


**SANTA CLARA UNIFIED SCHOOL DISTRICT
INTERCOMMUNICATION**

DATE: SEPTEMBER 28, 2017

TYPE OF AGENDA ITEM: CONSENT

TO: STANLEY ROSE, III, Ed.D., SUPERINTENDENT

FROM: KATHIE KANAVEL, ASSISTANT SUPERINTENDENT,
EDUCATIONAL SERVICES

PREPARED BY: KRISTIN GONZALEZ, PRINCIPAL, WILCOX HIGH SCHOOL 

SUBJECT: APPROVAL OF FIELD TRIP - WILCOX HIGH SCHOOL –
PROGRAMMING CLUB STUDENTS TO PARTICIPATE IN HACKATHON
ACTIVITY – 24 HOUR HACKATHON AT WILCOX HIGH SCHOOL,
OCTOBER 13-14, 2017

ADMINISTRATIVE SUMMARY: The “Hackathon” activity is an activity in which students work together in teams for 24 hours to create something amazing with the use of coding. There are no restrictions to the items that the students can create. This activity is available to all high school students.

Approximately one hundred fifty students will attend the activity, which will be held at Wilcox High School. The students will be accompanied by SCUSD employee/adviser Karen Hardy, Wilcox High School’s math/computer science teacher.

There is no cost for attendees. The students will be at Wilcox High School for the duration of the field trip. No student will be denied the opportunity to attend due to financial difficulty.

Transportation and overnight accommodations will be adhered to according to SCUSD board policies. No student will be denied the opportunity to attend due to financial difficulty. All provisions of District Policy 6153 will be met.

RECOMMENDATION: It is recommended that the Board approve the field trip to the Wilcox High School “Hackathon” Activity.

FINANCIAL IMPACT: none



ADRIAN C. WILCOX HIGH SCHOOL

3250 Monroe Street
Santa Clara, CA 95051
PH (408) 423-2400 / FAX (408) 423-2480
www.wilcox.schoolloop.com

Kristin Gonzalez, Principal
kgonzalez@scusd.net
(408) 423-2401

"To prepare students of all ages and abilities to succeed in an ever-changing world."

September 28, 2017

Board of Education
Santa Clara Unified School District
1889 Lawrence Rd.
Santa Clara, Ca 95051

Dear Members of the Board:

I approve of the Wilcox High School Programming Club to participate in the Hackathon sponsored by the Wilcox Programming Club.

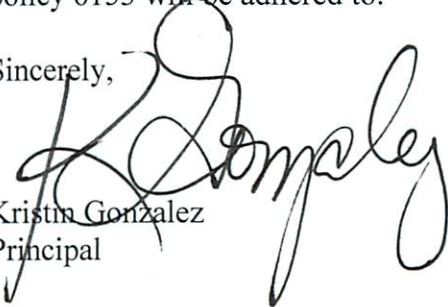
Programming students will acquire ideas to strengthen their teamwork, creativity and technical skills.

The Hackathon activity will take place Friday, October 13, 2017 beginning at 5:30 p.m. and ending Saturday, October 14, 2017 at 9:00 p.m. at Wilcox High School.

Transportation will be provided by the student's parents or the staff adviser, Karen Hardy. There is no cost for the activity. The students will be at Wilcox High School for the duration of the Hackathon. Food, swag and awards are provided by the sponsors. The Programming Club participants will be accompanied by SCUSD employee, Karen Hardy.

Transportation and overnight accommodations will be adhered to according to SCUSD board policies. No student will be denied the opportunity to attend due to financial difficulty. All provisions of SCUSD board policy 6153 will be adhered to.

