

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: 4/17/2019 SCHOOL: Saugus High School

GROUP: Cross Country - Girls ADVISOR/COACH: Kevin Berns

TRIP DAYS/DATES: 7/22/19 - 7/25/19 DEPARTURE TIME: 7:00am RETURN TIME: 4:00pm

DESTINATION: BIG BEAR

METHOD OF TRANSPORTATION: District Approved Drivers and Parents driving only their child.

*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING ☐ SCHOOL BUS ☐ CHARTER BUS

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: Team Bonding/Training

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

ACCOMMODATIONS (Include complete address): Pine Bluff Lodge-990 Fenway Drive, Big Bear, Ca 92314 (714) 271-0554

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: N/A

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: N/A - Optional Summer Activity

LODGING & OTHER: Fundraising/Donations (ASB / Booster)

NUMBER OF STUDENTS PARTICIPATING: Male: _____ Female: 19 Total: 19

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* #, Rene Paragas * # ✓

NAME(S) OF FEMALE SUPERVISORS: Micayla Frankian * #, Shelia Pearson # ✓

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.

Site administrator verification that supervisors have been cleared: [Signature] Date: 4-17-19

Principal (signature required): [Signature] Date: 4-17-19

Superintendent: [Signature] Date: 4/23/19

Governing Board (if required): _____ Date: _____

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DATE OF REQUEST: 4/17/2019 SCHOOL: Saugus High School

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

TRIP DAYS/DATES: 7/25/19 - 7/28/19 DEPARTURE TIME: 7:00am RETURN TIME: 4:00pm

DESTINATION: BIG BEAR

METHOD OF TRANSPORTATION: District Approved Drivers and Parents driving only their child.

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PURPOSE OR JUSTIFICATION FOR TRIP: Cross Country Summer Camp Training

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

ACCOMMODATIONS (Include complete address): Pine Bluff Lodge-990 Fenway Drive, Big Bear, Ca 92314 (714) 271-0554

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: N/A

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: N/A

LODGING & OTHER: Fundraising/Donations (ASB / Booster)

NUMBER OF STUDENTS PARTICIPATING: Male: 19 Female: Total: 19

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: Kevin Berns * #, Rene Paragas * #, Baxter Frick (Placerita) * #

NAME(S) OF FEMALE SUPERVISORS: Micayla Frankian * #, Shelia Pearson #

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.

Site administrator verification that supervisors have been cleared: [Signature] Date: 4/17/19

Principal (signature required): [Signature] Date: 4/17/19

Superintendent: [Signature] Date: 4/23/19

Governing Board (if required): Date:

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DATE OF REQUEST: 04/12/2019 SCHOOL: Valencia

GROUP: Valencia Choir ADVISOR/COACH: Christine Mocha

TRIP DAYS/DATES: Sept 27 - Sept 30, 2019 DEPARTURE TIME: 3pm RETURN TIME: 2pm

DESTINATION: Monterey Jazz Festival

METHOD OF TRANSPORTATION TO DESTINATION: District approved drivers

METHOD OF TRANSPORTATION WHILE AT DESTINATION (EX: FROM AIRPORT TO HOTEL OR HOTEL TO VENUE):

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PURPOSE OR JUSTIFICATION FOR TRIP: Competition/performance showcase at Monterey Jazz Festival

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

ACCOMMODATIONS (Include complete address): Portola Hotel, Two Portola Plaza, Monterey, CA 93940

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: General Choir ASB Fund # 2346

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Choir ASB # 2347 fundraising

LODGING & OTHER: Choir ASB # 2347 fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 4 Female: 6 Total: 10

CERTIFICATED GROUP LEADER: Christine Mocha 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: Scott Mocha, #Gary Borchart

NAME(S) OF FEMALE SUPERVISORS: *Christine Mocha, #Kristen Vincent, #Lisa Borchart

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.

Site administrator verification that supervisors have been cleared: [Signature] Date: 4.12.19

Principal (signature required): [Signature] Date: 4/12/19

Superintendent: [Signature] Date: 4/24/19

Governing Board (if required): Date: