

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: December 5, 2019 SCHOOL: Canyon High School

GROUP: Canyon News Network / Canyon Film Class ADVISOR/COACH: Ryanne Meschkat

TRIP DAYS/DATES: March 10 - 15, 2020 DEPARTURE TIME: 7:00am RETURN TIME: 7:00pm

DESTINATION: Washington DC Hilton 1919 Connecticut Ave NW, Washington, DC 20009

METHOD OF TRANSPORTATION TO DESTINATION: Alaska Airlines Flight 1108, Parents will transport own student to/from airport.

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: Student Television Network 17th Annual National Convention

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 4 DAYS OR _____ PERIODS

ACCOMMODATIONS (Include complete address): Washington DC Hilton 1919 Connecticut Ave NW, Washington, DC 20009

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 3 substitute(s) for 4 DAYS OR _____ PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: CTE Funds (Perkins and CTEIG)

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Fundraising, Donations, CNN ASB Account

LODGING & OTHER: Fundraising, Donations, CNN ASB Account

NUMBER OF STUDENTS PARTICIPATING: Male: 17 Female: 10 Total: 27

CERTIFICATED GROUP LEADER: Ryanne Meschkat *

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: Taggart Lee *

NAME(S) OF FEMALE SUPERVISORS: Carrie Garcia *

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: 12/9/19

Principal (signature required): [Signature]

Date: 12/9/19

Superintendent: [Signature]

Date: 12/12/19

Governing Board (if required): _____

Date: _____

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DATE OF REQUEST: Nov. 19, 2019 SCHOOL: Hart Delta Flight # 1305
 GROUP: Hart Varsity Cheer team ADVISOR/COACH: L Parra Jaycee Schiente
 TRIP DAYS/DATES: Feb 5-10, 2020 Feb 5-10 DEPARTURE TIME: 10:55 pm RETURN TIME: 6:50 pm Delta
 DESTINATION: Orlando, FL. 407-939-1000 United # 1061
 METHOD OF TRANSPORTATION: parent transport own student to / from Flyaway or Airport.

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

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: National Competition for Cheer
 HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 3 DAYS OR Thurs, Fri, Monday PERIODS
 ACCOMMODATIONS (Include complete address): Disney Coronado Springs - 1000 W. Buena Vista Dr. Orlando, FL.
 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: Booster Donations - Cheer
 LODGING & OTHER: Booster Donations - Cheer

NUMBER OF STUDENTS PARTICIPATING: Male: 0 Female: 28 Total: 28

CERTIFICATED GROUP LEADER: Brooke Wanjon CELL PHONE: _____
 A minimum of two supervisors is required 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 employees of the District, and number sign (#) for persons that will transport students).

NAME(S) OF MALE SUPERVISORS: n/a

NAME(S) OF FEMALE SUPERVISORS: Stephanie Rydall, Raquel Marchant
Tia Shea, Jaycee Schiente, Erin Anderson, Brooke Wanjon

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: 12/3/19
 Principal (signature required): [Signature] Date: 12/4/19
 Superintendent: [Signature] Date: 12/12/19
 Governing Board (if required): _____ Date: _____

REQUEST FOR TRIP APPROVAL

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DATE OF REQUEST: 12-05-2019

SCHOOL: Hart High School

GROUP: Film Club/Video Production

ADVISOR/COACH: Mr. Howard

TRIP DAYS/DATES: 03-11-2020 to 03-15-2020

DEPARTURE TIME: Morning

RETURN TIME: Evening

DESTINATION: STN Convention - Washington Hilton - Washington DC

METHOD OF TRANSPORTATION TO DESTINATION: Airplane

parents will drop/pick up ^{own} students at Airport.

METHOD OF TRANSPORTATION WHILE AT DESTINATION (EX: FROM AIRPORT TO HOTEL OR HOTEL TO VENUE):
Event is at the hotel

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Video training/Competition

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

ACCOMMODATIONS (Include complete address): Washington Hilton 1919 Connecticut Ave NW, Washington DC

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: _____

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Donations made through Film Club

LODGING & OTHER: Donations made through Film Club

NUMBER OF STUDENTS PARTICIPATING: Male: 6 Female: 3 Total: 9

CERTIFICATED GROUP LEADER: John Howard* 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: John Howard*

NAME(S) OF FEMALE SUPERVISORS: Tessa Howard

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: Carl Ler

Date: 12/5/19

Principal (signature-required): [Signature]

Date: 12/6/19

Superintendent: [Signature]

Date: 12/12/19

Governing Board (if required): _____

Date: _____

#22998

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DATE OF REQUEST: 12/6/19 SCHOOL: William S. Hart High School
GROUP: Hart Color Guard ADVISOR/COACH: Anthony Bailey
TRIP DAYS/DATES: 3/13/20, 3/14/20, 3/15/20 DEPARTURE TIME: 3/13 - 6:00 AM RETURN TIME: 3/15 - 11:00 PM
DESTINATION: University of Nevada, Las Vegas: Cox Pavilion - 4505 S Maryland Parkway, Henderson, NV 89154
METHOD OF TRANSPORTATION: Bus

