we will leave as a group after most of the audience has exited the theater.***

10 PM

Go back to the hotel / Goodnight!

DAY 8

Saturday, February 22

Free Morning

Breakfast

1230 PM

Check-out

1 PM

Bus pick-up from the Hotel via Academy Bus to JFK Airport
**Meet in the hotel lobby*

2 PM

ETA at JFK Airport / Check-In

**Late lunch on your own at the airport*

**Arrive at JFK Airport 2.5 hours before departure and check in for flight to San Francisco.*

After checking in your luggage, move through security onto departure gate.

455 PM

Departure from JFK Airport (New York)

850 PM

Arrival at SFO International Airport (San Francisco)

HOME SWEET HOME

**Itinerary is subject to change depending on show, class and tour availability.*