

Palisades Charter High School

REQUEST FOR APPROVAL OF SCHOOL-ORGANIZED TRIP FOR STUDENTS

Check the appropriate box: [X] Field Trip [ ] School Journey [ ] Curricular Trip [ ] Athletic Trip [ ] Curricular Buss Tour [ ] OTHER (Describe) \_\_\_\_\_

Name of Employee \_\_\_\_\_ Certified [X] \_\_\_\_\_
School: Palisades Charter High School Supervising trip Brad Kolavo, P. Nazarian, D. Carini Non-Cert. \_\_\_\_\_
Telephone Number (310) 230-6623 Grade levels (Circle) 9 10 11 12 OTHER \_\_\_\_\_

1. Destination Santa Clara Marriot Are admission fees charged? Yes \_\_\_\_\_ No [X] \_\_\_\_\_
2. Dates of Trips 3/2 - 3/5 3. Number of Students 20 Number of adults 3
4. Name and employee number of employee who will go on trip: Brad Kolavo, Peyman Nazarian, David Carini

5. Substitute required? Yes [X] No \_\_\_\_\_ How Many? 3 Source of funds CTE
6. Time schedule required by school: Leave School 10:20am from Lax on 3/2 Arrive destination 11:30am San Jose
Leave destination 4:35pm Return school 5:45pm

7. Duration of trip: Less than one day [ ] One day [X] Overnight 3 (if overnight, how many days?) \_\_\_\_\_
8. Method of transportation: School bus (indicate number required) [ ] Walking [ ] Automobile [ ]
Public Carrier: airplane Southwest boat [ ] bus [ ] train [ ] other [ ] (explain) \_\_\_\_\_

9. Brief description of educational benefit to be derived form this activity. Please state specifically as an instructional objective (not required for athletic trips of Youth Services Activities) The students will compete in their respective competitive areas, attend workshops and seminars, network and participate in team building activities.

10. Source of funds for trip \_\_\_\_\_

NOTE: It is illegal to charge students or parents for participation in any activity for which ADA will be taken.

11. Have the locations of the nearest emergency facilities been obtained? Yes [X] No [ ]

12. Have forms for parent's or guardian's permission been obtained? Yes [X] No [ ]

13. If hiking or camping activity:
a. Have the ranger, sheriff, police or other emergency personnel been notified of intent to be in the area? Yes [ ] No [ ]
b. Has the area been checked for potential hazards? Yes [ ] No [ ]
c. Has the School Police Department been notified of the trip? Yes [ ] No [ ]

APPROVALS:
Principal or Asst. Principal [Signature] Date: 1/24/17

Board of Trustees\* \_\_\_\_\_ Date: \_\_\_\_\_

\* ONLY TRIPS INVOLVING SITES NOT ON APPROVED LIST MUST BE PROCESSED THROUGH THE PALISADES CHARTER HIGH SCHOOL BOARD OF TRUSTEES.