

**LETTER TO THE BOARD OF EDUCATION
OUT-OF-STATE OR OUT-OF-COUNTRY FIELD TRIP**

To the members of the Board of Education:

On June 9, 2018 - June 14, 2018, Encinal Jr and Sr High School has arranged for a field trip to New Orleans, LA. 11 students and 2 chaperones will be attending. The purpose of the trip is for students to explore and understand the role of the South, and in particular, the institution of slavery, in the history of our country, including its ongoing influences in contemporary society. During the trip, the students – all students from our Digital Video and Radio CTE programs – will create a student-centered travel documentary chronicling their experience. We will fly from Oakland to New Orleans via Southwest Airlines, where we will use rented vans to travel to our trip destinations in New Orleans, which include sites of historic interest as well as local colleges.

The program cost for each student, including instruction, travel, expenses, meals and lodging is \$1500. Students are fundraising via walk-a-thon, pledge drive, and communal Kickstarter to help pay for student costs.

The purpose of this field trip is for students to gain a rich understanding of the important historic and cultural impact of the American South and the institution of slavery, and also to demonstrate their experience in a long-form video and radio documentary piece.. The CTE standards which will be addressed through this field trip are numerous and listed in length on form E-3A, and include that students will be able to "Communicate information and ideas effectively to multiple audiences using a variety of media and formats," (CTE 2.5), "Participate in interactive teamwork to solve real Arts, Media, and Entertainment sector issues and problems," (CTE 9.7), and "construct projects and products specific to the Arts, Media, and Entertainment sector requirements and expectations" (CTE 10.3).

Itinerary: Leading up to the trip, we have been meeting weekly, in which students plan the itinerary, discuss their current understanding of the topics, and refine video/radio production techniques for field application. They will apply all this to the multi-day trip which includes walking tours and video shoots at various historic sites, cultural institutions, and a trip to the Whitney plantation. Upon returning, students will edit their footage into a long-form documentary piece.

Your approval in this project will be an investment in our Career Technical Education programs, giving our students a valuable real-world test of skills learned in our programs, while also giving them a rich cultural and historical experience. We believe this project provides a real-life learning scenario of potentially great impact to the students involved, as well as future generations of students who may learn through the media created by the students on this trip.

Dated: _____

4/26/18

Signature: _____

K. M. L.

Principal: _____

D. J. L.

School: _____

Encinal

OUT OF STATE OR OUT OF COUNTRY FIELD TRIP REQUEST

Requirements:

1. All students must be allowed to participate regardless of ability to pay or associated fees.
2. **ALL Forms must be submitted 30 business days prior to field trip**, to the Teaching and Learning Department.
3. Board of Education approval is required for all out of state and out of country trips. Use Letter to Board of Education format (see attached).

Date Request Sent: 4/26/18

Date of Field Trip: June 9-14, 2018

Destination of Field Trip: New Orleans, LA

School: Encinal Junior and Senior High School

Name of Teacher(s): Kevin Gorham, Paul Igaz

Print Name: Kevin Gorham PAUL IGAZ

Date: 4/25/18 4/25/2018

Signature: [Signature] [Signature]

Date: 4/25/18 4/25/2018

(Teacher Signature)

Approval: [Signature]

(Principal Signature)

Date: 4/26/18

Educational Services Office Use Only:

☒ Approved by: Signature of Director of Teaching and Learning: [Signature]

Approval Date: 4/27/18 Additional Documentation Needed: _____

DEADLINE FOR ALL DOCUMENTATION TO BE RECEIVED BY TEACHING AND LEARNING: _____

☐ Not Approved. Reason: _____

Teacher's Cellphone: Gorham:

Teacher's School Phone: (510) 748-4023 ext. 2014

Igaz:

Date & Time of Departure: June 9, 2018, 11:00AM Date & Time of Return: June 14, 2018 4:40PM

Number of Miles (one way): 2,200 Number of students: 11 Number of Chaperone(s): 2

Chaperones: MUST BE Minimum 1 adult for every 15 students.

Include all Chaperone names and contact information on E-33 Chaperone List. An unsigned E-33 will not be accepted. E-33 must be signed off and complete!

TRANSPORTATION METHOD

(*Southwest Airlines Reated Vans*)

- ☒ Commercial Transport (Bus/BART/Ferry/etc.) ☐ Personal Car (Parents to complete Form E-5.
School site is responsible for collection and confirmation of Form E-5 and Proof of Insurance
verification on form E-33). ☐ Chartered Bus

Transportation costs will be paid by: ☐ School ☒ Individual Student ☐ District
☐ Student Body ☒ Other Click here to enter text. ☐ PTA
Group Fundraising

BUS INFORMATION NEEDED

Bus Company Name: Nifty Van Rentals. Contact: Click here to enter text.
Address: Click here to enter text. Phone Number: Click here to enter text.
Confirmation # for transportation: Click here to enter text.
Transportation costs will be paid by: Student fundraiser

OVERNIGHT FIELD TRIP INFORMATION

Name of Lodging: Best Western Plus French Quarter Landmark Hotel
Lodge Contact Name:
Lodging Address: 920 N Rampart St., New Orleans, LA 70116
Phone Number: (504) 524-3333

Instructional Purpose: What is the purpose of this trip? Students will apply and develop communications skills utilizing radio and video media to construct narrative length documentary piece documenting a student trip to the Whitney Plantation in New Orleans as an investigation into social inequity in our society and its roots in the slavery systems, and the current failings or successes of public education surrounding this topic.

