

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: 10/4/19 SCHOOL: Canyon High School
GROUP: CHS Jazz & Acapella ADVISOR/COACH: Kelly Caswell
TRIP DAYS/DATES: November 8-9, 2019 DEPARTURE TIME: 8am RETURN TIME: 7 pm
DESTINATION: Cuesta College Vocal Jazz Festival

METHOD OF TRANSPORTATION TO DESTINATION: Bus

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

*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: Students perform, receive adjudication & watch other performers.

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

ACCOMMODATIONS (Include complete address): Best Western Royal Oak Hotel, 214 Madonna Rd. San Luis Obispo, CA 93405

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Choir Trust - ASB

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Choir Trust - ASB

LODGING & OTHER: Choir Trust - ASB

NUMBER OF STUDENTS PARTICIPATING: Male: 5 Female: 20 Total: 25

CERTIFICATED GROUP LEADER: Kelly Caswell 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: Nathan Caswell

NAME(S) OF FEMALE SUPERVISORS: *Kelly Caswell, Tina Reed, Angela Polanco

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: 10/9/2019

Principal (signature required): _____ Date: 10/11/19

Superintendent: Tina Reed Date: 10/28/19

Governing Board (if required): _____ Date: _____

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DATE OF REQUEST: 10/4/19 SCHOOL: Saugus High School
GROUP: Yearbook ADVISOR/COACH: Darren Thomas
TRIP DAYS/DATES: March 18-22, 2020 DEPARTURE TIME: 3/18 6:00 AM RETURN TIME: 3/22 6:00 PM
DESTINATION: Columbia University, New York

METHOD OF TRANSPORTATION TO DESTINATION: Parents Driving Own Child to/from airport / Air

METHOD OF TRANSPORTATION WHILE AT DESTINATION (EX: FROM AIRPORT TO HOTEL OR HOTEL TO VENUE):
Train and/or Subway to/from airport and between hotel/university

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Columbia Scholastic Press Association Convention

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 3 DAYS OR _____ PERIODS

ACCOMMODATIONS (Include complete address): Novotel New York Times Square, 226 W. 52nd St, New York, NY 10019

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 2 substitute(s) for 3 DAYS OR _____ PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: ASB - Yearbook Trust Account

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: ASB Yearbook Trust Account - 100% reimbursement by Walsworth Publishing per contract

LODGING & OTHER: ASB Yearbook Trust Account - 100% reimbursement by Walsworth Publishing per contract

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 Hartmann *

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: 10/8/19

Principal (signature required): [Signature] Date: 10/8/19

Superintendent: [Signature] Date: 10/20/19

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: 10/17/2019 SCHOOL: Valencia High School
GROUP: Varsity Girls Basketball ADVISOR/COACH: Kevin Honaker / Derek Ballard*
TRIP DAYS/DATES: 12/26 to 12/30/2019 DEPARTURE TIME: 10am RETURN TIME: 2pm
DESTINATION: San Francisco area - team stays in Concord
METHOD OF TRANSPORTATION: Parents will take their individual players

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

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PURPOSE OR JUSTIFICATION FOR TRIP: West Coast Jamboree - large tournament

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 0 DAYS OR 0 PERIODS (925)

ACCOMMODATIONS (Include complete address): Crowne Plaza - 45 John Glenn Drive, Concord, CA 94520 825-7700

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: _____

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Fundraising

LODGING & OTHER: Fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 0 Female: 12 Total: 12

CERTIFICATED GROUP LEADER: *Derek Ballard 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: Riley Honaker

NAME(S) OF FEMALE SUPERVISORS: Mariah Glasshoff

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: 10-18-19
Principal (signature required): [Signature] Date: 10/22/19
Superintendent: [Signature] Date: 10/25/19
Governing Board (if required): _____ Date: _____

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DATE OF REQUEST: 10-16-19 SCHOOL: Valencia

GROUP: DECA ADVISOR/COACH: Dennis Mifflin

TRIP DAYS/DATES: 1/10/20 to 1/12/20 DEPARTURE TIME: 1:00 RETURN TIME: 1:30

DESTINATION: Delta Hotels by Marriott Anaheim Garden Grove 12021 Harbor Blvd. Garden Grove, CA 92840

METHOD OF TRANSPORTATION TO DESTINATION: 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: CTE competition

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

ACCOMMODATIONS (Include complete address): Delta Hotels by Marriott Anaheim Garden Grove 12021 Harbor Blvd. Garden Grove, CA 92840

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: Perkins/incentive grant

LODGING & OTHER: registration by Perkins/incentive grant and hotels by student fundraisers

NUMBER OF STUDENTS PARTICIPATING: Male: 14 Female: 10 Total: 24

CERTIFICATED GROUP LEADER: Dennis Mifflin 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: Dennis Mifflin

NAME(S) OF FEMALE SUPERVISORS: Melissa Jenkins (West Ranch), LAUREN MILES (RN)

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: 10/16/19

Principal (signature required): _____ Date: 10/16/19

Superintendent: [Signature] Date: 10/23/19

Governing Board (if required): _____ Date: _____

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OVERNIGHT / OUT-OF-STATE TRIPS

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DATE OF REQUEST: 10/9/2019 SCHOOL: Valencia High School

GROUP: Boys Varsity Volleyball ADVISOR/COACH: Joshua Kornegay

TRIP DAYS/DATES: 3/6/2020 - 3/7/2020 DEPARTURE TIME: 10:00 AM RETURN TIME: 6:00 PM

DESTINATION: San Diego, CA

METHOD OF TRANSPORTATION TO DESTINATION: Parents driving their own students

METHOD OF TRANSPORTATION WHILE AT DESTINATION (EX: FROM AIRPORT TO HOTEL OR HOTEL TO VENUE):
Parents driving their own students

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Best of the West Varsity Tournament

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 0 DAYS OR 5 PERIODS

ACCOMMODATIONS (Include complete address): Springhill Suites, 12032 Scripps Highland Dr., San Diego, CA 92131

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 2 substitute(s) for 0 DAYS OR 5 PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: ASB Athletics

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:
Parents driving their own students

TRANSPORTATION: Parents Driving their own students

LODGING & OTHER: Fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 15 Female: 0 Total: 15

CERTIFICATED GROUP LEADER: Joshua Kornegay 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: *Joshua Kornegay, *David Duncan, Mark Knudsen ✓

NAME(S) OF FEMALE SUPERVISORS: N/A

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: 10/10/19

Principal (signature required): _____ Date: 10/15/19

Superintendent: Victor Engbrecht Date: 10/21/19

Governing Board (if required): _____ Date: _____

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OVERNIGHT / OUT-OF-STATE TRIPS

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DATE OF REQUEST: 10/9/2019 SCHOOL: Valencia High School

GROUP: Boys Varsity Volleyball ADVISOR/COACH: Joshua Kornegay

TRIP DAYS/DATES: 3/20/2020 - 3/21/2020 DEPARTURE TIME: 10:00 AM RETURN TIME: 6:00 PM

DESTINATION: San Diego, CA

METHOD OF TRANSPORTATION TO DESTINATION: Parents driving their own students

METHOD OF TRANSPORTATION WHILE AT DESTINATION (EX: FROM AIRPORT TO HOTEL OR HOTEL TO VENUE):
Parents driving their own students

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Beach Cities Invitational Tournament

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 0 DAYS OR 5 PERIODS

ACCOMMODATIONS (Include complete address): Sheraton La Jolla Hotel, 3299 Holiday Court, La Jolla, CA 92037

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 2 substitute(s) for 0 DAYS OR 5 PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: ASB Athletics

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:
Parents driving their own students

TRANSPORTATION: Parents Driving their own students

LODGING & OTHER: Fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 15 Female: 0 Total: 15

CERTIFICATED GROUP LEADER: Joshua Kornegay 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: *Joshua Kornegay, *David Duncan, Mark Knudsen

NAME(S) OF FEMALE SUPERVISORS: N/A

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: 10/10/19

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

Superintendent: [Signature] Date: 10/21/19

Governing Board (if required): _____ Date: _____

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DATE OF REQUEST: 9/24/2019 SCHOOL: WEST RANCH
GROUP: Boys Lacrosse Team ADVISOR/COACH: Mike Borsos
TRIP DAYS/DATES: 4/4, 4/5, 4/6 2020 DEPARTURE TIME: 8 am RETURN TIME: 9 pm
DESTINATION: Monterey California
METHOD OF TRANSPORTATION TO DESTINATION: Parents driving own student to/from event
METHOD OF TRANSPORTATION WHILE AT DESTINATION (EX: FROM AIRPORT TO HOTEL OR HOTEL TO VENUE):
Parents driving own student

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Lacrosse games Stevenson School, San Benito
HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 0 DAYS OR 0 PERIODS
ACCOMMODATIONS (Include complete address): Holiday Inn Express 1400 Del Monte Blvd Seaside CA 93955
NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 0 substitute(s) for 0 DAYS OR 0 PERIODS
FUNDING SOURCE FOR SUBSTITUTE TEACHERS: _____

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Parents
LODGING & OTHER: West Ranch Lacrosse Foundation

NUMBER OF STUDENTS PARTICIPATING: Male: 25 Female: _____ Total: 25

CERTIFICATED GROUP LEADER: Cassandra Perez-St. Antoine 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: Mike Borsos Head Coach, Brett Tietjen Asst HC

NAME(S) OF FEMALE SUPERVISORS: Cassandra Perez*

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: 10/14/19
Principal (signature required): _____ Date: 10/14/19
Superintendent: _____ Date: 10/21/19
Governing Board (if required): _____ Date: _____

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DATE OF REQUEST: 9/25/19 SCHOOL: West Ranch High School
GROUP: Choir ADVISOR/COACH: Molly Peters
TRIP DAYS/DATES: April 16 - 19, 2020 DEPARTURE TIME: 8:30am RETURN TIME: 3:00pm
DESTINATION: San Francisco / San Jose
METHOD OF TRANSPORTATION TO DESTINATION: Bus
METHOD OF TRANSPORTATION WHILE AT DESTINATION (EX: FROM AIRPORT TO HOTEL OR HOTEL TO VENUE):
Bus

*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: To participate in a forum festival, do an exchange at a high school in Bakersfield, CA., clinic with Jeffrey Benson.

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

ACCOMMODATIONS (Include complete address): Sheraton San Jose, 1801 Barber Lane, Milpitas, CA 95035

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Choir Donation Account

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Student Fundraising

LODGING & OTHER: Student Fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 8 Female: 22 Total: 30

CERTIFICATED GROUP LEADER: Molly Peters 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: Sean Bury

NAME(S) OF FEMALE SUPERVISORS: Molly Peters*, Katie Peters, Monica Adams

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: Donna M. Maggi Date: 9-30-19 + 10/18/19
Principal (signature required): [Signature] Date: 10/18/19
Superintendent: [Signature] Date: 10/25/19
Governing Board (if required): _____ Date: _____