

L A CAÑADA HIGH SCHOOL

A California Distinguished School

A National Blue Ribbon School

Ian McFeat

9/12 Principal

Jim Cartnal

9/12 Associate Principal

Jarrett Gold

7/8 Principal

Mary Hazlett

9/12 Assistant Principal

October 28, 2015

Subject: Request for Approval of School Sponsored Activity

Dear Wendy Sinnette,

Attached please find a Request for Approval of School Sponsored Activity form and supporting documents for the 2016 LCHS trip to Yosemite National Park. Tom Traeger and I are pleased that the updated procedures and policies as well as application and selection process for the trip resulted in a very positive experience last year. We expect that our efforts to make sure that all students are safe and supported and that the program retains its academic emphasis will yield another amazing experience in February, 2016.

To review, the changes to the program last year included:

1. A more detailed and intensive application, requiring a reflective student essay, a teacher recommendation, and clarified information regarding payment and partial refunds for withdrawal.
2. The addition of a participation contract with minimum academic, attendance, disciplinary, and behavioral expectations.
3. Request for parental permission to search students' bags before boarding the bus to Yosemite.
4. Adjustments to the budget that allow for two parent chaperones to attend in addition to the five teacher chaperones, reducing our ratio of adults to students.
5. More detailed information on the academic benefits of the NatureBridge curriculum.

We are excited every year to take La Cañada High School students to one of our nation's premier National Parks for a unique cross-curricular learning experience, and we take great pride in the fact that this trip has become part of a meaningful 40+ year local tradition. We appreciate you submitting this trip to the Governing Board for approval and look forward to sharing stories of our experience with you all when we return from the trip next spring.

Sincerely,



Tracey Calhoun

English Teacher

La Cañada High School

**LA CAÑADA UNIFIED SCHOOL DISTRICT
REQUEST FOR APPROVAL OF SCHOOL SPONSORED ACTIVITY**

TO: Superintendent
FROM: Tom Traeger and Tracey Calhoun
DATE: October 28, 2015

Activity Name and Destination: NatureBridge Yosemite

Address: PO Box 487, Yosemite, CA 95389

Date(s) of Activity: Sunday, February 14, 2016 to Friday, February 19, 2016

School(s): La Canada High School

Number of Students Attending and Grade Level or Group: 46 students, grades 9-12

Supervising Certificated Employee(s): Tom Traeger, Tracey Calhoun

How many administrators attending? 0 How many teachers attending? 5

Adult to Student Ratio: 1:7 Employee to Student Ratio: 1:9

How many substitutes? 5 How many days? 3 Charge Substitute to: Yosemite Account

Rationale for activity:

- A) Explain the educational value and relate to the instructional program or sponsoring organization and Policy 1100.

Students learn about the natural sciences, leadership skills, group dynamics, history, and culture of the Yosemite National Park area. NatureBridge field science and writing curriculum is developed in alignment with Common Core and Next Generation Science Standards for public instruction and supports schoolwide learning goals at La Canada High School.

- B) Explain impact on instructional time and justification for any time lost.

This trip will impact three days of instruction this year due to the fact that Monday, 2/15/16, is the Presidents Day Holiday and Tuesday, 2/16/16, is a Buy-Back day. Students participating in this trip must receive advance approval for missed instructional time from each teacher and are encouraged to bring work with them to Yosemite. The students must make up any work missed while they are gone and will be given opportunities during off-trail time to work on assignments independently and with chaperone assistance. Teacher chaperones leave meaningful lesson plans for their substitute teachers for the instructional time that is missed.

- C) Complete Itinerary: Please be specific and include detailed activity time periods for each day. (Attach additional page(s) if necessary.)

Please see attached Itinerary as provided by NatureBridge Yosemite.

REQUEST FOR APPROVAL OF SCHOOL SPONSORED ACTIVITY

Destination/Date(s): NatureBridge Yosemite February 14 to 19, 2016

COMPLETE COST BREAKDOWN

| Complete Cost Breakdown Per Student | Amount | Group Cost | Amount |
|--|------------------|-------------------------|------------------|
| Registration: NatureBridge Yosemite | \$ 576.22 | Registration | \$ 26,506 |
| Housing: Provided with Registration | \$ 0 | Housing | \$ 0 |
| Transportation Method: Bus | \$ 129.67 | Transportation | \$ 5,965 |
| Miscellaneous Expenses: Subs, Supplies | \$ 43.59 | Miscellaneous Expenses | \$ 2,005 |
| Meals: Provided with Registration | \$ 0 | Meals | \$ 0 |
| Total Student Cost | \$ 749.48 | Total Group Cost | \$ 34,476 |

Source of Funds:

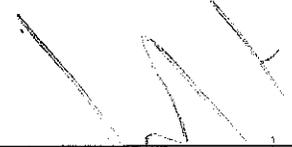
We will request Student/Parent contributions as well as scholarships from sources such as Boosters or the Principal's discretionary fund. As with years past, the Outdoor Adventure Klub (OAK) will also raise funds to defer the cost for students who cannot afford the full cost of the trip.

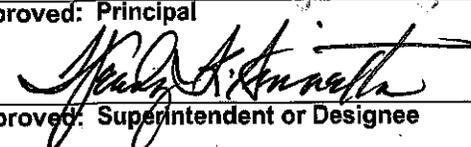
How is financial assistance provided to students in need:

We request a scholarship contribution from the principal's discretionary fund and/or Boosters. We will also be using funds generated by fundraising from the Outdoor Adventure Klub.

If this activity is not planned for all your students, what learning activities will be planned for the students or classes that remain in session? Please attach lesson plans.

Students who do not go on this trip will stay home and attend school. Teacher chaperones will leave substitute lesson plans with the Principal's office one week in advance of the trip. Attached are sample lesson plans from Mr. Traeger and Ms. Calhoun. Although we cannot exactly say where we will be in our curriculum by February, these plans reflect our best estimate of what our classes will be doing during the three instructional days we will be away.



 Approved: Principal


 Approved: Superintendent or Designee

 10-28-15
 Date

 11-2-15
 Date