List activities and anticipated student outcome.

- 1) Visit New Orleans colleges and interview professors and students in relevant fields of Law, Justice, American History. SWBAT identify how history of slavery and American south has influenced our present moment.
- 2) Visit significant landmarks of historic interest. SWBAT explore and explain history of the region.
- 3) Visit Whitney plantation, record documentary footage. SWBAT use digital media technology to tell story of the Whitney Plantation

List Standards/Content to be addressed:

CTE Model Curriculum Standards Anchor Standards:

F-3A Out of State and Out of Country Field Trip Request

Revised: June 30, 2015

Date received by Ed. Services: _____

2.5 Communicate information and ideas effectively to multiple audiences using a variety of media and formats.

4.3 Use information and communication technologies to synthesize, summarize, compare, and contrast information from multiple sources.

5.1 Identify and ask significant questions that clarify various points of view to solve problems.

7.4 Practice time management and efficiency to fulfill responsibilities.

7.5 Apply high-quality techniques to product or presentation design and development.

7.8 Explore issues of global significance and document the impact on the Arts, Media, and Entertainment sector.

8.3 Demonstrate ethical and legal practices consistent with Arts, Media, and Entertainment sector workplace standards.

9.7 Participate in interactive teamwork to solve real Arts, Media, and Entertainment sector issues and problems.

10.3 Construct projects and products specific to the Arts, Media, and Entertainment sector requirements and expectations.

11.1 Utilize work-based/workplace learning experiences to demonstrate and expand upon knowledge and skills gained during classroom instruction and laboratory practices specific to the Arts, Media, and Entertainment sector program of study

Describe pre-activities prior to the trip: Students will engage in multiple front-loading activities prior to trip:

- 1) Bi-weekly meetings in which students discuss and plan trip, research topic and New Orleans history, record audio and video for the piece
- 2) Interview content area experts on topics of American history

Describe post activities after the trip: Students will edit all radio and video footage into a series of documentary pieces.

Reasons for excluding student: (Keep in mind that no student may be excluded due to lack of payment) Was not interested or summer schedule did not allow for participation.

Provision for students not participating: N/A – trip occurs after end of regular school term

INTINERARY (Daily schedule of specific events and times)		
Date	Time	Activity/Event
June 9, 2018	6:00 PM	Check in to hotel
	7:30 PM	Attend New Orleans Pride Parade
	8:30 PM	Tape peer interviews: reflections on arrival, French Quarter, intentions for next day.
	9:30 PM	Retire to rooms
June 10, 2018	9:00 AM	Walking tour of French Quarter and Riverfront neighborhoods, studying architectural and cultural history
	11:30 AM	Visit Mardi Gras World, learn about cultural history of Mardi Gras
	2:00 PM	Lunch
	3:00 PM	Garden District, self-guided walking tour
	5:30 PM	Afternoon siesta at hotel
	6:30 PM	Dinner
	7:30 PM	Swamp Tour
	9:30 PM	Return to hotel
June 11, 2018	8:30 AM	Breakfast
	9:30 AM	Loyola Campus Tour
	11:45 AM	Lunch and walking tour of Audubon Park (Visit Tree of Life)
	1:00 PM	Carrollton Cemetery: Self-guided walking tour
	2:00 PM	Tulane Campus Tour
	4:00 PM	Afternoon siesta/picnic in ark
	6:00 PM	Dinner
	8:00 PM	Preservation Hall. Attend evening jazz performance
June 12, 2018	9:00 AM	Breakfast
	11:00 AM	Visit Whitney Plantation: Guided tour of grounds. On location video shoot.
	5:00 PM	Siesta at hotel
	6:00 PM	Dinner
	8:00 PM	Stanton Moore Trio at Snug Harbor Jazz Bistro
	10:30 PM	Retire to hotel rooms
June 13, 2018	9:00 AM	Breakfast
	10:00 AM	Treme neighborhood, self-guided walking tour
	11:00 AM	Backstreet Cultural Museum
	1:00 PM	Lunch

	2:00 PM	City Park – New Orleans Museum of Art, Sculpture Garden OR Jean Lafitte National Historical Park and Preservation
	5:00 PM	Dinner
	6:00 PM	Walking Tour: French Quarter and Riverfront Revisited
	8:00 PM	Student interviews, reflections
	9:30 PM	Retire to rooms
June 14, 2018	9:00 AM	Breakfast
	10:00 AM	Visit St Louis Cathedral
	12:00 PM	Revisit Tree of Life, Audubon Park. Tape final student interviews and reflections
	2:00 PM	Leave for airport
	4:40 PM	Flight to OAK

REMINDER: Field Trip Checklist

- Submit Field Trip Request (Form E-3A) to school administrator at least 30 business days prior to trip.
- Issue and collect permission slips (one set to be taken on trip, one set to remain in office on day of trip).
- Order bus/transportation at least 4 weeks in advance if needed.
- If transportation is by private vehicle, collect all driver forms submitted certifying insurance coverage and **submit to the principal.** (Form E-5).
- Provide a list of participating students' names to school office. (Form E-7 or Class List from Aeries).