

#22268

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: 8/14/19 SCHOOL: William S. Hart High School
GROUP: Hart Regiment ADVISOR/COACH: Anthony Bailey
TRIP DAYS/DATES: Fri 10/18/19 - Sun 10/20/19 DEPARTURE TIME: 6:00 AM RETURN TIME: 4:30 PM
DESTINATION: Dublin High School 8151 Village Pkway, Dublin, CA 94568
METHOD OF TRANSPORTATION: Bus

*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING ☐ SCHOOL BUS ☒ CHARTER BUS (3)

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: Western Bands Association Tournament
HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 1 DAYS OR _____ PERIODS
ACCOMMODATIONS (Include complete address): Four Points Sheraton 5115 Hopyard Rd. Pleasanton, CA 94588
NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for 1 DAYS OR _____ PERIODS
FUNDING SOURCE FOR SUBSTITUTE TEACHERS: PFA

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:
TRANSPORTATION: Fundraising/Boosters/ASB
LODGING & OTHER: Fundraising/Boosters/ASB

NUMBER OF STUDENTS PARTICIPATING: Male: 65 Female: 63 Total: 128

CERTIFICATED GROUP LEADER: *Anthony Bailey 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: Pengcheng Zheng, Mauricio Solis, Anthony Garcia, Juan Gonzalez
✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

NAME(S) OF FEMALE SUPERVISORS: Shannon Buhle, Robyn Siroky, Vicki Darrow, Stacey Manchester,
Mary Jo Robinson, Ann DeMuth ✓

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: 8/15/19
Principal (signature required): [Signature] Date: 8/22/19
Superintendent: [Signature] Date: 8-23-19
Governing Board (if required): _____ Date: _____

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

☒ OVERNIGHT / OUT-OF-STATE TRIPS

DATE OF REQUEST: 8/20/19 SCHOOL: SAUGUS HIGH SCHOOL
GROUP: YEARBOOK ADVISOR/COACH: DARREN THOMAS
TRIP DAYS/DATES: SEPTEMBER 20-22, 2019 DEPARTURE TIME: 7:00 AM RETURN TIME: 3:00 PM
DESTINATION: DOUBLETREE BY HILTON, ANAHEIM

n/a

PURPOSE OR JUSTIFICATION FOR TRIP: YEARBOOK CONFERENCE - WALSWORTH ELITE WEEKEND

ACCOMMODATIONS (Include complete address): Doubletree by Hilton, 100 The City Dr, Orange, CA 92868

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: ASB Yearbook Trust

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Parents driving only their child

LODGING & OTHER: ASB Yearbook Trust Account (reimbursed by publisher)

NUMBER OF STUDENTS PARTICIPATING: Male: 0 Female: 3 Total: 3

CERTIFICATED GROUP LEADER: **Darren Thomas**

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: DARREN THOMAS *

NAME(S) OF FEMALE SUPERVISORS: STACY HARTMAN *

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Site administrator verification that supervisors have been cleared:

Date: 8/20/19

Principal (signature required):

Date: 8/20/19

Superintendent:

Date: 8/23/17

Governing Board (if required):

Date: _____

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DATE OF REQUEST: 8-9-19 SCHOOL: Valencia High School

GROUP: 2n4 Vocal Jazz & Soundwaves Vocal Jazz ADVISOR/COACH: Christine Mocha

TRIP DAYS/DATES: 11/7/19-11/9/19 DEPARTURE TIME: 2pm 11/7 RETURN TIME: 4pm 11/9

DESTINATION: Cuesta College CAMPUS - CA-1, San Luis Obispo, CA 93405

METHOD OF TRANSPORTATION TO DESTINATION: Charter Bus split with Rio Norte Jazz Choir

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

Charter bus

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PURPOSE OR JUSTIFICATION FOR TRIP: Vocal Jazz Festival Competition

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

ACCOMMODATIONS (Include complete address): Quality Suites 1631 Monterey St, San Luis Obispo, CA 93401

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: _____ substitute(s) for _____ DAYS OR 3 PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: #2346 Choir General

Charter bus

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Choir ASB #2346 and #2347 and fundraising

LODGING & OTHER: Choir ASB #2346 AND #2347

NUMBER OF STUDENTS PARTICIPATING: Male: 15 Female: 19 Total: 34

CERTIFICATED GROUP LEADER: Christine Tavares-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: *Jeffrey Gilbert, Scott Mocha Grant Anderson

NAME(S) OF FEMALE SUPERVISORS: Cathy Suen, Carla Bellefeuille, Jacque Anderson

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: 8/12/19

Principal (signature required): _____

Date: _____

Superintendent: [Signature]

Date: 8/15/18

Governing Board (if required): _____

Date: _____

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DATE OF REQUEST: 08/20/19 SCHOOL: Valencia HS

GROUP: Varsity Softball ADVISOR/COACH: Donna Lee

TRIP DAYS/DATES: 03/04/2020 - 03/08/2020 DEPARTURE TIME: 2:15 PM RETURN TIME: 4:00 PM

DESTINATION: Mohave HS, 2251 Hwy 95, Bullhead City, AZ 86442

METHOD OF TRANSPORTATION TO DESTINATION: Parents driving their own student-athletes

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

Parents driving their own student/athlete

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Tournament of Champions, Varsity Softball Tournament

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

ACCOMMODATIONS (Include complete address): Hotel Aquarius, 1900 S. Casino Dr., Laughlin, NV 89029

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: 43 - Athletics

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID: Parents driving their own student/athlete

TRANSPORTATION: N/A private vehicles

LODGING & OTHER: Valencia Softball ASB Trust Acct - Booster Funds

NUMBER OF STUDENTS PARTICIPATING: Male: _____ Female: 16 Total: 16

CERTIFICATED GROUP LEADER: Donna Lee

CELL PHONE: _____

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NAME(S) OF MALE SUPERVISORS: _____

NAME(S) OF FEMALE SUPERVISORS: * Donna Lee and Amy Moore

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: 8/21/19

Principal (signature required): [Signature]

Date: 8/21/19

Superintendent: [Signature]

Date: 8/23/19

Governing Board (if required): _____

Date: _____

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DATE OF REQUEST: 8/13/19 SCHOOL: Rio Norte Jr. High
 GROUP: Vocal JAZZ ADVISOR/COACH: Jeff Gilbert
 TRIP DAYS/DATES: 11/7/19 - 11/9/19 DEPARTURE TIME: 2:00 RETURN TIME: 4:00
 DESTINATION: San Luis Obispo - Costa College JAZZ Festival
 METHOD OF TRANSPORTATION: Bus with Valencia H.S.

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Vocal JAZZ Festival

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 1 DAYS OR 0 PERIODS

ACCOMMODATIONS (Include complete address): Quality Suites, 1631 Monterey St. San Luis Obispo CA

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: ASB

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

(✓) TRANSPORTATION: Fundraised

(✓) LODGING & OTHER: Fundraised

NUMBER OF STUDENTS PARTICIPATING: Male: 3 Female: 13 Total: 16

CERTIFICATED GROUP LEADER: Jeffrey Gilbert 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: Jeffrey Gilbert*

NAME(S) OF FEMALE SUPERVISORS: Marie Gilbert

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: ✓ Andy Asplund Date: Aug 20, 19

Principal: ✓ Andy Asplund Date: Aug 20, 19

Superintendent: ✓ [Signature] Date: 8/23-19

Governing Board (if required): _____ Date: _____

Revised 3/2013