Sincerely,


Kristin Gonzalez
Principal

Santa Clara Unified School District
APPLICATION FOR APPROVAL OF MULTI-DAY FIELD TRIP
Must be approved by the Board of Education at least ONE MONTH prior to Departure Date

CHECK ALL THAT APPLY: ☒ Multi-Day ☐ Out of State ☐ Out of Country

The undersigned for Wilcox School hereby applies for approval to conduct a field trip to

1. Inclusive dates of trip: Oct 13-14, 2017 ☐ NOT DURING TESTING: _____
Principal's Initials: GH

2. Purpose of trip: Programming Hackathon - Overnight

3. Name of Group: Programming Club
(e.g., U.S. History Class, Choral group)

4. Number of students attending: 150 Boys: 100 Girls: 50

5. Travel Arrangements:
☐ Transportation will be by SCUSD bus (contact Transportation Dept. in advance)
☐ Transportation will be by Private Auto (all drivers' approval done in advance by the Transportation Dept.)
☐ Other: All other transportation and travel arrangements **must** be coordinated by SCUSD Purchasing Agent

6. Cost of trip financed by: Sponsors - CodeForFun, Palevitz, ~~Salas~~ Balsanig

7. Describe fund-raising activities, if any: _____
☐ Attachment - if any

8. Name of certificated employee(s) in charge of trip: Karen Hardy
(Responsible for coordinating fundraising and organization of the trip and its conduct while students are outside of the limits of Santa Clara Unified School District)

9. *Number of chaperones: 20

10. *Names of staff members who will provide supervision of students: Karen Hardy

***Employee and chaperone travel expenses will be paid by the employee(s)/chaperone(s).**

This application, together with the Principal's memo of Approval, Administrative Summary for the Board Packet, and the necessary documents, **MUST** be sent to the **Director of Elementary/Secondary Education** to be approved by the **Board AT LEAST ONE MONTH prior to the departure date.**

The undersigned applying for approval of the field trip will make every effort to ensure conformance with all requirements of the Santa Clara Unified School District procedures for field trips out-of-state, to foreign countries, and/or involving multiple days.

☐ All provisions of District Board Policy BP and AR 6153 "School Sponsored Trips" have been met.

Trip Coordinator Signature	<u>Karen Hardy</u>	Date:	<u>9/11/17</u>
Principal's Signature	<u>[Signature]</u>	Date:	<u>9/13/17</u>
Director - Elementary/Secondary Education Signature	<u>[Signature]</u>	Date:	<u>9/12/17</u>

BOARD APPROVAL DATE: _____

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F1/s1e

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John

**SANTA CLARA UNIFIED SCHOOL DISTRICT
INTERCOMMUNICATION**

Date: September 28, 2017

Type of Agenda Item: CONSENT

To: Board of Trustees

From: Stanley Rose, III, Ed.D

Prepared by: Susan Harris, Principal, Peterson Middle School

Subject: Peterson Middle School - FCCLA
Participation in the 2017 - 2018 state planned school year conferences
October 14, 2017 and April 28 - May 1, 2018

Administrative Summary:

FCCLA is a national student career technical organization that provides leadership and career development opportunities to its student members through Home Economics Careers and Technology curriculum. These conferences focus on assisting students to develop leadership and decision-making skills, expand pride in FCCLA and become aware of Home Economics Related Careers. During each conference students will compete with other middle and high school students in various culinary events as well as attend valuable workshops, participate in team building activities and listen to dynamic guest speakers.

Members of the Peterson Middle School Chapter of FCCLA and our teacher Jarrell Fedalizo will participate in the following activities throughout the 2017 - 2018 school year:

- October 14, 2017: Region 5 Fall Meeting at Dixon High School in Dixon, California
- April 28 - May 1, 2018: State Leadership Conference at the Fresno Convention Center and Fresno Double Tree Hotel in Fresno, California

Ten (10) students will attend; in addition one teacher will participate and chaperone the event. The cost is \$1,110 per student. The field trips will be covered by fundraisers (2017-18 chapter fund raising, family donations, CTE grant money).

Students will travel round trip from Peterson Middle School to these meetings and conferences by bus (district or charter) or private vehicle in collaboration with Buchser Middle, Wilcox and Santa Clara High Schools.

All provisions of District Board Policy BP and AR 6153 "School Sponsored Trips" have been met.

Recommendation:

It is recommended that the Board approve the field trips to FCCLA State Leadership Meetings and Conference in Dixon and Fresno, California.

