



FIELD TRIP AUTHORIZATION FORM

Requests must be submitted to your campus Principal at least 8 weeks prior to the date of the proposed field trip. A copy of the Principal-approved request form must be submitted to the Central Administration Office for final Director of Program approval no less than 4 weeks prior to the field trip date. Teachers are encouraged to provide additional printed information relative to the field trip destination whenever available. Trips are always conditionally approved contingent upon a confirmed list of field trip drivers being provided to the Principal no later than 1 week prior to the trip date. The Director of Program may describe other contingencies as necessary.

Teacher Name: Jill Kakilala Date: 7/30/14 Grade(s): 7/8
Classroom: Saber Toothed Cats Campus: Capitol

Destination of Proposed Field Trip: Ashland, OR

Address: Southern Oregon University/1250 Siskiyon Blvd. Ashland Oregon 97520-Oregon Shakespeare Festival/155 Pioneer St., Ashland, OR 97520

SOU: Peter Erik Elordi & Tim Robltz OSF: Group Sales
(Contact Name)

SOU: (541) 552-6375 & (541) 552-6377 OSF: (541) 488-5406
(Contact Phone #)

Cost per Student: \$ 300.00 Date(s) of Proposed Field Trip: 4/29/15-5/1/15

Departure from Campus Time: Day 1 (6 AM) Return to Campus Time: Day 3 (6 PM)

Date first payment needs to be made to vendor: _____

Date of Parent Chaperone Meeting: Friday, April 17, 2015 3:30 PM

The field trip is: walking class trip local/day trip over night: 2 # nights out-of-state*
*Out-of-state field trips must be pre-approved by the Governing Board prior to booking. Please contact the Central Administration Office to learn more about the Governing Board meeting schedule.

Title/Description of Field Trip: (Note that walking class trips may be requested as a "standing approval" for events such as regular park outings, monthly library trips, etc. If requesting a "standing approval", please indicate all proposed dates of participation on one request form).

Literacy-Historical Cultural Trip

How will this field trip support the students' learning and how does it tie into the curriculum?

Arts Enrichment/Cultural Appreciation

Literacy Appreciation/Historical Perspective (Renaissance Artist)

Projected # of students participating: 45 Projected # of students not participating: 0

Projected student participation rate: 100 %

Comments about student participation rate: Contingent upon student's behavior prior to trip dates

What is the alternative on-campus placement plan for students who will not be attending this field trip and how has this been communicated to parents? (If a substitute teacher is required for alternative on-campus placement, this cost must be factored into the total field trip cost.)

Placement in lower EL/Upper EL classrooms with pre-assigned work.

Adults to Student Ratio:

Tk/K - 3rd: # of Adults _____ per # of Students _____ (guideline is 1 Adult per 4 Students)

4th - 6th: # of Adults _____ per # of Students _____ (guideline is 1 Adult per 5 Students)

7th - 8th: # of Adults 1 per # of Students 5-6 (guideline is 1 Adult per 7 Students)

Fundraising Plans to Offset Cost: Recycling, cookie dough, Kids Night Out, Community Breakfast

How will transportation be provided? Private Cars (Parent's cars or charter bus)

Will the students engage in high-risk activities (i.e. ropes course, kayaking, etc.)? Check one: Yes No
If Yes:

- Please list activities _____
- Complete and Attach the Philadelphia Insurance Companies Special Event Questionnaire
- Attach a venue flyer and/or description of event
- Note: Parent/Guardian must sign a CMP Release of Liability in addition to the FT Permission Form.

Is venue requesting a Certificate of Insurance? Check one: Yes No

If Yes:

- Include a copy of the contract outlining their insurance requirements.
- Note: You may need to request a copy of the venue's Certificate of Insurance as well and provide a copy to Central Admin.

Please fill out and attach the Field Trip Emergency Plan with this Authorization Form

Approval Process:

1. **Principal's Pre-Approval Required for Field Trip: Check one:** Approved Denied

Bernie Evangelista 7/31/14
Principal Signature Date

2. **Central Admin AA Review: Initials:** CA Date: 8/5/14

3. **Student Services Coordinator Review: Check one:** Approved Denied

James Hatley 8/6/14
Student Services Coordinator Signature Date

4. **Director of Program Approval Required for Field Trip: Check one:** Approved Denied

Michele Slumkowski 8-6-14
Director of Program Signature Date

Contingent upon: _____

5. **Board Approval Required for Out-of-State Field Trip: Check one:** Approved Denied

Governing Board Chairman Signature or Designee Date



Campus: Capitol

Date(s) of Field Trip: 4/29/15-5/1/15

Field Trip Emergency Plan

(Please fill out and include with Field Trip Authorization Form)

Teacher Name: Jill Kakilala Classroom: Saber Toothed Cats (MS)

