

SAN MARINO UNIFIED SCHOOL DISTRICT
 APPLICATION FOR APPROVAL TO CONDUCT
 MULTI-DAY OVERNIGHT AND/OR OUT-OF-STATE/COUNTRY FIELD TRIP
 (AT LEAST THREE TO SIX MONTHS BEFORE DEPARTURE DATE)

(Exceptions to timeline must be approved in advance by the Assistant Superintendent of Instructional Services)

To: Board of Education _____ Date: Jan. 17, 2018

The undersigned for Huntington Middle School School hereby applies for approval to conduct a field trip to Heritage Music Festival - Hollywood (Universal Studios). Date: 4/13/18 - 4/14/18

1. Inclusive dates of trip: <u>4/13/18 - 4/14/18</u> NOT DURING TESTING <input type="checkbox"/> Itinerary attached _____ Principal's Initials <u>[Signature]</u>	2. Purpose of trip: <input checked="" type="checkbox"/> Paragraph attached describing educational value and specific activities students will be required to complete
3a. Membership of Group: <u>HMS Wind Ensemble</u> <small>(e.g., U.S. History class, choral group)</small>	3b. Number of Students Attending: <u>57</u> Boys: <u>36</u> Girls: <u>21</u>
4a. Cost of trip financed by: <u>Students</u> 4b. Name of travel agency contracted for trip: <small>(professional travel organization is required)</small> <u>Heritage Festivals</u> 4c. Cost per student: <small>(no student will be excluded from a required trip due to a lack of funds.)</small> <u>\$405.00</u> <input type="checkbox"/> Attached student(s) name and verify funding source	4d. Describe fundraising activities, if any: None, if shortage, "scholarships" will be provided by the band Boosters Attachment(s), if any
5a. Name of certificated employee(s) in charge of trip: <u>Dr. Bill Mc Daniel</u> <small>Responsible for coordinating fundraising, organization, and supervision while students are on SMUSD – sponsored trip</small>	5b. Names of staff members who will provide supervision of students: <u>Dr. Bill Mc Daniel</u>
5c. Attach names of authorized chaperones on FORM #1 <small>(include relationship to students and/or school)</small>	5d. Student/Chaperone ratio: <small>(see attached FORM #1)</small> <u>15/1</u>

This application, together with the necessary documents, must be sent to the Assistant Superintendent of Instructional Services at least three months in advance (unless an exception to timeline is granted).

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

_____ 1/17/18
 (Field Trip Coordinator's Signature) (Date)

_____ 1-17-18
 (Principal's Signature) (Date)

_____ 1-23-18
 (Assistant Superintendent of Instructional Services Signature) (Date)

Endorsed with Approval:

Endorsed with Approval

 BOARD APPROVAL DATE:

San Marino Unified School District
MULTI-DAY OVERNIGHT AND/OR OUT-OF-STATE/COUNTRY FIELD TRIP

Form #1

SCHOOL: Huntington Middle School **SPONSORING GROUP:** Huntington Middle School

ACTIVITY: Heritage Music Festival **DATE(S):** 4/13/18 - 4/14/18

DESTINATION: Heritage Music Festival - Hollywood

Please attach flyer or printed information pertaining to Study Trip.

Number of Students: 57 Attach list of student names and gender

Submit 3 days before trip to appropriate Site Administrator

Number of Chaperones: 2 List chaperones names below and indicate gender [M or F], attach pages as needed

For Retirees indicate date retired

Certificated District Chaperones			Training Completed
	M	F	
Dr. Bill Mc Daniel	X		

Classified District Chaperones			Training Completed
	M	F	
NA			

Non-District Chaperones			Training Completed
	M	F	
TBA			

TRANSPORTATION

Commercial Carriers: Yes or No: 1 School Bus and one 12 passenger van
(Examples: bus, plane, ferry, taxi, shuttle) (All buses must be CHP approved as SPAB, verify with SMUSD Transportation Department)

Private Vehicles: *DMV Report & Insurance Verification. Attach copy of completed forms and Parent/Guardian to sign Transportation Waiver Form for each student:* Yes ___ No X

FUNDING

Individual Students: Yes X No ___

Donations: Yes X No ___

Fundraisers: Yes ___ or No X Name of Fundraiser NA

Others: HMS Band Boosters

Chaperones expenses to be paid by: Funding indicated above Individual Chaperones

CHARGE OR BILL MANDATORY STUDENT TRIP LIABILITY INSURANCE TO:

District Office staff in accordance with Board of Education Policy 3541.1(c) will obtain liability/insurance coverage.

In State X Out of State ___ Out of Country ___

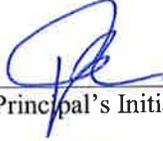
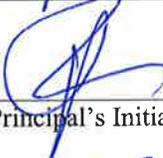
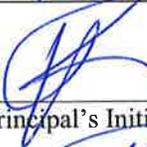
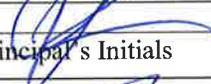
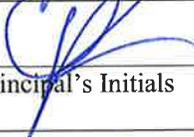
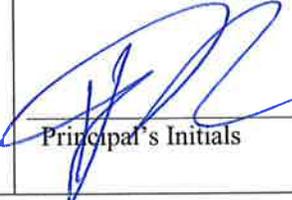
Others: _____

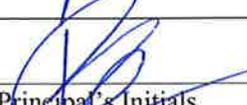
When submitting field trip invoices for payment (includes deposits) attach a copy of this form and board item.

Please submit all approved paperwork at least 3 weeks prior to Board Date.

Please route (1) copy of this form to Human Resources Dept.
Submit to Assistant Superintendent of Instructional Services

San Marino Unified School District
PRINCIPAL'S CHECKLIST
MULTI-DAY AND/OR OUT-OF-STATE/COUNTRY
FIELD TRIPS

<p>1. Approval for Field Trip: I have reviewed the plan for the field trip to Heritage Music Festival - Hollywood on <u>4/13/18 - 4/14/18</u> (not during testing) and I give tentative approval for the students to participate.</p>	 Principal's Initials	<u>1-17-18</u> Date
<p>2. Approval for Field Trip Fund-Raising: I have reviewed the plan for fundraising for this field trip and give my approval for fundraising activities to begin.</p>	 Principal's Initials	<u>1-17-18</u> Date
<p>3. Lack of Funds: To help students in need of funds, the following actions are being taken: Built into cost of trip is student scholarship fund. If additional need, HMS Band Boosters will step in.</p>	 Principal's Initials	<u>1-17-18</u> Date
<p>4. Return of Funds: Any funds not used for the trip will be returned in the following way: Used to support the HMS Band program.</p>	 Principal's Initials	<u>1-17-18</u> Date
<p>5. Chaperones: An approved list of chaperones is on file in the main office of the school. (FORM #1)</p>	 Principal's Initials	<u>1-17-18</u> Date
<p>6. Academic Competition Trips Only: I certify that written criteria, guidelines and other communication to parents and students related to the competition are on file in the main office of the school.</p>	 Principal's Initials	<u>1-17-18</u> Date
<p>7. Insurance: I certify that each and every student participating in the field trip has personal medical insurance and trip cancellation insurance, if applicable.</p>	 Principal's Initials	<u>1-17-18</u> Date
<p>8. Travel and Living Expenses: Provision has been made for coverage of all expenses while outside of San Marino. This includes airfare, ground transportation, hotels, tours, and meals. Written evidence of this coverage is on file in the main office of the school.</p>	 Principal's Initials	<u>1-17-18</u> Date

<p>9. Contribution of Services: Statement of Acknowledgment and Consent to Conditions of trip are on file at the following location at the school site: Hunting Middle School</p>	 Principal's Initials	<p>1-17-18 Date</p>
<p>10. Authorization for Student Participation: For each and every student participating in the field trip there is a <i>Permission to Participate, Notification of Insurance, Waiver of Claims, and other Release Forms</i> on file in the main office of the school.</p> <p>File title, if appropriate: _____</p>	 Principal's Initials	<p>1-17-18 Date</p>
<p>11. Forward this completed form to the Assistant Superintendent of Instructional Services.</p>	 Principal's Initials	<p>1-17-18 Date</p>

Conflict of Interest Disclosure Form

Each Principal, ASB Advisor or Sponsoring or participating in a tour or trip paid by students is required to complete this form.

Field Trip and Date: Heritage Music Festival - Hollywood 4/13/18 - 4/14/18

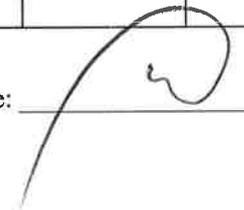
Name: Dr. Bill Mc Daniel

Position: Instructor

Location: Huntington Middle School

Indicate below whether you or a member of your family is currently receiving (or has received during the last five year) any gratuity, commission, rebate, or thing of value from any travel agency or travel promoter involved or associated with the trip. Airfare, hotel accommodations, etc., provided in return for chaperoning should be listed and would be considered reasonable and acceptable.