Financial Impact:

None

PETERSON MIDDLE SCHOOL

"To prepare students of all ages and abilities to succeed in an ever-changing world"

1380 Rosalia Avenue
Sunnyvale, California 94087
408-423-2800
408-423-2880 (fax)



Susan E. Harris
Principal
408-423-2801
sharris@scusd.net

Date: Sept. 28, 2017
To: Stanley Rose III, Ed.D., Superintendent
From: Susan E. Harris, Principal
RE: Peterson Middle School – FCCLA

As the principal of the school, I approve of the following FCCLA field trips and verify that it adheres to the guidelines of Board Policy 6153.

Destination of trips:

These conferences and meetings will take place on the following dates and locations:

- October 14, 2017, Region 5 Fall Meeting at Dixon High School in Dixon, California
- April 28 – May 1, 2018, State FCCLA Leadership Meeting at the Fresno Convention Center and Fresno Double Tree Hotel in Fresno, California. This site is arranged and required by FCCLA and its sponsor, Home Economics Careers and Technology Education, California Department of Education

Summary of Educational Value: Leadership skills are one of the major thrusts in FCCLA and will be demonstrated and built upon at the FCCLA conferences. We are teaching students to become managers of people, effective team members, and proficient communicators. In our FCCLA Chapter activities, students practice these principles and skills. The region meeting and state conference will give them the opportunity to expand that knowledge and practice it in a larger setting, with hundreds of other students from across the state. Students also have the potential to obtain generous scholarships from leading schools in our industries.

Number of students and adult chaperones participating: Ten (10) students from Peterson Middle School. One (1) teacher (Jarrell Fedalizo).

Cost per student: Estimate based on past years is \$1,100** per student
Conference Fees (\$275 + \$175), 3 nights lodging (\$250), transportation (\$250), and meals & snacks (10 meals not included with meeting and conference fees: \$150).

Funding: 2017-2018 chapter fundraising, ASB funds from past chapter fund-raising, family donations and CTE grant money will cover the cost of the trip. No student will be denied participation due to financial difficulty.

Hotel accommodations:

Fresno: Fresno Double Tree Hotel (or other specified by FCCLA)

Means of Transportation: Bus (charter or District or private vehicle. All requirements for SCUSD staff members to drive students have been met and will be renewed for the upcoming academic year.

Sincerely,

Susan E. Harris, Principal – Peterson Middle School

Santa Clara Unified School District
APPLICATION FOR APPROVAL OF MULTI-DAY FIELD TRIP
Must be approved by the Board of Education at least ONE MONTH prior to Departure Date

CHECK ALL THAT APPLY: ☐ Multi-Day ☐ Out of State ☐ Out of Country

The undersigned for Peterson Middle School hereby applies for approval to conduct a field trip to
the FCCLA State Conference and leadership workshops

1. Inclusive dates of trip: April 28, 2018 – May 1, 2018 ■ NOT DURING TESTING: 
Principal's Initials

2. Purpose of trip: Attend FCCLA State Conference and workshops in Fresno, CA to gain leadership skills.

3. Name of Group: FCCLA
(e.g., U.S. History Class, Choral group)

4. Number of students attending: 10 Boys: 3 Girls: 7

5. Travel Arrangements:
☒ Transportation will be by SCUSD bus (contact Transportation Dept. in advance)
☐ Transportation will be by Private Auto (all drivers' approval done in advance by the Transportation Dept.)
☐ Other: All other transportation and travel arrangements **must** be coordinated by SCUSD Purchasing Agent)

6. Cost of trip financed by: Fundraising and CTE Grant Money

7. Describe fund-raising activities, if any: 2017-18 chapter fundraising, ASB funds from past chapter fund raising, family donations, and CTE grant money
☐ Attachment – if any

8. Name of certificated employee(s) in charge of trip: Jarrell Fedalizo
(Responsible for coordinating fundraising and organization of the trip and its conduct while students are outside of the limits of Santa Clara Unified School District)

9. *Number of chaperones: none

10. *Names of staff members who will provide supervision of students. Jarrell Fedalizo

****Employee and chaperone travel expenses will be paid by the employee(s)/chaperone(s).***

This application, together with the Principal's memo of Approval, Administrative Summary for the Board Packet, and the necessary documents, **MUST** be sent to the **Director of Elementary/Secondary Education** to be **approved by the Board AT LEAST ONE MONTH prior to the departure date.**

The undersigned applying for approval of the field trip will make every effort to ensure conformance with all requirements of the Santa Clara Unified School District procedures for field trips out-of-state, to foreign countries, and/or involving multiple days.