*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING ☐ SCHOOL BUS ☒ CHARTER BUS (1 bus)

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PURPOSE OR JUSTIFICATION FOR TRIP: WGI West Power Regional - Color Guard Competition

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

ACCOMMODATIONS (Include complete address): Hampton Inn & Suites, 6575 S. Eastern Ave, Las Vegas, NV, 89119

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

LODGING & OTHER: Fundraising/Boosters

NUMBER OF STUDENTS PARTICIPATING: Male: 0 Female: 20 Total: 20

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: *Anthony Garcia, Juan Gonzalez ✓

NAME(S) OF FEMALE SUPERVISORS: Shannon Buhle, Robyn Siroky, Emily Bruce, Stacey Manchester, Claudia Olea

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:

Principal (signature required): [Signature]

Superintendent: [Signature]

Governing Board (if required):

Date: 12/9/19
Date: 12/17/19
Date: 12/12/19
Date:

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

DATE OF REQUEST: December 13, 2019 SCHOOL: Saugus High School
GROUP: Cheer ADVISOR/COACH: Candace Rogers
TRIP DAYS/DATES: February 5th - 10th, 2020 DEPARTURE TIME: 8:00 AM 2/5/20 RETURN TIME: 2:30 PM 2/10/20
DESTINATION: Orlando, Florida

METHOD OF TRANSPORTATION WHILE AT DESTINATION (EX: FROM AIRPORT TO HOTEL OR HOTEL TO VENUE):
Walt Disney Shuttle to/from airport to resort

PURPOSE OR JUSTIFICATION FOR TRIP: Compete in UCA's National High School Cheerleading Competition

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Cheer Booster Club

LODGING & OTHER: Donations

CELL PHONE:

NAME(S) OF MALE SUPERVISORS: NONE

NAME(S) OF FEMALE SUPERVISORS: Amanda Clark* Candace Rogers+
Glenna Panarisi+ Particia Parker

Site administrator verification that supervisors have been cleared: _____ Date: 12/16/19

Principal (signature required): _____ Date: 12/16/19

Superintendent: _____ Date: 12/19/19

Governing Board (if required): _____ Date: _____

REQUEST FOR TRIP APPROVAL

02863

() 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: 12/2/19 SCHOOL: Valencia High School
 GROUP: Soundwaves Vocal Jazz Ensemble ADVISOR/COACH: Gilbert / Mocha
 TRIP DAYS/DATES: Fri Jan 24 - Sun Jan 26 2020 DEPARTURE TIME: 7am 1/24 RETURN TIME: 6pm 1/26
 DESTINATION: Folsom H.S. 1655 Iron Point Rd. Folsom
 METHOD OF TRANSPORTATION: District Approved Drivers

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Vocal Jazz Competition
 HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 1 DAYS OR _____ PERIODS
 ACCOMMODATIONS (Include complete address): Hilton Garden Inn, 221 Iron Point Rd Folsom Ca
 NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for _____ DAYS OR _____ PERIODS 95630
 FUNDING SOURCE FOR SUBSTITUTE TEACHERS: #2346 Choir ASB

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

☒ TRANSPORTATION: #2346
☒ LODGING & OTHER: #2346

NUMBER OF STUDENTS PARTICIPATING: Male: 7 Female: 10 Total: 18

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* Steven Griffith*
Andie Hillman Grant Anderson#

NAME(S) OF FEMALE SUPERVISOR: Carla Bellefeville* Susie Egami*
Jillian Griffith# 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 or league affiliated trips.

Site administrator verification that supervisors have been cleared: DM Date: 12/2/19
 Principal: [Signature] Date: 12/2/19
 Superintendent: [Signature] Date: 12/12/19
 Governing Board (if required): _____ Date: _____

Revised 3/2013

002863

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DATE OF REQUEST: 12/2/19 SCHOOL: Valencia H.S.GROUP: Two N' Four Vocal Jazz Ensemble ADVISOR/COACH: Gilbert / MochaTRIP DAYS/DATES: Fri Jan 24 - Sun Jan 26, 2020 DEPARTURE TIME: 7am RETURN TIME: 6pmDESTINATION: Folsom¹⁵ 1655 Iron Point Rd. Folsom¹²⁴, Ca. 95630¹²⁶METHOD OF TRANSPORTATION: District Approved Drivers

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Vocal Jazz CompetitionHOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 1 DAYS OR _____ PERIODSACCOMMODATIONS (Include complete address): Hilton Garden Inn, 221 Iron Point Rd Folsom, Ca. 95630NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for 1 DAYS* OR _____ PERIODSFUNDING SOURCE FOR SUBSTITUTE TEACHERS: #2346 Choir ASB general

