

Field Trip Request Form

(Overnight / Out-of-Town or State)

CONSENT ITEM

WHAT:

The Governing Board is asked to approve the following Field Trip:

Annual field trip to the Oregon Shakespeare Festival in Ashland, Oregon.

WHY (briefly explain why approval is important; and, if applicable, how it is connected to the Site, District or Strategic Plan):

This trip encourages a love of theater, the arts, and life-long learning.

HISTORY:

- Annual Trip
- First Year Attending
- Other: _____

HOW MUCH:

There are no school or district expenses.

Name: Mauro Staiano

Dates of Trip: 5/17-5/19/24

Destination: Ashland, OR

Club/Organization: EHS AP Literature & Composition

What means of transportation: Private Vehicles

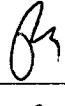
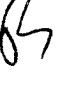
Number of students participating: 13

Briefly describe the details of the trip (chaperone, lodging, etc.):

Members of the EHS AP Literature class will be traveling to Ashland, Oregon May 19th to see two plays at the Oregon Shakespeare Festival. The plan is to leave in the morning on Friday the 17th. We will attend a Friday matinee and a Saturday matinee and return home Sunday afternoon. Thirteen students and three chaperones (Mauro Staiano, Nanette Voss, and Hilary Manion) will attend.

Eureka City Schools
School-Sponsored Student/s Overnight Trip Checklist

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/ Staff (Initial)	Site Principal (Initial)
5/2/13	Principal establishes a process for approving a staff member's request to conduct a school-sponsored trip.	MS	fb
11/27/23	Staff shall consider: <ul style="list-style-type: none"> • Student safety; • Objectives of instruction; • Most effective use of instructional time; • Distance from school; • District and student expense; • Transportation requirements; • Supervision requirements. 	MS	fb
12/1/21	Staff affirm that no student will be excluded from participation because of lack of sufficient funds (total cost per student and funding sources must be included).	MS	fb
Pending	Staff notified parents and students that students are under jurisdiction of the district and subject to district and school rules and regulations.	MS	fb
Pending	Staff hold parent information meeting for staff, chaperones, parents/guardians and students to discuss safety and importance of safety-related rules.	MS	fb
11/27/23	Staff ensures adequate supervision reviewed by site administrator (adults/students ratio). List of chaperones must be provided to District Office, including designating if employee or parent/guardian. If a non-staff chaperone, chaperone must have been cleared through the District's volunteer process.	MS	fb
Pending	During travel, staff will have school's first aid kit in his/her possession or immediately available.	MS	fb

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/Staff (Initial)	Site Principal (Initial)
Pending	Staff obtains parent permission. If trip also involves water activities, specific permission for water activities must be obtained. If students will be in water, including motel pools, there must be a lifeguard at all times the students are in the water. Lifeguard can be a chaperone if they have the certification or one obtained through a local agency and the person has passed the agency requirements. Trip must not include activities identified as "hazardous" by our local JPA which includes but is not limited to rock climbing (walls) and/or zip lines.	MS	
11/27/23	Transportation information must include how and who is transporting students. If by chartered bus, Director of Transportation must be notified.	MS	
N/A	Parent permission letter for travel out-of-country obtained for each student (District Letter form letter).	MS	
N/A	Forms JPA 1 signed and on file at the school prior to departing on out-of-country school sponsored activity.	MS	
11/27/23	Staff complete checklist form including requested information, and Board "Field Trip Request Form" and submit to Superintendent's Assistant a minimum of 10 days prior to the Board meeting in which approval is being requested. (Board meeting dates can be obtained by calling the Superintendent's Assistant or looking on the ECS website.)	MS	
Pending	District shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion.	MS	
N/A	Students must have travel insurance for travel out of lower 48 states.	MS	
Pending	Staff, students and parents have been notified that the District may cancel or postpone student travel at any time if the State Department/Homeland Security or Federal Government indicates such travel presents unreasonable risk.	MS	

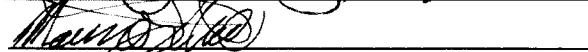
APPROVED:

Site Principal:



Date: 11/28/23

Teacher/Staff:



Date: 11/27/23

Director of Personnel:

Date: