

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: 6/6/2019 SCHOOL: Saugus High School

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

TRIP DAYS/DATES: 9/11/19-9/15/19 DEPARTURE TIME: 4:00pm RETURN TIME: 10:00pm

DESTINATION: BYU Autumn Classic- Utah

METHOD OF TRANSPORTATION: Airplane, District Approved Drivers and Parents driving own child. to/from airport

*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: Compete against Nations top teams in preparation for Nationals and team bonding

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 2 DAYS OR _____ PERIODS

ACCOMMODATIONS (Include complete address): Hampton Inn, Orem 851 W.1250 South Orem, UT 84058

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for 2 DAYS OR _____ PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Fundraising/Donations

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Fundraising/Donations

LODGING & OTHER: Fundraising/Donations

NUMBER OF STUDENTS PARTICIPATING: Male: 14 Female: 0 Total: 14

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+ # Baxter Frick + #

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.

Site administrator verification that supervisors have been cleared: [Signature] Date: 7-10-19

Principal (signature required): [Signature] Date: 7-10-19

Superintendent: [Signature] Date: 7-18-19

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

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DATE OF REQUEST: 6/10/19 SCHOOL: Saugus High School
GROUP: Cross Country - Girls ADVISOR/COACH: Kevin Berns
TRIP DAYS/DATES: September 11 - 15, 2019 DEPARTURE TIME: 4:00 PM RETURN TIME: 10:00 PM
DESTINATION: BYU Autumn Classic - Utah

METHOD OF TRANSPORTATION TO DESTINATION: Parents driving only their child or district approved drivers to/from airport > Airplane

METHOD OF TRANSPORTATION WHILE AT DESTINATION (EX: FROM AIRPORT TO HOTEL OR HOTEL TO VENUE):
Rental vans with district approved drivers from airport/hotel/venue/hotel/airport

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PURPOSE OR JUSTIFICATION FOR TRIP: Compete against Nation's top teams preparing for Nationals & team bonding

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 2 DAYS OR _____ PERIODS

ACCOMMODATIONS (Include complete address): Hampton Inn - Orem - 851 W 1250, South Orem, UT 84058 (801) 426-8500

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 2 substitute(s) for 2 DAYS OR N/A PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Fundraising / Donations / Booster

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Fundraising / Donations / ASB / Booster

LODGING & OTHER: Fundraising / Donations / ASB / Booster

NUMBER OF STUDENTS PARTICIPATING: Male: 0 Female: 14 Total: 14

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 *#

NAME(S) OF FEMALE SUPERVISORS: Micayla Frankian +# Sheila 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: _____ Date: _____
Principal (signature required): [Signature] Date: _____
Superintendent: [Signature] Date: 7-18-19
Governing Board (if required): _____ Date: _____

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DATE OF REQUEST: 7-12-19 SCHOOL: Valencia
GROUP: VHS Band and Color Guard ADVISOR/COACH: Kelvin Flores
TRIP DAYS/DATES: October 25-27, 2019 DEPARTURE TIME: 09:00am RETURN TIME: 06:00pm
DESTINATION: Fairfield Inn (Convention Center), 3850 Paradise Rd., Las Vegas, NV 89169
METHOD OF TRANSPORTATION TO DESTINATION: Charter bus
METHOD OF TRANSPORTATION WHILE AT DESTINATION (EX: FROM AIRPORT TO HOTEL OR HOTEL TO VENUE):

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Marching Band Competition

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

ACCOMMODATIONS (Include complete address): Fairfield Inn, 3850 Paradise Rd., Las Vegas, NV 89169

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Booster Club

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Booster Club

LODGING & OTHER: Booster Club

NUMBER OF STUDENTS PARTICIPATING: Male: 47 Female: 57 Total: 104

CERTIFICATED GROUP LEADER: *Kelvin Flores 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: *Kelvin Flores, +Grant Horn, +Benjamin Upchurch, +Scott Ruiz, +William Wong

NAME(S) OF FEMALE SUPERVISORS: +Loraine Kohagen, +Megan Gade, +Alyssa Cooper, +Jessica Wilkins

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: _____ Date: 7/12/19

Principal (signature required): [Signature] Date: 7/12/19

Superintendent: [Signature] Date: 7-18-19

Governing Board (if required): _____ Date: _____