Self	Relative	Company Name	Type of Gratuity	Value of Gratuity	Year of Gratuity
X			None	NA	NA

Signature: 

Date: 1/17/18

SAN MARINO UNIFIED SCHOOL DISTRICT
STATEMENT OF ACKNOWLEDGMENT AND CONSENT TO CONDITIONS OF TRIP
(Employee Chaperone of the San Marino Unified School District)

I, Dr. Bill Mc Daniel, am an Employee of the San Marino Unified School District
(Name of Employee)

assigned to Huntington Middle School, a public school operated by
(Name of School)
the San Marino Unified School District.

I understand that a group identified as HMS Wind Ensemble
(School Function)

at the following school(s): Huntington Middle School

will participate in a field trip to Heritage Music Festival - Hollywood,

and that I have been asked to accompany these students on their trip during the period from

4/13/18 to 4/14/18.

I agree to donate as much of my time beyond my normal workday as may be required while on the field trip. I understand that I will suffer no loss of pay by reason of participating in the field trip. I further understand that, except as set forth above, I may receive no additional compensation for any such time or services donated by me, or for any other reason, in connection with the trip.

I am aware of the provisions of Education Code Section 35330, which states in part that "... All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during, or by reason of, the field trip or excursion..."

My acknowledgment of the foregoing paragraph is subject to the provision that I retain any and all of my employment rights including, but not limited to, District liability insurance, workers compensation insurance, and District health insurance.

I acknowledge that I have received Chaperone Guidelines and agree to comply with them.

I acknowledge that I have completed the online training and agree to comply with all state, federal laws, and District policies and regulations.

I have read and understand the foregoing statement and sign it below voluntarily.

Executed in the City of San Marino, County of Los Angeles, State of California, on

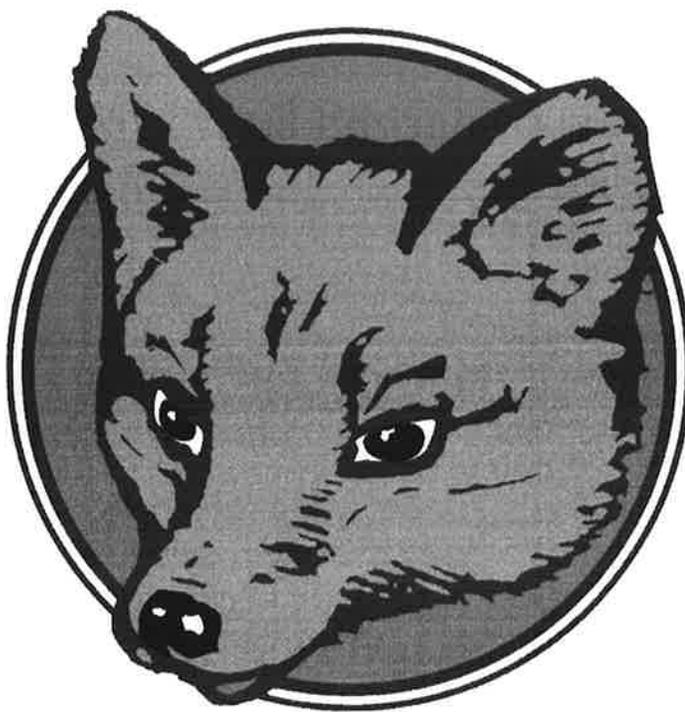
4/13/18
(Date and Year)

[Signature]
(Signature)

Dr. Bill Mc Daniel
(Print or Type Name)

HMS Wind Ensemble Tour

a proposal



Submitted by

Bill Mc Daniel

January 2018

PROPOSAL

It is proposed to send the HMS Wind Ensemble on a two-day festival tour to Hollywood. The central focus of the trip would be a performance at a nationally adjudicated event hosted by Heritage Festivals.

RATIONAL

The primary justification for undertaking this tour is that it provides educational experiences that cannot be found in the classroom. Prime among these is the ability to play for and hear other students from the “outside world”. Most of Huntington’s students have never heard another ensemble other than the one in which they perform. Their horizons are in need of broadening. The proposed tour will accomplish this goal. At the Heritage Festival each ensemble will perform for, and listen to, student musicians from other schools. Hearing other groups perform is a basic prerequisite experience needed before a student can place his/her abilities, and expectations, within a real-world context. This cannot be accomplished within the normal classroom experience.

An integral part of the proposal is the opportunity for our students to work with other music directors. Having the students interact with outside recognized experts brings a beneficial fresh perspective to the literature being studied. The outside conductors also, somewhat paradoxically, serve to underscore the observations of the “regular” directors. Hearing the same comments from another trained professional validates the daily instruction the students receive and helps to overcome the “prophet in his own land” syndrome. The proposal builds in two guest rehearsals: one in the preparatory stage and then a second at the festival itself. The overall result is an enhanced learning environment for our students.

A secondary rationale for the proposed trip is the focus it provides and the prestige it lends to the participating ensembles. At a very basic level a tour provides a tangible goal for each group to strive toward. Students rightfully view “the trip” as something special and consequently tend to rise to the occasion and perform at higher level than in a non-tour environment. The tour also becomes a strong recruitment incentive for younger students not yet in the top groups. Finally, because it is a “special” experience, students often take just pride in their accomplishments and the trip fosters an *esprit de corps* that is difficult to achieve in a non-tour environment.

In conclusion, a well-planned trip becomes the catalyst for a rewarding educational experience. The trip becomes a focal point for the students, a reason to practice that extra half hour. The excitement of hearing other groups play is surpassed only by the opportunity to “strut one’s stuff” when its our turn on the stage. Working with other conductors broadens the ensemble’s musical horizons. All of these elements work together to raise the bar and moves Huntington’s music program to a new level of understanding and performance in ways that surpass those afforded by the regular classroom experience.

MUSICAL ACTIVITIES

The tour experience will focus upon musical growth. Leading up to the actual tour the students will have several special rehearsals. The Boosters will be approached to underwrite the cost of

master classes with specialists on different instruments. Finally, a guest conductor from a local colleges or university will clinic our students shortly before they embark upon the tour.

Upon arrival in Hollywood the group will check in at the festival. Students will sit in the festival auditorium and listen to other student groups perform. This listening will be guided. Each student will have a copy of the adjudication form used at the festival and will be asked to rate the ensembles heard. To prepare for this task, instruction will be given during regular classroom time leading up to the tour as to what to listen for and how to listen critically.

The ensembles' festival performances are designed to be a learning experience. A panel of judges will be evaluating our performances. Immediately following each ensemble's concert, a clinic with one of the judges will take place. During this time a clinician will provide concrete strategies as to how to strengthen the group's next performance.

At the completion of the tour the HMS director will share the ensemble's evaluation forms with the site administrator. These forms provide an outside objective measure of the instructor's performance and the opportunity to brainstorm strategies for further growth as well to celebrate successes.

PROPOSED ITINERARY

DAY	MORNING	AFTERNOON	EVENING
Friday, April 13, 2018	Regular School Activities (lunch at school)	Festival Performance/Clinic Listen to other groups	Dinner Students return for hotel check in Lights out 10:30PM
Saturday, April 14, 2018	Breakfast at Hometown Buffet Travel to Universal Studios	Lunch at Universal Studios – students on own	Dinner in park – students on own Awards Ceremony concludes @ 10:00 PM Return to San Marino @ 11:00 pm

COST PER STUDENT (estimated):

Transportation (1 school bus¹) plus one van² (\$600) \$3,600.00
Lodging /festival fee³ \$15,444.00

52 @ \$257.00 = \$13,364.00 (quad rate)
3 @ \$272.00 = \$816.00 (triple rate)
4 @ \$316.00 = \$1,264.00 (double rate)
1 @ \$487.00 = \$487.00 (single rate)

sub total = \$15,931.00

Less complementary lodging⁴ = (\$487.00)

Guest Conductor's Honorariums 1 @ \$150.00 \$150.00
Substitute teachers 1 @ \$144.00 \$144.00
Sub total \$19,338.00

Sub total per student cost -- \$57 students -- \$339.26 round to \$340.00

Food per student \$55.00

1 Breakfast @ \$15.00 = \$15.00
1 Lunch @ \$10.00 = \$10.00
2 Dinner @ \$15.00 = \$30.00

Financial Scholarship Fund, per student \$10.00

In the case of financial need/hardship the respective boosters would provide an appropriate scholarship so that all students would be able to take part. This fee provides the funding.

Total estimated per student cost \$405.00

COST TO THE DISTRICT

None. The cost of substitute coverage is borne by the student participants.

