

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 301.701.4291 Certified _____ School: Palisades Charter High School Supervising trip K. NEWBIL Non-Cert. _____ Telephone Number (310) 230-6623 Grade levels (Circle) 9 10 11 12 OTHER _____

1. Destination Cimi Camp/Tayon Bay Are admission fees charged? Yes [X] No _____ 2. Dates of Trip 3/4-3/6, 2016 3. Number of Students 50 Number of adults 5 4. Name and employee number of employee who will go on trip: K. NEWBIL

5. Substitute required? Yes [X] No _____ How Many? ONE EACH DAY (3) Source of funds MAR. Sci. FIELD TRIP TRUST 6. Time schedule required by school: Leave School 6:30 AM ON 2/24 Arrive destination 8:00 AM @ CATALINA CRUISE OFFICE Leave destination 3:00 PM @ CATALINA ON 2/26 CRUISE OFFICE Return school 4:30 PM ON 2/26 7. Duration of trip: Less than one day _____ One day _____ Overnight [X] (if overnight, how many days?) 2 NIGHTS 8. Method of transportation: School bus (indicate number required) 4 WALKING 2 BUSES EACH WAY. Public Carrier: airplane _____ boat [X] bus _____ train _____ other _____ (explain) _____

9. Brief description of educational benefit to be derived from this activity. Please state specifically as an instructional objective (not required for athletic trips of Youth Services Activities) The students will MARINE BIOLOGY CAMP FOR 3 DAYS OF LESSONS/FUN

10. Source of funds for trip PARENTS PAYING CAMP FEES / BUS FEES

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: 9/18/15 Board of Trustees* _____ Date: _____

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