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: KAKILALA/SORRENTINO  Date: 11/29/19  Grade(s): 7th, 8th
Classroom: STC (Middle School)  Campus: CAPITOL

Destination of Proposed Field Trip: Ashland, OR (Southern OR Univ & OSF)
Address: See separate sheet for SOU & Oregon Shakespeare Festival Contacts

(Contact Name)  (Contact Phone #)
Cost per Student: $300  Date(s) of Proposed Field Trip: April 10-12, 2019
Departure from Campus Time: 4/10; 8AM  Return to Campus Time: 4/12; 5 - 6 PM
Date first payment needs to be made to vendor: the soonest we can for play ticket deposit

Date of Parent Chaperone Meeting: Friday, March 15, 2019

The field trip is: □ walking class trip □ local/day trip □ over night: [ ] # 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).
Literary Cultural Immersion Trip to Ashland, OR (April 10-12, 2019)

How will this field trip support the students’ learning and how does it tie into the curriculum?
Literary exposure; cultural & curricular enrichment; practical life experience

Projected # of students participating: 42  Projected # of students not participating: 0
Projected student participation rate: 100%

Comments about student participation rate:__________________________________________

I. Field Trip Authorization Form
Revised: 8.3.13 sk
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 or K classroom with pre-assigned work & with the option to include supervised community service in the class or on campus

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 _____ per # of Students 5 - 7 (guideline is 1 Adult per 7 Students)

Fundraising Plans to Offset Cost: Student-run business, Family Movie Night, Kids Night Out

How will transportation be provided? Private (Parents' Cars)

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
   Signature: A. Evangelista  
   Date: 11/29/18

2. Central Admin AA Review: Initials: T.C.  
   Date: RECEIVED NOV 29 2018

3. Student Services Coordinator Review: Check one: □ Approved    □ Denied
   Signature: J. Fields  
   Date: 11/29/18

4. Director of Program Approval Required for Field Trip: Check one: □ Approved    □ Denied
   Signature: M. Schumacher  
   Date: 11/29/2018

   Contingent upon: COI from venue

5. Board Approval Required for Out-of-State Field Trip: Check one: □ Approved    □ Denied
   Signature: Governing Board Chairman Signature or Designee  
   Date

1. Field Trip Authorization Form
   Revised: 8.5.13 ck
Field Trip Emergency Plan
(Please fill out and include with Field Trip Authorization Form)

Teacher Name: KAKILALA / SORRENTINO  Classroom: STC (Middle School)
Destination of Field Trip: Ashland, OR (SOU & OSF)
Contact Name and Phone Number: Please see separate sheet.
Emergency CMP Contact #1: Jill K. 916.601.1981  #2 Mario S. 916.500.8236
Name & Phone Number: M. Sorrentino

Teacher responsible for making decisions regarding emergencies:

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?
Call 911, if necessary. Administer first aid. Inform parents, CMP Principal / Admin on duty. Have student transported by ambulance to nearest hospital if parental permission has been granted.

What is the plan if a parent chaperone gets ill/injured during the trip?
Call 911, if necessary. Administer first aid. Inform parent's immediate family, CMP Principal / Admin on duty. Have parent transported by ambulance to nearest hospital if prior permission has been granted OR have parent picked up by family member.
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 will sneak with the student separately and discuss ways to resolve the problem without being sent home. If the problem persists, students’ parents will be called to have their student picked up & transported home.

What is the plan if a student or parent needs to go to the hospital?
Call for ambulance, as needed & have the student or parent brought to the hospital with prior family approval or authorization. Teachers will also inform CMP Principal / Admin on duty.

What is the plan if a student gets lost during this trip?
Inform venue coordinator ASAP. Inform venue or program security. Inform parents, CMP Principal / Admin on duty & institute search protocol within venue in coordination with security personnel.

What are the potential safety hazards specific to this trip?
Driving / road safety hazards.
Campus violence / venue hazards.
Sickness / injury on the trip.

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 especially for parent drivers to observe safe, driving practices. Students will be reminded/closely supervised during activities by teachers & parent chaperones.

What is the plan if a parent chaperone is making choices which are jeopardizing the safety of the students?
Teachers will speak with the parent chaperone & ask him/ her/ them to refrain from making such choices. If the unsafe choices continue to be made, the parent will be asked to leave & a back up parent will be contacted.
CMP-CAPITOL
Middle School
Saber-Toothed Cat Class

CONTACT INFORMATION
(Southern Oregon University
&
Oregon Shakespeare Festival)

2019 Spring Immersion Trip
Ashland, OR
April 10 -12, 2019
I. LODGING / ACCOMMODATIONS
Southern Oregon University
1250 Siskiyou Blvd.,
Ashland, OR 97520

Contact Person:
Tel # : (541) 552 - 6375

II. THEATER EXPERIENCE
Oregon Shakespeare Festival
15 S. Pioneer Street
Ashland, OR 97520

Contact : Addie Eastman, GROUP SALES
Tel # : (366) 545 - 6337

III. SCIENCE WORKS HANDS-ON MUSEUM
1500 E. Main Street
Ashland, OR 97520
Tel # (541) 482 - 6767
### APRIL 2019

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<td>Mother Road BMR 8:00</td>
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<td>Cambodian @ Tho 1:30</td>
<td>Between Two @ Tho 8:00</td>
<td>Festival Noontime Carp 12:00</td>
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<td>CAMBODIAN @ THO 1:30</td>
<td>BETWEEN TWO @ THO 8:00</td>
<td>AS YOU @ BMR 1:30</td>
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**Preface** (*) is an in-depth introduction to a select play of the season (marked with * on same day).
Festival Noontime explores OSF and the plays with conversations, demonstrations, talks and more.

### KEY
- **BMR**: Angus Bowmer Theatre
- **THO**: Thomas Theatre
- **CARP**: Carpenter Hall
CMP-CAPITOL
Middle School
Saber-Toothed Cat Class

Southern Oregon University
Conference Services Information

2017 Spring Immersion Trip
Ashland, OR
April 10 -12, 2019
University Housing

Helpful Planning Information

Who is Eligible?

Your group will fall into one of the following categories:

Athletic Camps/Youth Activities:
Cheer and dance camps, football, wrestling, basketball, volleyball, and courts, weight room, two gyms, a dance studio, and a rock climbing wall facilities and trainer services please contact the SOU Athletics Office at 5

Oregon Public Educational Institutions:
An optional way to enhance the educational experience of your students: This is an outstanding way to immerse your students in the study of the or call 541-552-6333.

Other Educational Groups: (including Oregon private schools)
Other educational organizations are required to register for a minimum Office. Alternatively, some groups qualify by holding their own classes o Shakespeare Studies Visiting Group Office or extended campus program the Shakespeare Studies Visiting Group Office webpage or call 541-55.

Lodging Rates

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You'll find our entir

Lodging Rates
We have a variety of options for you to choose from, to help make your trip more enjoyable. $26 per person, per night.

Meal Rates

Our convenient dining options allow you to choose which meals you want to enjoy a variety of foods created by our dedicated culinary team. The Hawk Dining Commons' cuisine and healthy entrees, there is sure to be something for everyone in your group.

Discounted rates are available for youth-aged groups. For more information, visit our SOU Catering webpage.

Meal cards are for The Hawk Dining Commons only. We also have The Lark and drinks to go.

Hawk Dining

Youth Group Breakfast: $7.75
Youth Group Lunch/Brunch: $8.75
Youth Group Dinner: $12.00

Adult Group Breakfast: $8.25
Adult Group Lunch: $9.75
Adult Group Dinner: $12.50

Hawk Dining - Weekdays

Breakfast/Brunch: 7:00 am - 10:30 am
Lunch: 11:00 am - 1:00 pm
Dinner: 4:30 pm - 7:30 pm
**Academic Year - Weekends**

Breakfast/Brunch: 10:00 am - 1:00 pm  
Lunch: 1:00 pm - 4:30 pm  
Dinner: 4:30 pm - 7:30 pm

**Summer Hours**

Breakfast: 7:00 am - 8:30 am  
Lunch: 11:00 am - 1:00 pm  
Dinner: 5:00 pm - 7:30 pm

**Quick Facts**

- You need to have a minimum of 15 people in your educational group
- All bedding - including pillows and towels - can be provided for your group
- Bathrooms are shared and are located "down the hall"
- Lodging is available year-round
- During the academic year, your group will be assigned to a special cabin
- You have until 30 days prior to your arrival on campus to make changes
- Campus parking permits may be purchased upon arrival at any campus
- Buses are not permitted to park in campus lots
- Alcohol is not allowed in public areas on campus; all indoor areas are
- Youth groups are required to have chaperones (one adult for every