

#22843

## 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: 11/6/19 SCHOOL: Hart High School  
 GROUP: Hart N Soul (choir) ADVISOR/COACH: Sarah Anders  
 TRIP DAYS/DATES: 2/13-14/20 DEPARTURE TIME: 6am RETURN TIME: 8pm  
 DESTINATION: Disneyland Resort  
 METHOD OF TRANSPORTATION: School 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: Career applications, performance

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

ACCOMMODATIONS (Include complete address): Disneyland Hotel 1150 W. Magic Way Anaheim, CA

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for 1 DAYS OR \_\_\_\_\_ PERIODS 92802

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: performing arts dept / principals fund

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Boosters

LODGING & OTHER: \_\_\_\_\_

NUMBER OF STUDENTS PARTICIPATING: Male: 9 Female: 21 Total: 30

CERTIFICATED GROUP LEADER: Sarah Anders 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: Chris Monjoy ✓

NAME(S) OF FEMALE SUPERVISORS: Sarah Anders ✓, Cynthia Monjoy ✓

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: (initials)

Date: 11/7/19

Principal (signature required): [Signature]

Date: 11/8/19

Superintendent: [Signature]

Date: 11/20/19

Governing Board (if required): \_\_\_\_\_

Date: \_\_\_\_\_

# 22868

**REQUEST FOR TRIP APPROVAL**

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☒ 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: 11/7/19 SCHOOL: William S. Hart High School  
 GROUP: Wind Ensemble and Jazz Band ADVISOR/COACH: Anthony Bailey  
 TRIP DAYS/DATES: 3/17 - 3/22/20 DEPARTURE TIME: Bus: 4:30pm RETURN TIME: Bus: 11:00 pm  
 DESTINATION: In-State: LAX, 1 World Way, Los Angeles, CA 90045 I Out-of-State: Walt Disney World Resort, Orlando, FL 32830  
 METHOD OF TRANSPORTATION: American Airlines - Fly Out: 3/17 9:55pm, Flight AA 2117 I Fly In: 3/22 10:32pm, Flight AA 2757. Disney Transportation Onsite During Trip

\*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING ☒ to/from airport SCHOOL BUS ☐ CHARTER BUS

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PURPOSE OR JUSTIFICATION FOR TRIP: Walt Disney World Resort Festival

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

ACCOMMODATIONS (Include complete address): Disney's Port Orleans Resort - Riverside, 1251 Riverside Dr. Orlando, FL, 32830

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: PFA

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Boosters/Fundraising

LODGING & OTHER: Boosters/Fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 34 Female: 18 Total: 52

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 Bailey\*

NAME(S) OF FEMALE SUPERVISORS: Vicki Darrow, MaryJo Robinson

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: 11/2/19

Principal (signature required): [Signature] Date: 11/8/19

Superintendent: [Signature] Date: 11/26/19

Governing Board (if required):        Date:

#22707

# REQUEST FOR TRIP APPROVAL

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DATE OF REQUEST: 11/6/19 SCHOOL: Hart High School

GROUP: Sound Vibes & Hartbreakers (choir) ADVISOR/COACH: Sarah Anders

TRIP DAYS/DATES: 3/28/20 - 4/1/20 DEPARTURE TIME: 3am RETURN TIME: 1am

DESTINATION: (Waikiki, Hawaii via LAX 1 World Way LA, CA)

METHOD OF TRANSPORTATION: School bus to/from LAX, Hawaiian Airlines

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Performance, cultural awareness, historical relationship

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

ACCOMMODATIONS (Include complete address): Hilton Hawaiian Village: 69-425 Waikoloa Beach Dr. Waikoloa, Hawaii 96738-5710

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for 3 DAYS OR 3 PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Perf. Arts Dept / Principals Fund

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Boosters

LODGING & OTHER: Boosters

NUMBER OF STUDENTS PARTICIPATING: Male: 14 Female: 44 Total: 58

CERTIFICATED GROUP LEADER: Sarah Anders\* 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: Sarah Anders\*, Amanda Richardson,

Maria Susia, Rudell, Donna Hahn, Grace (Joey) Huihui,

Dolores Roux-Jones, Myriam Levy, Jennifer Lopez,

Karen Van Why

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: 11/7/19

Principal (signature required): [Signature] Date: 11/20/19

Superintendent: [Signature] Date: 11/20/19

Governing Board (if required): \_\_\_\_\_ Date: \_\_\_\_\_

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DATE OF REQUEST: 11/4/19 SCHOOL: Saugus High School  
GROUP: Boys Varsity Basketball ADVISOR/COACH: Alfredo Manzano  
TRIP DAYS/DATES: December 26 - 31, 2019 DEPARTURE TIME: 10:00 AM RETURN TIME: 6:00 PM  
DESTINATION: San Diego, CA

METHOD OF TRANSPORTATION TO DESTINATION: Parents driving only their child.

METHOD OF TRANSPORTATION WHILE AT DESTINATION (EX: FROM AIRPORT TO HOTEL OR HOTEL TO VENUE):  
Parents driving only their child.

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Torrey Pines Basketball Tournament

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

ACCOMMODATIONS (Include complete address): Days INN - 133 Encinitas Blvd, Encinitas, CA 92024

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: N/A

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:  
Parents driving only their child.

TRANSPORTATION: Parents

LODGING & OTHER: Basketball Booster Club

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

CERTIFICATED GROUP LEADER: George Lopata 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: George Lopata \* ✓ Alfredo Manzano ✓ Darren Seow ✓  
Michael White ✓ Jacob Tobon ✓

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: \_\_\_\_\_

Date: 11-12-19

Principal (signature required): \_\_\_\_\_

Date: 11-12-19

Superintendent: \_\_\_\_\_

Date: 11/26/19

Governing Board (if required): \_\_\_\_\_

Date: \_\_\_\_\_

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Rev. 2/20/19

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DATE OF REQUEST: 11/8/2019 SCHOOL: Valencia High School

GROUP: Boys Varsity Volleyball ADVISOR/COACH: Josh Kornegay

TRIP DAYS/DATES: 2/21/2020 - 2/22/2020 DEPARTURE TIME: 2:00 PM RETURN TIME: 6:00 PM

DESTINATION: Clovis, Ca

METHOD OF TRANSPORTATION TO DESTINATION: Parents driving own students

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

Parents driving 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: Tri match between Clovis schools

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

ACCOMMODATIONS (Include complete address): Holiday Inn, 650 West Shaw Ave, Clovis, CA, 93612 (559) 297-0555

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: Parents driving 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: 11/12/19  
Principal (signature required): [Signature] Date: 11/12/19  
Superintendent: [Signature] Date: 11/26/19  
Governing Board (if required): \_\_\_\_\_ Date: \_\_\_\_\_