■ All provisions of District Board Policy BP and AR 6153 "School Sponsored Trips" have been met.

Trip Coordinator Signature  Date: 9/12/2017

Principal's Signature  Date: 9/12/17

Director – Elementary/Secondary Education Signature  Date: 9/13/17

BOARD APPROVAL DATE: _____

Santa Clara Unified School District
APPLICATION FOR APPROVAL OF MULTI-DAY FIELD TRIP
Must be approved by the Board of Education at least ONE MONTH prior to Departure Date

CHECK ALL THAT APPLY: ☐ Multi-Day ☐ Out of State ☐ Out of Country

The undersigned for Peterson Middle School hereby applies for approval to conduct a field trip to
the FCCLA Region 5 Fall Leadership Meeting.

1. Inclusive dates of trip: October 14, 2017 ■ NOT DURING TESTING: SA
Principal's Initials

2. Purpose of trip: Attend FCCLA Region 5 Fall Leadership Meeting in Dixon, CA to gain leadership skills.

3. Name of Group: FCCLA
(e.g., U.S. History Class, Choral group)

4. Number of students attending: 10 Boys: 3 Girls: 7

5. Travel Arrangements:
■ Transportation will be by SCUSD bus (contact Transportation Dept. in advance)
☐ Transportation will be by Private Auto (all drivers' approval done in advance by the Transportation Dept.)
☐ Other: All other transportation and travel arrangements **must** be coordinated by SCUSD Purchasing Agent)

6. Cost of trip financed by: Fundraising and CTE Grant Money

7. Describe fund-raising activities, if any: 2017-18 chapter fundraising, ASB funds from past chapter fund raising, family donations, and CTE grant money
☐ Attachment – if any

8. Name of certificated employee(s) in charge of trip: Jarrell Fedalizo
(Responsible for coordinating fundraising and organization of the trip and its conduct while students are outside of the limits of Santa Clara Unified School District)

9. *Number of chaperones: none

10. *Names of staff members who will provide supervision of students. Jarrell Fedalizo

****Employee and chaperone travel expenses will be paid by the employee(s)/chaperone(s).***

This application, together with the Principal's memo of Approval, Administrative Summary for the Board Packet, and the necessary documents, **MUST** be sent to the **Director of Elementary/Secondary Education** to be **approved by the Board AT LEAST ONE MONTH prior to the departure date.**

The undersigned applying for approval of the field trip will make every effort to ensure conformance with all requirements of the Santa Clara Unified School District procedures for field trips out-of-state, to foreign countries, and/or involving multiple days.

■ All provisions of District Board Policy BP and AR 6153 "School Sponsored Trips" have been met.

Trip Coordinator Signature [Signature] Date: 9/12/2017

Principal's Signature [Signature] Date: 9/12/17

Director – Elementary/Secondary Education Signature [Signature] Date: 9/13/17

BOARD APPROVAL DATE: _____

Board Agenda Date: September 28, 2017
Type of Agenda Item: Consent
To: Dr. Stanley Rose III, Ed. D., Superintendent
From: Kathie Kanaval, Assistant Superintendent
Prepared by: Lori A. Rogers, Ed. D., Principal of Laurelwood
Subject: Approval of Multi-Day (Overnight) Field Trip

Administrative Summary:

Four fifth grade teachers from Laurelwood Elementary School seek board approval for a three night, four day field trip to YMCA Camp Campbell Outdoor Science Camp to take place Tuesday, January 16, 2018, through Friday, January 19, 2018. Instruction at science camp teaches fifth grade level physical/ earth and life science standards for CA common core in a hands-on setting. Students hike, share meals in a common setting, spend time with staff overnight and participate in full day outdoor science activities.