¹ 55 passenger, 2 days, \$2800 + \$100 tip = \$2900 round to \$3,000.00

² 12 passenger, *Enterprise*, Friday 7:00 am – Sunday 9:00 am, \$450 + \$150 gas= \$600.00

³ Students will be lodged in a business class hotel in the Hollywood area. As of early January 2018 Heritage Festivals has not contracted with a specific vendor. Based upon the gender of the students a limited number of double student room assignments will result. Chaperones will lodge two to a room. Director will room alone.

⁴ Heritage Festivals provides one complimentary lodging for the director. (1 @ \$487) Students will adsorb the lodging of the remaining chaperones.

DISCIPLINE:

Every student, and their parents/guardians, will sign the attached behavior contract before being allowed to participate. This contract will clearly outline behavioral expectations and consequences. It will be made clear that the students are Huntington's ambassadors to the greater community and as such the highest standards of behavior are expected. Students who fail to conduct themselves appropriately may be asked to leave the tour. Should this happen either the student's parent will be required to come and retrieve his/her child, or the student will be sent home with a chaperon at the parent's expense. All fees/deposits would, of course, be forfeited.

CHAPERONES:

Total number of students participating: 57 (21 female/36 male). The majority of students are 8th graders. Two parent chaperones and the instructor will supervise the students. While administrative participation is welcome, it is not deemed a necessary requirement.

Transportation, lodging, and group meals would be provided as a courtesy to the chaperones, the cost being absorbed by the student participants.

PARENT INFORMATION:

A parent informational meeting will be held prior to the trip. At that meeting parents will be briefed upon the educational goals of the tour and expected outcomes in terms of student learnings. The mechanics of the tour will be presented (itinerary, packing lists, etc.) as well as a discussion of expected student behavior. A question/answer period will close the evening's presentation. (Power Point slide summaries are attached.)

INSURANCE/LIABILITY

Heritage Festivals carries \$26 million in liability insurance and has been in the business over a quarter century. San Marino USD has a long and established relationship with Heritage festivals. THE SMHS Titan Band has successfully used the company's services for well over two decades. This tour will mark Huntington's eleventh venture with Heritage Festivals.

TIMELINE:

November

Submit Proposal to SMUSD School Board for consideration/approval
Logistical Meeting with Band Booster Executive Board
Sign contract with Heritage Festival and pay deposit

Early January

Music Selected/Purchased
Set dates for Guest Clinics

Present "final" logistical plan to site administration for approval

Mid February

Public announcement of tour
Book University Guest Conductors
Parent informational meeting

Late February

Secure chaperones
All fees, discipline contracts, and emergency medical forms due

Early March

University Guest clinic

Mid April

Tour
Festival

May

Debrief

HMS MUSIC DEPARTMENT TOUR PACKING LIST



Everything a student brings must fit in ONE small overnight bag. Concert dress should fit into an additional garment bag, NOT crumpled up into a handbag.

Clothes

Students will need one day's change of casual school clothes. On Friday students will report to HMS in black pants/red shirt.

Students will wear their concert dress at Saturday's festival performance. (Students may want to have a second, clean white shirt/blouse for the day). We will change into the red band shirts/black pants when we leave for Universal Saturday afternoon. We will remain in this outfit for the remainder of the day. It is **STRONGLY** suggested to bring a warm jacket/sweater. All of Saturday's evening's activities (until 10:00PM) will be outside and it will be chilly.

Concert Dress

Girls: Black Dress, dress shoes

Boys: Tux, white long sleeve shirt, **black** socks, black dress shoes. Don't forget cummerbund and tie.

Dress while at Disneyland

Red band shirt

Black pants, **black** socks, black shoes (may be casual)

Other Clothes to Bring

Pajamas

Tennis shoes, or other similar casual footwear...NO FLIP FLOPS

Change of underwear

Light jacket or sweater

Ladies may want to bring a small day bag to carry Saturday's red shirt/pants in.

Personal items

Toothbrush, paste, etc., cell phone (strongly recommended)

Medications (Please give the medication, along with an attached note of explanation of dosage/time, etc. to your music director)

Spending money- Suggested amount not to exceed \$50.00. Dinner, April 13th and Breakfast, Saturday, April 14th are included in the tour fee. The student will purchase lunch and dinner, Saturday, April 14th while she/he is on “free time” at Universal Studios and is over and beyond the tour package fee.

NOT ALLOWED

Any item not allowed at school, including electronic devices such as game boys, etc.



MUSICAL MATERIALS

Instrument

Music—in its folder

Pencil

As it applies:

5 extra reeds

Valve oil

Tuning grease