



MOUNTAIN VIEW-LOS ALTOS UNION HIGH SCHOOL DISTRICT  
1299 BRYANT AVE., MOUNTAIN VIEW, CA 94040-4599

38  
rev'd 3/24/25

RECEIVED

MAR 26 2025

BY: .....

## PART 2: OVERNIGHT CURRICULAR OR COCURRICULAR TRIP REQUEST

Requested by: Jodi Hwang Department: CTE  
School: ☐ Mountain View HS ☒ Los Altos HS ☐ Alta Vista HS  
Destination (out of state trips require Board approval): Colorado State, Fort Collins - Rocky Mountain Journalism Camp  
Mode of Transportation: ☒ Air ☐ District Bus/Van ☐ Chartered Bus ☐ Car ☐ Other  
Date and Time of Departure: June 22, 2025 8am Date and Time of Return: June 25, 2025 - 10pm  
Number of instructional days that students will be missing: 0  
What provision has been made for students to make up missed classes and assignments? N/A

Number of Participants: 4 students 1 parents 1 teachers 0 others

Objectives of the Trip (educational value): Students will receive training to be leaders and editors of yearbook learning design writing & photography skills

Total cost of trip per student (include all expenses): \$ 0

Fund raising activities and amount you expect to raise to offset cost to students (Please show by how much your fund raising will reduce the expenses per student): Yearbook will fund cost

Amount student is expected to pay from personal sources after applying fund raising share: \$ 0

**NOTE: In the event of a trip delay due to unforeseen circumstances, e.g., natural disasters, the district is not liable to pay the additional room, board and transportation costs associated with a prolonged stay overseas or out of state. Parents are highly encouraged to purchase Travel Insurance to prepare for the possible, though unlikely occurrence of such an event. In the absence of such insurance, parents are fully liable for any additional expenses.**

What arrangements will be made to subsidize the student? All cost will be covered

**NOTE: No student can be excluded from a trip because of inability to pay.**

Facilities for lodging (if a hotel, name and address): Colorado State

Names of trip supervisor(s): Jodi Hwang

Number of substitutes needed (Personnel must be notified if trip/substitutes are cancelled): 0

JA  
Department Coordinator's Signature

3/19/25  
Date

### THIS SECTION TO BE COMPLETED BY PRINCIPAL'S OFFICE AND EDUCATIONAL SERVICES DEPARTMENT

In  
Received Progress Completed N/A  
☒ ☐ ☐ ☐  
☒ ☐ ☐ ☐  
☒ ☐ ☐ ☐  
☒ ☐ ☐ ☐

☐ Parental Permission for Field Trip  
☐ Field Trip Agreement for Chaperones  
☐ Emergency Medical Treatment Card  
☐ Field Trip Checklist  
☒ Volunteer Driver - Application for Approval & applicable Parental Permission form

Approved By:

[Signature]  
Principal's Signature

[Signature]  
Associate Superintendent's Signature

3/25/25  
Date  
4-24-25  
Date





Mountain View-Los Altos Union High School District  
1299 Bryant Avenue, Mountain View, CA 94040-4599

FIELD TRIP CHECKLIST

Digital Comm 11/

Teacher Name: Jodi Hwang Representing which Class or Group? Yearbook  
Purpose of Trip: Yearbook Training  
Proposed Date of Trip: June 22-25 Departure Time: 6am Return Time: 10pm  
Number of Students: 4 Cost of Trip per student: 0

**DAY TRIPS**

This form must be completed a full two weeks prior to the departure of the field trip. Completed forms must be returned to the principal's administrative assistant for the principal's review prior to placement on the field trip calendar.

- ☒ Attach a copy of the Parental Permission for Field Trip form that you will distribute to students with the information box completely filled out.  
☒ Number of Chaperones: 1

**OVERNIGHT TRIPS:**

Overnight trips must be filed with the principal's office at least **two weeks prior** to the commencement of the trip and approved by the principal and the Associate Superintendent of Educational Services. Out-of-state and out-of-country trips require School Board approval and must be submitted to the Board of Trustees a minimum of **six months prior** to the departure date.

- ☒ Complete the *Overnight Curricular or Co-Curricular Trip Request* form and turn it in with this application. Be sure to check the "Forms Completed" boxes.  
☒ Number of Chaperones: 1 (Overnight trips with students of mixed gender must have at least one chaperone of each gender.)

**TRANSPORTATION:** Check the box indicating that you have completed the appropriate forms.

- ☐ *Traveling by private vehicle*
- Drivers must complete the personal auto insurance verification form, "Volunteer Driver - Application for Approval"
  - Parents of students being transported must complete the appropriate permission forms
- ☐ *Transportation Request* (if traveling by bus)  
☒ Transportation costs will be covered by: Yearbook

**FIELD TRIP ROSTER:** TBD

- ☐ Field trip rosters must be submitted to the Attendance Office at least two days prior to departure with parental permission forms attached. (Checking this box indicates your assurance that this step will be completed.)

Teacher submitting roster: Jodi Hwang Date: \_\_\_\_\_

**MEETING WITH STUDENTS:**

- ☐ A meeting with students, chaperones, and parents is required for Overnight and Out-of-state trips only. Checking this box indicates that meeting was held, or is scheduled to be held and an administrator has, or will be present. (Please keep a sign-in sheet for your records.)

Date of meeting: TBD

**FIELD TRIP AGREEMENT FOR CHAPERONES:**

- ☒ Checking this box verifies that the staff member responsible for this trip has collected signed and dated chaperone agreements from every adult who is accompanying the students on this trip.

Reviewed by: [Signature]  
(Principal)

Date: 3/27/20





**Mountain View-Los Altos Union High School District**  
1299 Bryant Avenue, Mountain View, CA 94040-4599

**FIELD TRIP AGREEMENT FOR CHAPERONES**

The Governing Board expects district employees to maintain the highest ethical standards, follow district policies and regulations, and abide by state and federal laws. Employee conduct is expected to enhance the integrity of the district and advance the goals of the educational programs. Each employee is expected to make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities.

As a chaperone/advisor, I understand that I am representing the Mountain View-Los Altos Union High School District and that I am expected to enforce all school rules, regulations and policies. I will handle student misconduct appropriately and follow district guidelines in disciplining students. I will provide adequate and appropriate supervision at all times.

I accept responsibility for my own conduct and recognize that my behavior will serve as a model for my students. My personal behavior will at all times be consistent with district expectations. As such, I agree not to possess, consume or use any tobacco, alcohol or illegal substances at any time during this trip, including those times when I am away from students. I will use good judgment and common sense and my decisions will be in the best interest of my students and supportive of protecting their safety and well being.

I hereby certify that I have read and understand all applicable district policies and regulations and I accept the responsibility for enforcing these regulations around the clock for the duration of the trip. Failure to carry out my responsibilities as stated in this contract and/or gross negligence on my part may result in disciplinary actions against me, up to and including termination from my position. (To determine appropriate consequences for student failure to adhere to expected behavioral guidelines, please refer to policies listed below and to the permission slip/contract signed by students and parents.)

Jodi Huang 3/4/25  
Lead Chaperone Date

Jodi Huang 415-887-8134  
Printed Name and Phone Number

Rocky Mountain Journalism Camp  
Name of Activity and Destination

4 days / 3 nights  
Duration of Trip

Signatures and phone numbers of all co-chaperones: (My signature below certifies that I understand district policy, that I have read the above, and that I understand that I am held to the same standard as the lead chaperone, and that I will do my best to support the lead chaperone in his role.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tracey Runkare  
Administrator to be contacted during trip, if necessary

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

408-858-3441  
Administrator's Telephone Number

**Referenced Board Policy and Regulations:**

BP/AR 5131.6 a-e Alcohol and other Drugs  
BP/AR 5131.62 Tobacco  
BP/AR 5132 Dress and Grooming  
BP/AR 5144 Discipline

BP/AR 5144.1 Suspension and Expulsion/Due Process  
BP/AR 5145.12 Search and Seizure  
BP/E 4319.21 Professional Standards





Mountain View-Los Altos Union High School District  
1299 Bryant Avenue, Mountain View, CA 94040-4599

### PARENTAL PERMISSION for FIELD TRIP

- ☐ Day Trip only  
☐ Overnight Trip  
☒ Out-of-State Trip

Permission for your son/daughter to participate in a field trip is requested. The pertinent information is as follows:

School: Los Altos H.S.  
Class: Digital Comm II / Yearbook  
Teacher: Jodi Hwang  
Destination of field trip: Colorado St. Fort. Collins, Colorado  
Purpose: Yearbook Camp - Rocky Mountain Journalism Camp  
Date and time of departure: June 22, 6am - June 25, 10pm  
Number of students who will attend: 4  
Mode of transportation: Air/Shuttle  
Nature of lodging: Dorms  
Cost to each student: \$0 Purpose: Training for Leadership  
Names of supervisors: Jodi Hwang

NOTE: In the event of a trip delay due to unforeseen circumstances, e.g., natural disasters, the district is not liable to pay the additional room, board and transportation costs associated with a prolonged stay overseas or out of state. Parents are highly encouraged to purchase Travel Insurance to prepare for the possible, though unlikely occurrence of such an event. In the absence of such insurance, parents are fully liable for any additional expenses.

X -----

I give my permission for my son/daughter \_\_\_\_\_ to attend the field trip described above. I furthermore authorize the supervisor to take responsibility for securing emergency first aid or medical aid if either is required by my son/daughter. **I have read the Code of Conduct printed on the back of this form, and discussed behavioral expectations and the consequences for not meeting those expectations with my student.**

X \_\_\_\_\_  
(Parent/Guardian's signature)

X \_\_\_\_\_  
(Student's signature)

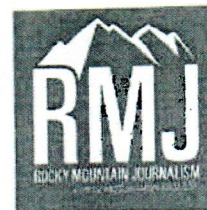
NOTE: If district-owned transportation is being used, the school district's insurance policy covers bodily injury and property damage liability. All drivers of non-district owned vehicles are asked to furnish evidence of automobile insurance liability coverage.

(over)



# YEARBOOK

JUNE 22-25



## ROCKY MOUNTAIN JOURNALISM SUMMER CAMP IS BACK!

And we've got a brand new view for you! At the base of the Rocky Mountains in Fort Collins, you'll spend some action-packed days with your 2026 yearbook crew getting a big head start on your yearbook. We can't wait to see you and your yearbook staffers there!

We're going green this year and putting all of our communications online. If you'd like a small poster to advertise in your room and a small set of notecards you can send home with interested students we are happy to send you some at your request. In the meantime, please make sure to check out our website and all of the details in this communication. Then follow us on social media at Rocky Mountain Journalism for fun updates and more details!

### WHAT TO EXPECT: WELCOME TO CAMP!

On day one, make sure you arrive on campus at noon to register and check into the dorms. Our opening session starts at 1:30 on Sunday and then we will dive right in to skills training in your chosen Tracks. Tracks offered: Yearbook Basics, Beginning Design, Advanced Design, Photography, New Advisers, Experienced Advisers, Editors-in-Chief, and Storytelling (copywriting & coverage). We will end the day with Team Building out on the lawn and a chance to set up your school workspace.

### WORK HARD, PLAY HARD!

We've streamlined the theme camp portion to make sure you leave with a well-developed theme packet: verbal statement, visual design, ladder, a solid coverage plan and more. Get expert counseling from our award-winning yearbook advisers and take home a little yearbook magic to make your fall season that much easier. Don't miss out on the evening activities, and come ready to compete for the annual Lip Sync Trophy on Tuesday night!

### REAP THE REWARDS

On the last day, we will end on a high note when you present your theme camp at the final feedback session, and hand out some awards at the camp closing. Camp will end at 3:30pm on Wednesday June 25 so you can make plans for your departure!

