

OCT 13 2005



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
Field Trip/Activity Planning Report and Approval Request

Approved **Not Approved**
Signatures required for approvals

Complete this request to receive approval for a field trip or school activity. (See Board Polices 2.40 and 2.404)

SCHOOL Jupiter High School/Foreign Languages		SCHOOL NUMBER 0081	DATE OF REQUEST 10 / 06 / 2005
ACTIVITY OR FIELD TRIP Spain and France		TRIP SPONSOR Gianina Ireland	
CLUB OR GROUP Foreign Language Travel Group		TRIP SPONSOR TELEPHONE 561-744-7900	
PURPOSE OF ACTIVITY OR TRIP To experience languages and cultures currently being studied			
DESCRIBE ACTIVITY OR TRIP Students will visit Spain and France. Once there, they will see the sites, learn the history, and practice the language of the cultures they are studying.			
TRIP/ACTIVITY BEGINNING DATE 03 / 18 / 2006	TRIP/ACTIVITY BEGINNING TIME 08 : 00 <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM	TRIP/ACTIVITY END OR RETURN DATE 03 / 27 / 2006	TRIP/ACTIVITY END OR RETURN TIME 05 : 00 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM

FUNDING INFORMATION

No penalty of any type will be imposed against the student based upon a failure to pay. No student shall be denied the right to participate for failure to pay. The principal may forgo a planned activity or use of a particular item based upon the collection of insufficient funds to cover the cost of the item or activity.

Indicate the estimated cost of the following items on the lines provided:

- | | | | | | |
|---------------------------|-----|------------|-----|------------------------|------------|
| 1. Admission/registration | n/a | 3. Meals | n/a | 5. Enrichment Activity | \$1,728.00 |
| 2. Transportation | n/a | 4. Lodging | n/a | 6. Other Fees | n/a |

Funding Source Budget Internal Accounts

Total estimated costs \$1,728.00

ITINERARY

Provide a complete detailed itinerary including times and location. Use approximate time if unsure of exact time. If applicable list all probable stops including meals. (Example: 8:00 A.M. Bus leaves school parking lot; two hour travel time on bus, no stops; 10:00 A.M. arrives Disney world, ...) Approval will be based upon this sequential schedule. There can be no additional stops added without prior approval unless an emergency occurs. Parents must be aware of this schedule when their permission is obtained. Attach additional sheets if necessary.

TIME	ACTIVITY
8:00 am	March 18, 2006-Tri Rail to Miami Airport
8:30 am	March 19, 2006-arrive Spain
9:45 am	March 23, 2006-arrive France
3:00 pm	March 27, 2006-Miami Airport
5:00 pm	March 27, 2006-Tri Rail home

Handwritten signature

ACTIVITY OR FIELD TRIP Spain and France	SCHOOL NUMBER 0081
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CHAPERONES

All groups going on field trips are required to have sufficient chaperones to ensure each student's safety and to meet the student's personal health and security needs. All chaperones must have a completed and approved School Volunteer On-Line Application on record at the school prior to the event (see the School Volunteer Coordinator). Provide a description of circumstances or times that the students will NOT be supervised by school staff or parents although adult supervisors will be present. (EXAMPLE: When students are on the rides at Disney World they will be treated and will be subject to the same level of supervision by the Disney World staff as any other visitor.) If this request is approved provide a list of all chaperones and their telephone numbers to the principal.

Provide an estimate of the following:

Number of <u>chaperones</u> :	Male <u>2</u>	Female <u>2</u>	TOTAL <u>4</u>
<u>Number of student participating</u> :	Male <u>5</u>	Female <u>13</u>	TOTAL <u>18</u>
Number of student not participating:	Male <u>0</u>	Female <u>0</u>	TOTAL <u>0</u>

TRANSPORTATION

Each person transporting the students in a private vehicle must show proof of current automobile liability insurance to the school supervisor and upon request to the parents/guardians of the student traveling in the vehicle. Volunteer drivers are required to carry minimum insurance requirements as specified by FL Statute 627.736. All volunteer drivers must have a completed and approved School Volunteer On-Line Application on record at the school prior to the event (see the School Volunteer Coordinator). The school must obtain a copy of each driver's auto insurance card and license before the event.

Method of transportation Commercial airline company

If applicable, provide number of vehicles required: Cars/vans 0 Buses 0 Other transportation Tri Rail

OTHER CONSIDERATIONS


Indicate the number of other staff that may be required:

Custodian(s) 0 Substitute teacher(s) 0
 School Police 0 Other 0 (specify) _____

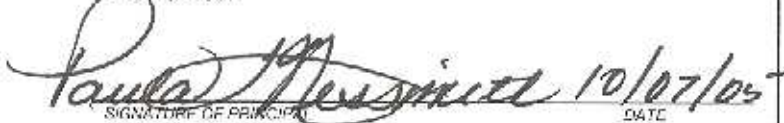
If the following items are required describe the items and indicate who will provide them:

Equipment n/a
 Clean up n/a
 Meals/snacks n/a

MANDATORY SIGNATURES


 SIGNATURE OF PERSON COMPLETING FORM _____ DATE _____
 Gianna Ireland 7116
 PRINT NAME _____ PX _____

Principal approval is required for ALL field trips/activities. Send a copy of all out-of-county field trip requests to the Area office.


 SIGNATURE OF PRINCIPAL _____ DATE 10/07/05

OUT-OF-COUNTY, OUT-OF-STATE OR OUT-OF-COUNTRY APPROVALS

Area Superintendent approval is required for trips other than within the county. The Chief Academic Officer must approve trips outside the state. Trips outside the continental United States require School Board approval.


 SIGNATURE OF AREA SUPERINTENDENT (required for out-of-county) _____ DATE _____


 SIGNATURE OF CHIEF ACADEMIC OFFICER (required for out of state) _____ DATE 12-2-05

 SIGNATURE OF SUPERINTENDENT OR BOARD CHAIR (required for out-of-country) _____ DATE _____