

REQUEST FOR TRIP APPROVAL

003038

() 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: 12/14/17 SCHOOL: Mart High School
GROUP: Snow Choir ADVISOR/COACH: Gail Hart
TRIP DAYS/DATES: 2/15/18 - 2/16/18 DEPARTURE TIME: 6:30 AM RETURN TIME: 10:00 PM
DESTINATION: Disneyland
METHOD OF TRANSPORTATION: School bus - #19076

*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: performance

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 1 DAYS OR _____ PERIODS

ACCOMMODATIONS (Include complete address): Disneyland Hotel: 1150 Magic way, Anaheim CA 92802

* NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for 1 DAYS OR _____ PERIODS

* FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Principal - SFA

* EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

☒ TRANSPORTATION: ASB/Choir

☒ LODGING & OTHER: Fundraising

* NUMBER OF STUDENTS PARTICIPATING: Male: 5 Female: 35 Total: 40

CERTIFICATED GROUP LEADER: Gail Hart * 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 Andrew

NAME(S) OF FEMALE SUPERVISORS: Donna Hahn, Gail Hart*, Grace Hui Hui

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: _____

Date: 12-15-17

Principal: [Signature]

Date: 12/15/17

Superintendent: [Signature]

Date: 12/19/17

Governing Board (if required): _____

Date: _____

Revised 3/2013

002324

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: 10/24/2017 SCHOOL: Hart High School
 GROUP: Film Club/Video Production ADVISOR/COACH: John Howard
 TRIP DAYS/DATES: 03/14/2018 - 03/18/2018 DEPARTURE TIME: 9:00 AM RETURN TIME: 5:00 PM
 DESTINATION: Gaylord Opryland Resort, 2800 Opryland Dr., Nashville TN 37214
 METHOD OF TRANSPORTATION: Flying - Via Air Travel ^{OWN} Parents driving student to/from Airport
 *IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING: () SCHOOL BUS - LEVEL(S) _____ () CHARTER BUS - LEVEL(S) _____

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PURPOSE OR JUSTIFICATION FOR TRIP: Student Television Network - Convention
 HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 3 DAYS OR _____ PERIODS
 ACCOMMODATIONS (Include complete address): Gaylord Opryland Resort, 2800 Opryland Dr., Nashville TN 37214
 NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for 3 DAYS OR _____ PERIODS
 FUNDING SOURCE FOR SUBSTITUTE TEACHERS: _____

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

(✓) TRANSPORTATION: Donations to Film Club/Fundraising

(✓) LODGING & OTHER: Donations to Film Club/Fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 6 Female: _____ Total: 6

CERTIFICATED GROUP LEADER: John Howard ✓ 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: John Howard ✓

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: _____ Date: 12-11-17

Principal: [Signature] Date: 12/12/17

Superintendent: [Signature] Date: 12/18/17

Governing Board (if required): _____ Date: _____

Revised 3/2013

002264

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: 4/26/2018 - 4-29-18 SCHOOL: Hart High School
 GROUP: Boys Varsity Volleyball ADVISOR/COACH: Jeannie Brauningner
 TRIP DAYS/DATES: 4-26-2018 - 4-29-18 DEPARTURE TIME: 6:00 P.M. RETURN TIME: 5:30 P.M.
 DESTINATION: 10410 Falcon Way, San Diego, CA 92131
 METHOD OF TRANSPORTATION: Parents driving with own student to/from event

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Varsity Volleyball Tournament

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 1 DAYS OR _____ PERIODS

ACCOMMODATIONS (Include complete address): La Quinta Inn - Miramar 10185 Paseo Montiel
San Diego CA 92129

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for 1 DAYS OR _____ PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: 43

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

() TRANSPORTATION: _____

(X) LODGING & OTHER: Program Fundy

NUMBER OF STUDENTS PARTICIPATING: Male: 13 Female: _____ Total: 13

CERTIFICATED GROUP LEADER: Jeannie Brauningner 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: + Kyle Schlicher ✓

NAME(S) OF FEMALE SUPERVISORS: * Jeannie Brauningner ✓

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: 12-8-17

Principal: [Signature] Date: 12/11/17

Superintendent: [Signature] Date: 12/15/17

Governing Board (if required): _____ Date: _____

Revised 3/2013

003114

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: 12/8/17 SCHOOL: SAUGUS HIGH SCHOOLGROUP: Concert Choir ADVISOR/COACH: April DooleyTRIP DAYS/DATES: 2/16 - 2/18/18 DEPARTURE TIME: 5:00 A.M. RETURN TIME: 10:00 PMDESTINATION: Seattle, WashingtonMETHOD OF TRANSPORTATION: Parent driving only own student to/from airport; airplane to Seattle, shuttle/bus/van to/from hotel in Seattle

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Choir TourHOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 1(one) DAYS OR _____ PERIODSACCOMMODATIONS (Include complete address): Best Western Pioneer Square 11 Yesler Way, Seattle WA 98104NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 (one) substitute(s) for 1(one) DAYS OR _____ PERIODSFUNDING SOURCE FOR SUBSTITUTE TEACHERS: ASB Choral Trust #2347

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

(X) TRANSPORTATION: Choral Trust ASB/Fundraising(X) LODGING & OTHER: Choral Trust ASB/FundraisingNUMBER OF STUDENTS PARTICIPATING: Male: 7 Female: 12 Total: 19CERTIFICATED GROUP LEADER: April Dooley CELL PHONE: _____

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NAME(S) OF MALE SUPERVISORS: Steven DorstNAME(S) OF FEMALE SUPERVISORS: April Dooley*, Lisa Arvizel, Kristin RubioShannon RossKisha AlvaradoShellie Holcombe*

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: 12-11-17Principal: [Signature]Date: 12-11-17Superintendent: [Signature]Date: 12/19/17

Governing Board (if required): _____ Date: _____

Revised 3/2013

White / Superintendent's Office Yellow / Transportation Pink / School Gold / Originator

003088

REQUEST FOR TRIP APPROVAL

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

~~XXX~~ 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: 12/5/17 SCHOOL: Valencia
 GROUP: Medical Science Academy ADVISOR/COACH: Joe Monteleone
 TRIP DAYS/DATES: April 4 - 8, 2018 DEPARTURE TIME: 8am RETURN TIME: 1pm
 DESTINATION: Anaheim Marriott, 700 West Convention Way, Anaheim, CA 92802
 METHOD OF TRANSPORTATION: School bus

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

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PURPOSE OR JUSTIFICATION FOR TRIP: HOSA Conference
 HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 0 DAYS OR _____ PERIODS
 ACCOMMODATIONS (Include complete address): Anaheim Marriott, 700 W. Convention Way, Anaheim, CA 92802
 NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 0 substitute(s) for 0 DAYS OR _____ PERIODS
 FUNDING SOURCE FOR SUBSTITUTE TEACHERS: N/A

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

(☒) TRANSPORTATION: Perkins Grant

(☒) LODGING & OTHER: Fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 23 Female: 28 Total: 51

CERTIFICATED GROUP LEADER: Joe Monteleone 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: *Joe Monteleone, *Jonathan Gedalia

NAME(S) OF FEMALE SUPERVISORS: *Brenda Monteleone, *Tamara Desso, +Nicole Wertz

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: _____

Principal: _____

Superintendent: _____

Governing Board (if required): _____

Date: 12/5/17

Date: 12/5/17

Date: 12/19/17

Date: _____

Revised 3/2013