Four teachers including Steve Ivy, Phanom Amber Wacht, Laura Jones and Tia Keeth will accompany students to camp.

Funds will be provided by district to cover the cost of the field trip.

Transportation will be arranged through SCUSD Transportation Department.

All provisions of District Policy 6153 will be met

Recommendation:

It is recommended the SCUSD Board of Trustees approve the four day, three night overnight field trip of Laurelwood fifth grade students and staff to attend YMCA Camp Campbell Outdoor Science Camp in January, 2018.

Financial Impact: NONE

Santa Clara Unified School District
APPLICATION FOR APPROVAL OF MULTI-DAY FIELD TRIP
Must be approved by the Board of Education at least ONE MONTH prior to Departure Date

CHECK ALL THAT APPLY: ☒ Multi-Day ☐ Out of State ☐ Out of Country

The undersigned for Laurelwood School hereby applies for approval to conduct a field trip to

YMCA Camp Campbell

1. Inclusive dates of trip: Jan. 16-19, 2018 NOT DURING TESTING: SR
Principal's Initials

2. Purpose of trip: Outdoor science camp teaches fifth grade science standards (physical/earth/life) in a hands on setting

3. Name of Group: Fifth Grade
(e.g., U.S. History Class, Choral group)

4. Number of students attending: 101 Boys: 59 Girls: 42

5. Travel Arrangements:

- ☒ Transportation will be by SCUSD bus (contact Transportation Dept. in advance)
☐ Transportation will be by Private Auto (all drivers' approval done in advance by the Transportation Dept.)
☐ Other: All other transportation and travel arrangements must be coordinated by SCUSD Purchasing Agent)

6. Cost of trip financed by: District

7. Describe fund-raising activities, if any: 10
☐ Attachment - if any

8. Name of certificated employee(s) in charge of trip: Laura Jones, Steve Ivy, Tia Keeth,
(Responsible for coordinating fundraising and organization of the trip and its conduct while students are outside of the limits of Santa Clara Unified School District) Phanom Amber Wachut

9. *Number of chaperones: 4

10. *Names of staff members who will provide supervision of students. Laura Jones, Steve Ivy,
Tia Keeth and Phanom Amber Wachut

**Employee and chaperone travel expenses will be paid by the employee(s)/chaperone(s).*

This application, together with the Principal's memo of Approval, Administrative Summary for the Board Packet, and the necessary documents, **MUST** be sent to the Director of Elementary/Secondary Education to be approved by the Board **AT LEAST ONE MONTH** prior to the departure date.

The undersigned applying for approval of the field trip will make every effort to ensure conformance with all requirements of the Santa Clara Unified School District procedures for field trips out-of-state, to foreign countries, and/or involving multiple days.

☒ All provisions of District Board Policy BP and AR 6153 "School Sponsored Trips" have been met.

Trip Coordinator Signature Laura Jones Date: 8/16/17

Principal's Signature Shirley Rogers Date: 8/16/17

Director - Elementary/Secondary Education Signature [Signature] Date: 9/13/17

BOARD APPROVAL DATE: _____

Briarwood Elementary School

Santa Clara Unified School District

Susan Jezyk, Principal

1930 Townsend Avenue Santa Clara, California 95051

Telephone (408) 423.1300

September 28, 2017

Board of Trustees,

Briarwood Elementary School requests permission for our fifth grade students to attend a five day/four night trip to the Walden West Outdoor Science School in Saratoga, California. The cost of the trip is \$327.00 per student. As principal of Briarwood Elementary, I approve this field trip.

Approximately 50 students will attend the science school from Monday, February 26, 2018 to Friday, March 2, 2018. Transportation will be provided by the Santa Clara Unified School District. Mrs. Robin Chirico and Ms. Stefanie Kelly, Briarwood's fifth grade teaching team, will be chaperoning the trip.

Sincerely,



Susan Jezyk
Principal

Date: September 28, 2017

Type Of Agenda Item: Consent

To: Dr. Stanley Rose III, Ed.D., Superintendent

From: Susan Jezyk, Principal – Briarwood

Subject: Field Trip

Briarwood Elementary School's fifth grade class wishes to attend the Walden West Outdoor Science School in Saratoga, California. Walden West Outdoor Science School is an extension of the school's science program and will allow the students to expand upon their classroom learning experiences.

The students will be gone five days/four nights from February 26, 2018 to March 2, 2018. Approximately 50 fifth grade students from Briarwood will participate. Teachers from Briarwood will accompany and chaperone the students as well as the staff of Walden West.

The cost is \$327.00 per student. No student will be denied the opportunity to attend due to financial difficulties. Transportation will be provided by District buses.

All provisions of District Policy 6153 will be met.

Recommendation:

It is recommended that the Board approve the field trip to Walden West Outdoor Science School.

Financial Impact:

\$17, 643

Santa Clara Unified School District
APPLICATION FOR APPROVAL OF MULTI-DAY FIELD TRIP
Must be approved by the Board of Education at least ONE MONTH prior to Departure Date

CHECK ALL THAT APPLY: ☒ Multi-Day ☐ Out of State ☐ Out of Country

The undersigned for Briarwood School hereby applies for approval to conduct a field trip to

Walden West Outdoor Science School - Saratoga

1. Inclusive dates of trip: 2/26/18 - 3/2/18 ☒ NOT DURING TESTING: SA
Principal's Initials

2. Purpose of trip: Extension of Science Curriculum

3. Name of Group: Briarwood Fifth Grade students
(e.g., U.S. History Class, Choral group)

4. Number of students attending: 50 Boys: 26 Girls: 24

5. Travel Arrangements:
☒ Transportation will be by SCUSD bus (contact Transportation Dept. in advance)
☐ Transportation will be by Private Auto (all drivers' approval done in advance by the Transportation Dept.)
☐ Other: All other transportation and travel arrangements **must** be coordinated by SCUSD Purchasing Agent)

6. Cost of trip financed by: Santa Clara USD

7. Describe fund-raising activities, if any: _____
☐ Attachment – if any

8. Name of certificated employee(s) in charge of trip: Susan Jezyk
(Responsible for coordinating fundraising and organization of the trip and its conduct while students are outside of the limits of Santa Clara Unified School District)

9. *Number of chaperones: 2

10. *Names of staff members who will provide supervision of students. _____

Robin Chirico + Stefanie Kelly
***Employee and chaperone travel expenses will be paid by the employee(s)/chaperone(s).**

This application, together with the Principal's memo of Approval, Administrative Summary for the Board Packet, and the necessary documents, **MUST** be sent to the **Director of Elementary/Secondary Education** to be **approved by the Board AT LEAST ONE MONTH prior to the departure date.**

The undersigned applying for approval of the field trip will make every effort to ensure conformance with all requirements of the Santa Clara Unified School District procedures for field trips out-of-state, to foreign countries, and/or involving multiple days.

☒ All provisions of District Board Policy BP and AR 6153 "School Sponsored Trips" have been met.

Trip Coordinator Signature [Signature] Date: 9/6/17

Principal's Signature [Signature] Date: 9/6/17

Director – Elementary/Secondary Education Signature [Signature] Date: 9/13/17

BOARD APPROVAL DATE: _____

Hughes Elementary School

STANLEY ROSE III, EdD., District Superintendent

Dr. Teri Morrow, Principal

4949 CALLE DE ESCUELA
SANTA CLARA, CALIFORNIA 95054
408-423-1500

Date: September 28, 2017

Type of agenda item: Consent

To: Stanley Rose, III, Ed.D.,

From: Mark Allgire, Assistant Superintendent, Business

Prepared by: Dr. Teri Morrow

Subject: Outdoor Science Camp

Administrative Summary:

Students will experience a multi-day field trip to Walden West for Science camp. This field trip will be 5 days and transportation will be provided by the district. The dates students will be at camp are 2/26/18-3/2/18.

Recommendation:


Approval of multi-day field trip

Santa Clara Unified School District
APPLICATION FOR APPROVAL OF MULTI-DAY FIELD TRIP
Must be approved by the Board of Education at least ONE MONTH prior to Departure Date

CHECK ALL THAT APPLY: ☒ Multi-Day ☐ Out of State ☐ Out of Country

The undersigned for Hughes Elementary School hereby applies for approval to conduct a field trip to

Walden West outdoor Sceince camp

1. Inclusive dates of trip: 2/26/18-3/2/18 ☒ NOT DURING TESTING: 
Principal's Initials

2. Purpose of trip: Outdoor Science camp for 5th grade

3. Name of Group: 5th grade
(e.g., U.S. History Class, Choral group)

4. Number of students attending: 62 Boys: 25 Girls: 37

5. Travel Arrangements:

- ☒ Transportation will be by SCUSD bus (contact Transportation Dept. in advance)
☐ Transportation will be by Private Auto (all drivers' approval done in advance by the Transportation Dept.)
☐ Other: All other transportation and travel arrangements **must** be coordinated by SCUSD Purchasing Agent)

6. Cost of trip financed by: Curriculum and Instruction elementary

7. Describe fund-raising activities, if any: _____
☐ Attachment – if any

8. Name of certificated employee(s) in charge of trip: Teri Morrow
(Responsible for coordinating fundraising and organization of the trip and its conduct while students are outside of the limits of Santa Clara Unified School District)

9. *Number of chaperones: 0

10. *Names of staff members who will provide supervision of students. Chris Allan and Margie Wysocki

****Employee and chaperone travel expenses will be paid by the employee(s)/chaperone(s).***

This application, together with the Principal's memo of Approval, Administrative Summary for the Board Packet, and the necessary documents, **MUST** be sent to the **Director of Elementary/Secondary Education** to be approved by the Board **AT LEAST ONE MONTH prior to the departure date.**

The undersigned applying for approval of the field trip will make every effort to ensure conformance with all requirements of the Santa Clara Unified School District procedures for field trips out-of-state, to foreign countries, and/or involving multiple days.

☒ All provisions of District Board Policy BP and AR 6153 "School Sponsored Trips" have been met.

Trip Coordinator Signature  Date: 8/15/17

Principal's Signature  Date: 8/15/17

Director – Elementary/Secondary Education Signature  Date: 9/13/17

BOARD APPROVAL DATE: _____

THE UNIVERSITY OF CHICAGO
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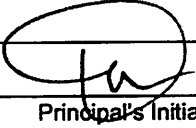
Santa Clara Unified School District
APPLICATION FOR APPROVAL OF MULTI-DAY FIELD TRIP
Must be approved by the Board of Education at least ONE MONTH prior to Departure Date

CHECK ALL THAT APPLY: ☒ Multi-Day ☐ Out of State ☐ Out of Country

The undersigned for Hughes Elementary School hereby applies for approval to conduct a field trip to

Walden West outdoor Sceince camp

1. Inclusive dates of trip: 2/26/18-3/2/18 ☒ NOT DURING TESTING:


Principal's Initials

2. Purpose of trip: Outdoor Science camp for 5th grade

3. Name of Group: 5th grade
(e.g., U.S. History Class, Choral group)

4. Number of students attending: 62 Boys: 25 Girls: 37

5. Travel Arrangements:

☒ Transportation will be by SCUSD bus (contact Transportation Dept. in advance)

☐ Transportation will be by Private Auto (all drivers' approval done in advance by the Transportation Dept.)

☐ Other: All other transportation and travel arrangements **must** be coordinated by SCUSD Purchasing Agent)

6. Cost of trip financed by: Curriculum and Instruction elementary

7. Describe fund-raising activities, if any: _____

☐ Attachment – if any

8. Name of certificated employee(s) in charge of trip: Teri Morrow

(Responsible for coordinating fundraising and organization of the trip and its conduct while students are outside of the limits of Santa Clara Unified School District)

9. *Number of chaperones: 0

10. *Names of staff members who will provide supervision of students. Chris Allan and Margie Wysocki

****Employee and chaperone travel expenses will be paid by the employee(s)/chaperone(s).***

This application, together with the Principal's memo of Approval, Administrative Summary for the Board Packet, and the necessary documents, **MUST** be sent to the **Director of Elementary/Secondary Education** to be approved by the Board **AT LEAST ONE MONTH prior to the departure date.**

The undersigned applying for approval of the field trip will make every effort to ensure conformance with all requirements of the Santa Clara Unified School District procedures for field trips out-of-state, to foreign countries, and/or involving multiple days.

☒ All provisions of District Board Policy BP and AR 6153 "School Sponsored Trips" have been met.

Trip Coordinator Signature _____

Date: 8/15/17

Principal's Signature _____

Date: 8/15/17

Director – Elementary/Secondary Education Signature _____

Date: _____

BOARD APPROVAL DATE: _____

“To prepare every student to succeed in an ever-changing world”

SANTA CLARA UNIFIED SCHOOL DISTRICT

Millikin Basics + Elementary

615 Hobart Terrace, Santa Clara, CA 95051

Ph. (408) 423-1800 – Fax (408) 423-1880

Stanley Rose III, Ed.D
Superintendent

Robert Moss
Principal

September 28, 2017

Dr. Stanley Rose, III, Ed.D. and the Board of Trustees
Santa Clara Unified School District
1889 Lawrence Road
Santa Clara, CA 95052

Dear Dr. Stanley Rose, III, Ed.D. and the Board of Trustees:

The Millikin Basics + Elementary School's fifth grade is planning on attending a four-day overnight field trip to UCCR/web of Life Field School, March 27 – March 30, 2018.

All district guidelines have been followed. I approve the field trip at this level.

Sincerely,

Robert Moss

Robert Moss
Principal

Santa Clara Unified School District
APPLICATION FOR APPROVAL OF MULTI-DAY FIELD TRIP
Must be approved by the Board of Education at least ONE MONTH prior to Departure Date

CHECK ALL THAT APPLY: ☒ Multi-Day ☐ Out of State ☐ Out of Country

The undersigned for Millikin Basics+ School hereby applies for approval to conduct a field trip to

Web of Life Science Camp

1. Inclusive dates of trip: 3/27 - 3/30/18 ☐ NOT DURING TESTING: *[Signature]*
Principal's Initials

2. Purpose of trip: 5th Grade Science Camp

3. Name of Group: 5th Grade
(e.g., U.S. History Class, Choral group)

4. Number of students attending: 84 Boys: _____ Girls: _____

5. Travel Arrangements:
☒ Transportation will be by SCUSD bus (contact Transportation Dept. in advance)
☐ Transportation will be by Private Auto (all drivers' approval done in advance by the Transportation Dept.)
☐ Other: All other transportation and travel arrangements **must** be coordinated by SCUSD Purchasing Agent)

6. Cost of trip financed by: District \$350 per student

7. Describe fund-raising activities, if any: None
☐ Attachment – if any

8. Name of certificated employee(s) in charge of trip: Chris Preece
(Responsible for coordinating fundraising and organization of the trip and its conduct while students are outside of the limits of Santa Clara Unified School District)

9. *Number of chaperones: Teachers 3 Chaperones 7

10. *Names of staff members who will provide supervision of students. Chris Preece, Thomas Bray
Lorenzo Cinco, Nicole Syth

***Employee and chaperone travel expenses will be paid by the employee(s)/chaperone(s).**

This application, together with the Principal's memo of Approval, Administrative Summary for the Board Packet, and the necessary documents, **MUST** be sent to the **Director of Elementary/Secondary Education** to be **approved by the Board AT LEAST ONE MONTH prior to the departure date.**

The undersigned applying for approval of the field trip will make every effort to ensure conformance with all requirements of the Santa Clara Unified School District procedures for field trips out-of-state, to foreign countries, and/or involving multiple days.

☒ All provisions of District Board Policy BP and AR 6153 "School Sponsored Trips" have been met.

Trip Coordinator Signature *[Signature]* Date: 8/18/17

Principal's Signature *[Signature]* Date: 8/18/17

Director – Elementary/Secondary Education Signature *[Signature]* Date: 9/13/17

BOARD APPROVAL DATE: _____