

# REQUEST FOR TRIP APPROVAL

( ) DAY TRIP OUTSIDE LOS ANGELES, VENTURA, ORANGE AND RIVERSIDE COUNTIES (East of I-215)

(X) OVERNIGHT / OUT-OF-STATE TRIPS

REQUESTS SHALL BE SUBMITTED IN WRITING 30 DAYS PRIOR TO THE TRIP DATE (DAY TRIPS) AND SUBMITTED 45 DAYS IN ADVANCE OF OUT-OF-STATE TRIPS / OVERNIGHT TRIPS (REGARDLESS OF DESTINATION) AND SHALL INCLUDE THE NAMES OF ALL DISTRICT-APPROVED SUPERVISORS. TRIP APPROVAL REQUESTS THAT ARE INCOMPLETE OR ARE SUBMITTED AFTER THE DEADLINE FOR SUBMISSION WILL BE DENIED, WITH THE EXCEPTION OF CIF PLAYOFF COMPETITION. ANY CHANGES TO THE INFORMATION PROVIDED ON THIS REQUEST FOR TRIP APPROVAL MADE AFTER THE FORM IS SUBMITTED MUST BE SENT IN A WRITTEN MEMORANDUM TO THE SUPERINTENDENT'S OFFICE PRIOR TO THE TRIP.

DATE OF REQUEST: 06/08/17 SCHOOL: Saugus High

GROUP: Girls Cross Country ADVISOR/COACH: Kevin Berns

TRIP DAYS/DATES: July 22, 2017-July 26, 2017 DEPARTURE TIME: 7:00 am RETURN TIME: 4:00 pm

DESTINATION: Big Bear City, CA

METHOD OF TRANSPORTATION: "District approved drivers and parents driving only their own child"

\*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING: ( ) SCHOOL BUS - LEVEL(S) \_\_\_\_\_ ( ) CHARTER BUS - LEVEL(S) \_\_\_\_\_

Transportation for day trips outside Los Angeles, Ventura, Orange, Riverside (east of I-215) Counties may not be made by private or rental vehicles. All School Bus, Charter and SPAB Transportation for any trip inside the State of California must be made through the District Transportation Department. Groups traveling out of state shall ensure that utilized transportation meets the legal requirements for the transportation of pupils outside of California. All charter bus reservations must be paid for by the group and will not be funded by the District, with the exception of CIF semi-finals, where the school will pay any costs above the funding for a regular school bus. The District will pay the full cost of charter buses for CIF Finals contests.

PURPOSE OR JUSTIFICATION FOR TRIP: Summer training

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 0 DAYS OR \_\_\_\_\_ PERIODS

ACCOMMODATIONS (Include complete address): Corporate cabin, 1377 La Crescenta, Big Bear City, CA 92314

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 0 substitute(s) for \_\_\_\_\_ DAYS OR \_\_\_\_\_ PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: N/A

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

( ) TRANSPORTATION: N/A

(X) LODGING & OTHER: Donations and fundraising funds will cover cost of lodging (ASB Booster Club)

NUMBER OF STUDENTS PARTICIPATING: Male: \_\_\_\_\_ Female: 17 Total: 17

CERTIFICATED GROUP LEADER: Kevin Berns CELL PHONE: \_\_\_\_\_

A minimum of two supervisors is required per bus. For overnight and out-of-state trips, a ratio of 1 supervisor per 12 students is required. Where the student group is co-ed, both male and female supervisors shall accompany the group. (Indicate supervisors' status: asterisk (\*) for certificated employees; plus sign (+) for classified or other employee of the District, and number sign (#) for persons that will transport students).

NAME(S) OF MALE SUPERVISORS: Kevin Berns \* # Christian Standley \* #

Marcus Garrett \* # Baxter Frick

NAME(S) OF FEMALE SUPERVISORS: Momoko Montgomery \* Micayla Frankian #

Site Administrators shall consider adherence to Board Policies relative to transportation, supervisors, the impact of student absences from class, and the need for substitutes when approving a trip. Expenses for trips must be borne by the school or group taking the trip, with the exception of CIF playoff competition or league affiliated trips.

Site administrator verification that supervisors have been cleared: [Signature] Date: 06/09/17

Principal: [Signature] Date: 06/09/17

Superintendent: [Signature] Date: 6/23/17

Governing Board (if required): \_\_\_\_\_ Date: \_\_\_\_\_

# REQUEST FOR TRIP APPROVAL

( ) DAY TRIP OUTSIDE LOS ANGELES, VENTURA, ORANGE AND RIVERSIDE COUNTIES (East of I-215)

(X) OVERNIGHT / OUT-OF-STATE TRIPS

REQUESTS SHALL BE SUBMITTED IN WRITING 30 DAYS PRIOR TO THE TRIP DATE (DAY TRIPS) AND SUBMITTED 45 DAYS IN ADVANCE OF OUT-OF-STATE TRIPS / OVERNIGHT TRIPS (REGARDLESS OF DESTINATION) AND SHALL INCLUDE THE NAMES OF ALL DISTRICT-APPROVED SUPERVISORS. TRIP APPROVAL REQUESTS THAT ARE INCOMPLETE OR ARE SUBMITTED AFTER THE DEADLINE FOR SUBMISSION WILL BE DENIED, WITH THE EXCEPTION OF CIF PLAYOFF COMPETITION. ANY CHANGES TO THE INFORMATION PROVIDED ON THIS REQUEST FOR TRIP APPROVAL MADE AFTER THE FORM IS SUBMITTED MUST BE SENT IN A WRITTEN MEMORANDUM TO THE SUPERINTENDENT'S OFFICE PRIOR TO THE TRIP.

DATE OF REQUEST: 06/08/17 SCHOOL: Saugus High

GROUP: Boys Cross-Country ADVISOR/COACH: Rene Paragas

TRIP DAYS/DATES: 07/26/17-07/30/17 DEPARTURE TIME: 7:00 am RETURN TIME: 4:00 pm

DESTINATION: Big Bear City, CA

METHOD OF TRANSPORTATION: District approved drivers and parents only driving their child

\*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING: ( ) SCHOOL BUS - LEVEL(S) \_\_\_\_\_ ( ) CHARTER BUS - LEVEL(S) \_\_\_\_\_

Transportation for day trips outside Los Angeles, Ventura, Orange, Riverside (east of I-215) Counties may not be made by private or rental vehicles. All School Bus, Charter and SPAB Transportation for any trip inside the State of California must be made through the District Transportation Department. Groups traveling out of state shall ensure that utilized transportation meets the legal requirements for the transportation of pupils outside of California. All charter bus reservations must be paid for by the group and will not be funded by the District, with the exception of CIF semi-finals, where the school will pay any costs above the funding for a regular school bus. The District will pay the full cost of charter buses for CIF Finals contests.

PURPOSE OR JUSTIFICATION FOR TRIP: Summer training

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 0 DAYS OR \_\_\_\_\_ PERIODS

ACCOMMODATIONS (Include complete address): Corporate cabin, 1377 La Crescenta, Big Bear City

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 0 substitute(s) for \_\_\_\_\_ DAYS OR CA 92314 PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: N/A

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

( ) TRANSPORTATION: N/A

(X) LODGING & OTHER: Donations and fundraising funds will cover costs of lodging. (Booster Club) ASB

NUMBER OF STUDENTS PARTICIPATING: Male: 17 Female: \_\_\_\_\_ Total: 17

CERTIFICATED GROUP LEADER: Rene Paragas CELL PHONE: \_\_\_\_\_  
A minimum of two supervisors is required per bus. For overnight and out-of-state trips, a ratio of 1 supervisor per 12 students is required. Where the student group is co-ed, both male and female supervisors shall accompany the group. (Indicate supervisors' status: asterisk (\*) for certificated employees; plus sign (+) for classified or other employee of the District, and number sign (#) for persons that will transport students).

NAME(S) OF MALE SUPERVISORS: Rene Paragas \* Jose Flores #  
Baxter Frick Jeremy Stepan #

NAME(S) OF FEMALE SUPERVISORS: \_\_\_\_\_

Site Administrators shall consider adherence to Board Policies relative to transportation, supervisors, the impact of student absences from class, and the need for substitutes when approving a trip. Expenses for trips must be borne by the school or group taking the trip, with the exception of CIF playoff competition or league affiliated trips.