Destination of Field Trip: Ashland Oregon (SOU & OSF)

Contact Name and Phone Number: SOU: Tim Robitz (541) 552-6375 OSF: Group Sales: (541) 488-5406

Emergency CMP Contact #1: Richard Stanley (916) 616-9353 #2 Jill Kakilala (916) 601-1981
Name & Phone Number Name & Phone Number

Teacher responsible for making decisions regarding emergencies: Richard Stanley

This person is also responsible for making sure of the following:

- ✓ All emergency information is present and available
- ✓ Sufficient first aid kits are available to serve all participating students
- ✓ The responsible teacher has a functioning cell phone with number shared with other teachers and parent chaperones
- ✓ All safety protocols specific to this field trip are clearly communicated to the other participating teachers and parent chaperones

Emergency Procedures:

If ever there is a life threatening event or if the safety of the participants is jeopardized always call 911.

What is the plan if a student gets ill/injured during the trip? _____

Administer first aid, if necessary. Inform parents, CMP Principal/Admin on duty. Have the student picked up or transported by parents or back up parent chaperone /driver, if available.

What is the plan if a parent chaperone gets ill/injured during the trip? _____

Administer first aid, if needed.

Inform family, CMP Principal /Admin on duty.

Have the parent picked up by family member & contact back-up parent driver/chaperone.



What is the plan if an individual or group of students exhibit behavioral problems and need to be isolated from the group or sent home?_____

The teachers/s will speak with the student separately and discuss ways to resolve the problem w/o being sent home.

If the problem persists, students' parents will be called to have their student picked up.

What is the plan if a student or parent needs to go to the hospital? Call for an ambulance
as needed or have the student/parent brought to the hospital only if prior family
approval has been given.

What is the plan if a student gets lost during this trip?_____

Inform venue security ASAP. Inform parents, CMP Principal/Admin on duty & institute search
protocol within venue in coordination w/ venue security/police.

What are the potential safety hazards specific to this trip?_____

Driving /road hazards.

Students could get sick (food...)

Students could get intentionally lost.

What plans could be put into place to make sure these situations are handled to the best of our
ability?_____

Detailed, clear orientation/briefing for chaperones & students.

Specific reminders esp. for parent drivers to observe safe driving practices.

Students will be given specific reminders to be safe, peaceful, respectful & responsible. Emergency contact #s will be given to each student.

What is the plan if a parent chaperone is making choices which are jeopardizing the safety of the
students?_____

Teachers will speak w/the parent chaperone & ask him/her to refrain from doing such choices.

If the behavior/unsafe choice continues, the parent will be asked to leave & a back up parent will be contacted.

If back up is not available, parent chaperone will be assigned w/one of the teachers for close monitoring.

2015 Season Schedule

OREGON SHAKESPEARE FESTIVAL

Shakespeare, musicals, classics and three world premieres: see one; see them all!

The Oregon Shakespeare Festival's 2015 season will open the weekend of February 27 (previews begin February 20). Below is a quick glance at the season schedule, and we'll be posting more information for you as it becomes available.

ANGUS BOWMER THEATRE

MUCH ADO ABOUT NOTHING by William Shakespeare

Directed by Lileana Blain-Cruz

February 20 – November 1

GUYS AND DOLLS Music and lyrics by Frank Loesser; book by Jo Swerling and Abe Burrows

Directed by Mary Zimmerman

February 22 – November 1

FINGERSMITH Adapted by Alexa Junge from the book by Sarah Waters

Directed by Bill Rauch

World Premiere

February 21 – July 12

SECRET LOVE IN PEACH BLOSSOM LAND by Stan Lai

Directed by Stan Lai

April 15 – October 31

SWEAT by Lynn Nottage

Directed by Kate Whoriskey

World Premiere, American Revolutions

July 29 – October 31

THOMAS THEATRE

PERICLES by William Shakespeare

Directed by Joseph Haj

February 26 – November 1

LONG DAY'S JOURNEY INTO NIGHT by Eugene O'Neill

Directed by Christopher Liam Moore

March 25 – October 31

THE HAPPIEST SONG PLAYS LAST by Quiara Alegría Hudes

Directed by Shishir Kurup

July 7 – November 1

ALLEN ELIZABETHAN THEATRE

ANTONY AND CLEOPATRA by William Shakespeare

Directed by Bill Rauch

June 2 – October 9

HEAD OVER HEELS Script by Jeff Whitty, Music & lyrics by the Go Go's

Directed by Ed Sylvanus Iskandar

World Premiere

June 3 – October 10

THE COUNT OF MONTE CRISTO by Alexandre Dumas, adapted by Charles Fechter

Directed by Marcela Lorea

June 4 – October 11

(www.osfashland.org)