### \*REGISTRATION IS NOW OPEN\*

### \*REGISTRATION AND PAYMENTS ARE DUE APRIL 15, 2025\*

**LATE REGISTRATIONS** are available until May 15, or until our space is filled. We do have a cap on attendance this year, so get your registrations in promptly!

If you have any questions about registration or the camp, don't hesitate to reach out!

**Rebecca McGrath, Director**  
ROCKY MOUNTAIN JOURNALISM CAMP  
rsmcgrath@rockymountainjournalism.com  
303.601.4008





# YEARBOOK

## Summer Camp



### ROCKY MOUNTAIN JOURNALISM

is an ALL-INCLUSIVE, OVERNIGHT CAMP, held on the campus of Colorado State University, where yearbook staffs get a head start on their 2026 publications.

Our J-Camp has been educating, empowering and inspiring student journalists for over 30 years, and we are most proud of our elite teaching staff. They are some of the most yearbook-fanous teachers in the nation!

Yearbook camp helps your team bond, grow, and get ready for your best yearbook ever!

### WHAT TO EXPECT AT CAMP JUNE 22-25

**TRACK OPTIONS**  
LEADERSHIP (EDITORS)  
YEARBOOK BASICS  
PHOTOGRAPHY  
BEGINNING DESIGN  
ADVANCED DESIGN  
STORYTELLING/Writing  
BEGINNING & EXPERIENCED ADVISERS

**BEFORE YOU DIVE INTO THE DEVELOPMENT, BRUSH UP ON YOUR SKILLS.** On day one, we start with some intense learning track time to sharpen your skills and set the tone for the rest of camp. Each track will feature instruction from an experienced yearbook adviser and hands-on practice time. You'll continue with this track all the way through the end of camp. Sunday night, bond with your staff with our fun team-building games out on the lawn, and then settle into your school workspace with some goal setting.

# CAMP OVERVIEW

## SAMPLE DAILY SCHEDULE - JUNE 23

7:00	BREAKFAST
8:00	KEYNOTE SESSION: FINDING YOUR VERBAL THEME
8:45-11:00	WORK TIME: FIND YOUR VERBAL Work as a team to find your theme statement
11:00	TRACK TIME
12:00	LUNCH
1:00	BREAKOUTS
2:30	KEYNOTE SESSION: YEARBOOK STRUCTURE & COVERAGE
3:00	WORK TIME: PLAN YOUR COVERAGE Work as a team and with your counselor to build your bidder and develop your verbal theme statement
5:00	DINNER
6:00	PHOTO CONSULTATIONS/LIGHT PAINTING/WORK TIME
9:00	MOVIE AND A CAMPFIRE NIGHT



**ROCKYMOUNTAINJOURNALISM.COM**  
**REGISTER BY APRIL 15, 2025**  
LATE REGISTRATIONS WILL ONLY BE TAKEN UNTIL MAY 15, ON A FIRST-COME, FIRST-SERVED BASIS.



## TIPS FOR GETTING THE MOST OUT OF CAMP

### SIGN UP FOR FUN

- Team Bonding on Sunday Night gets everyone on your staff in on the memories. Don't miss Campfire and a Movie Night out on the lawn.
- Go solo or get your whole band together for the epic Lip Sync Battle.

### CHEER EACH OTHER ON

- Bond with your fellow staffers and make new friendships with other schools.
- Vote for your favorites at the "BEST OF SHOW" library.

### MAKE SOME MEMORIES

- Take lots of pictures! If you post to social media, tag us too with #RMJ2025.
- Enjoy a taste of college life on CSU's beautiful campus...and we won't judge if you hit the dessert station twice a day!

### COME READY TO LEARN AND GROW

- Ask lots of questions. Our teachers and counselors are the best of the best, and they are here to help!
- Keep an open mind. The best themes and designs evolve and improve over the course of camp.

### BRING IDEAS!

You'll have a lot more to work with if you bring design inspiration and some potential theme tag lines you already like. You can find these ideas in magazines, college brochures, ads & commercials and all around you!

RMJ