Site administrator verification that supervisors have been cleared: [Signature] Date: 06/09/17

Principal: [Signature] Date: 06/09/17

Superintendent: [Signature] Date: 6/23/17

Governing Board (if required): \_\_\_\_\_ Date: \_\_\_\_\_

# REQUEST FOR TRIP APPROVAL

( ) DAY TRIP OUTSIDE LOS ANGELES, VENTURA, ORANGE AND RIVERSIDE COUNTIES (East of I-215)  
( ) OVERNIGHT / OUT-OF-STATE TRIPS

REQUESTS SHALL BE SUBMITTED IN WRITING 30 DAYS PRIOR TO THE TRIP DATE (DAY TRIPS) AND SUBMITTED 45 DAYS IN ADVANCE OF OUT-OF-STATE TRIPS / OVERNIGHT TRIPS (REGARDLESS OF DESTINATION) AND SHALL INCLUDE THE NAMES OF ALL DISTRICT-APPROVED SUPERVISORS. TRIP APPROVAL REQUESTS THAT ARE INCOMPLETE OR ARE SUBMITTED AFTER THE DEADLINE FOR SUBMISSION WILL BE DENIED, WITH THE EXCEPTION OF CIF PLAYOFF COMPETITION. ANY CHANGES TO THE INFORMATION PROVIDED ON THIS REQUEST FOR TRIP APPROVAL MADE AFTER THE FORM IS SUBMITTED MUST BE SENT IN A WRITTEN MEMORANDUM TO THE SUPERINTENDENT'S OFFICE PRIOR TO THE TRIP.

DATE OF REQUEST: 6/23/17 SCHOOL: Rancho Pico Jr. High  
GROUP: ASB ADVISOR/COACH: Nicolette Pistone  
TRIP DAYS/DATES: 7/23, 7/24, 7/25/17 DEPARTURE TIME: 8:00 AM RETURN TIME: 3:30 PM  
DESTINATION: UC Santa Barbara @ Sierra Vista  
METHOD OF TRANSPORTATION: BUS

\*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING: ( ) SCHOOL BUS - LEVEL(S) \_\_\_\_\_  CHARTER BUS - LEVEL(S) \_\_\_\_\_

Transportation for day trips outside Los Angeles, Ventura, Orange, Riverside (east of I-215) Counties may not be made by private or rental vehicles. All School Bus, Charter and SPAB Transportation for any trip inside the State of California must be made through the District Transportation Department. Groups traveling out of state shall ensure that utilized transportation meets the legal requirements for the transportation of pupils outside of California. All charter bus reservations must be paid for by the group and will not be funded by the District, with the exception of CIF semi-finals, where the school will pay any costs above the funding for a regular school bus. The District will pay the full cost of charter buses for CIF Finals contests.

PURPOSE OR JUSTIFICATION FOR TRIP: CADA Summer Camp

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 0 DAYS OR N/A PERIODS

ACCOMMODATIONS (Include complete address): UC Santa Barbara Dorms Santa Barbara, CA 93106

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 0 substitute(s) for N/A DAYS OR N/A PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: N/A

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: ASB Funds  
 LODGING & OTHER: ASB Funds

NUMBER OF STUDENTS PARTICIPATING: Male: 4 Female: 5 Total: 9

CERTIFICATED GROUP LEADER: Nicolette Pistone CELL PHONE: \_\_\_\_\_

A minimum of two supervisors is required per bus. For overnight and out-of-state trips, a ratio of 1 supervisor per 12 students is required. Where the student group is co-ed, both male and female supervisors shall accompany the group. (Indicate supervisors' status: asterisk (\*) for certificated employees; plus sign (+) for classified or other employee of the District, and number sign (#) for persons that will transport students).

NAME(S) OF MALE SUPERVISORS: \* Mark Overdevest, LM ASB Advisor

NAME(S) OF FEMALE SUPERVISORS: \* Nicolette Pistone, RP ASB Advisor

Site Administrators shall consider adherence to Board Policies relative to transportation, supervisors, the impact of student absences from class, and the need for substitutes when approving a trip. Expenses for trips must be borne by the school or group taking the trip, with the exception of CIF playoff competition or league affiliated trips.

Site administrator verification that supervisors have been cleared: [Signature] Date: 6/22/17  
Principal: [Signature] Date: 6/22/17  
Superintendent: [Signature] Date: 6/27/17  
Governing Board (if required): \_\_\_\_\_ Date: \_\_\_\_\_

# REQUEST FOR TRIP APPROVAL

( ) DAY TRIP OUTSIDE LOS ANGELES, VENTURA, ORANGE AND RIVERSIDE COUNTIES (East of I-215)

OVERNIGHT / OUT-OF-STATE TRIPS

REQUESTS SHALL BE SUBMITTED IN WRITING 30 DAYS PRIOR TO THE TRIP DATE (DAY TRIPS) AND SUBMITTED 45 DAYS IN ADVANCE OF OUT-OF-STATE TRIPS / OVERNIGHT TRIPS (REGARDLESS OF DESTINATION) AND SHALL INCLUDE THE NAMES OF ALL DISTRICT-APPROVED SUPERVISORS. TRIP APPROVAL REQUESTS THAT ARE INCOMPLETE OR ARE SUBMITTED AFTER THE DEADLINE FOR SUBMISSION WILL BE DENIED, WITH THE EXCEPTION OF CIF PLAYOFF COMPETITION. ANY CHANGES TO THE INFORMATION PROVIDED ON THIS REQUEST FOR TRIP APPROVAL MADE AFTER THE FORM IS SUBMITTED MUST BE SENT IN A WRITTEN MEMORANDUM TO THE SUPERINTENDENT'S OFFICE PRIOR TO THE TRIP.

DATE OF REQUEST: 6-16-17 SCHOOL: Sierra Vista  
GROUP: ASB Officers ADVISOR/COACH: Nicole Terranova  
TRIP DAYS/DATES: 7/23 - 7/25/17 DEPARTURE TIME: 8:00 Am RETURN TIME: 2:30 pm  
DESTINATION: UC Santa Barbara  
METHOD OF TRANSPORTATION: BUS

\*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING: ( ) SCHOOL BUS - LEVEL(S)  ( ) CHARTER BUS - LEVEL(S) \_\_\_\_\_

Transportation for day trips outside Los Angeles, Ventura, Orange, Riverside (east of I-215) Counties may not be made by private or rental vehicles. All School Bus, Charter and SPAB Transportation for any trip inside the State of California must be made through the District Transportation Department. Groups traveling out of state shall ensure that utilized transportation meets the legal requirements for the transportation of pupils outside of California. All charter bus reservations must be paid for by the group and will not be funded by the District, with the exception of CIF semi-finals, where the school will pay any costs above the funding for a regular school bus. The District will pay the full cost of charter buses for CIF Finals contests.

PURPOSE OR JUSTIFICATION FOR TRIP: Training for ASB Officers  
HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 3 DAYS OR \_\_\_\_\_ PERIODS @ dorms in  
ACCOMMODATIONS (Include complete address): UCSB, 552 University Road, Santa Barbara, CA  
NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 0 substitute(s) for \_\_\_\_\_ DAYS OR \_\_\_\_\_ PERIODS 93106  
FUNDING SOURCE FOR SUBSTITUTE TEACHERS: N/A

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: ASB funds - shared with LM, RN, RP  
 LODGING & OTHER: ASB funds

NUMBER OF STUDENTS PARTICIPATING: Male: 1 Female: 5 Total: 6

CERTIFICATED GROUP LEADER: Nicole Terranova\* CELL PHONE: \_\_\_\_\_  
A minimum of two supervisors is required per bus. For overnight and out-of-state trips, a ratio of 1 supervisor per 12 students is required. Where the student group is co-ed, both male and female supervisors shall accompany the group. (Indicate supervisors' status: asterisk (\*) for certificated employees; plus sign (+) for classified or other employee of the District, and number sign (#) for persons that will transport students).

NAME(S) OF MALE SUPERVISORS: Mark Overdeest - LM  
Matthew Sheridan - RN

NAME(S) OF FEMALE SUPERVISORS: Laura Beers - LM  
Nicole Terranova - SV  
Kristen Terry - RP

Site Administrators shall consider adherence to Board Policies relative to transportation, supervisors, the impact of student absences from class, and the need for substitutes when approving a trip. Expenses for trips must be borne by the school or group making the trip, with the exception of CIF playoff competition or league affiliated trips.

Site administrator verification that supervisors have been cleared: Carolyn Hoff Date: 6-16-17  
Principal: Carolyn Hoff Date: 6-16-17  
Superintendent: Wah Engbrecht Date: 6-21-17  
Governing Board (if required): \_\_\_\_\_ Date: \_\_\_\_\_