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

☒ TRANSPORTATION: ASB Choir #2346☒ LODGING & OTHER: ASB Choir #2346NUMBER OF STUDENTS PARTICIPATING: Male: 8 Female: 10 Total: 18CERTIFICATED 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: Jim Evans#, Scott MochaNAME(S) OF FEMALE SUPERVISORS: Kristin Evans#, Ivy Pierson, Christine Mocha*#

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: [Signature] Date: 12/2/19Principal: [Signature] Date: 12/2/19Superintendent: [Signature] Date: 12/19/19

Governing Board (if required): _____ Date: _____

Revised 3/2013

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DATE OF REQUEST: 12/02/2019 SCHOOL: Valencia

GROUP: AFJROTC ADVISOR/COACH: Col Bricker

TRIP DAYS/DATES: 28 Feb - 1 Mar 2020 DEPARTURE TIME: 1pm RETURN TIME: 10pm

DESTINATION: Fontana Speedway - 9300 Cherry Ave, Fontana, CA 92335

METHOD OF TRANSPORTATION: Bus - Charter

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Leadership/Fundraising Event

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

ACCOMMODATIONS (Include complete address): 9300 Cherry Ave, Fontana CA 92335 / Camping on infield

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: NA

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Booster Club

LODGING & OTHER: Booster Club

NUMBER OF STUDENTS PARTICIPATING: Male: 48 Female: 48 Total: 96

CERTIFICATED GROUP LEADER: Chris Bricker 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 Bricker (teacher), Steve Hull, Mark Hogan, Wesley Fox, Greg Chlebek

NAME(S) OF FEMALE SUPERVISORS: * Billie Legier (teacher), Debbie Bricker (teacher), Thayle Hogan (sub teacher), Marissa Hull

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: 12/2/19

Principal (signature required): [Signature] Date: 12/2/19

Superintendent: [Signature] Date: 12/12/19

Governing Board (if required): _____ Date: _____

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DATE OF REQUEST: 12-3-19 SCHOOL: Valencia

GROUP: DECA ADVISOR/COACH: Dennis Mifflin

TRIP DAYS/DATES: February 28-March 2nd, 2020 DEPARTURE TIME: 8am RETURN TIME: 6pm

DESTINATION: Santa Clara Convention Center 5001 Great America Pkwy, Santa Clara, CA 95054

METHOD OF TRANSPORTATION TO DESTINATION: Flying Southwest Airlines, Parents driving own students to/from airport

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

*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: DECA CTE event

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

ACCOMMODATIONS (Include complete address): Hyatt Regency Santa Clara 5101 Great America Pkwy, Santa Clara, CA 95054

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Perkins/Incentive Grant

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Perkins/Incentive grant/student fundraisers

LODGING & OTHER: Perkins/Incentive grant/ student fundraisers

NUMBER OF STUDENTS PARTICIPATING: Male: 6 Female: 6 Total: 12

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 DECA advisor) ✓

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: 12/3/19

Principal (signature required): [Signature]

Date: 12/5/19

Superintendent: [Signature]

Date: 12/12/19

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

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: December 16, 2019 SCHOOL: Valencia High School

GROUP: Boys Tennis Team JV & Varsity ADVISOR/COACH: Annie Kellogg/Jen Azevedo

TRIP DAYS/DATES: March 5-7, 2020 DEPARTURE TIME: 3/5 1 pm RETURN TIME: 3/7 8 pm

DESTINATION: California Tennis Classic in Clovis/Fresno, CA

METHOD OF TRANSPORTATION TO DESTINATION: Parents driving their own students +/- or district approved driver

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

Parents driving own students +/- or district approved driver

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Tennis Tournement

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 1 DAYS OR 1 PERIODS 559-431-0004

ACCOMMODATIONS (Include complete address): Springhill Suites Marriott, 6844 N. Fresno St. Fresno Ca 93710

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Athletics

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Fundraising

LODGING & OTHER: Fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 20 Female: 0 Total: 20

CERTIFICATED GROUP LEADER: Annie Kellogg 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 Null, Jackson Boxall +

NAME(S) OF FEMALE SUPERVISORS: *Anne Kellogg, Jen Azevedo #

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: 12/17/19

Principal (signature required): [Signature] Date: 12/17/19

Superintendent: [Signature] Date: 12/19/19

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: 12/19/2019 SCHOOL: Valencia High School

GROUP: Medical Science Academy ADVISOR/COACH: Jonathan Gedalia, Joe Monteleone

TRIP DAYS/DATES: 04/01/2020 - 04/05/2020 DEPARTURE TIME: 1200 RETURN TIME: 1600

DESTINATION: Hyatt Regency Long Beach - 200 S. Pine Ave. Long Beach, CA 90802

METHOD OF TRANSPORTATION TO DESTINATION: School Bus

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

N/A, walking

*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: Cal-HOSA State Leadership Conference/Competition

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

ACCOMMODATIONS (Include complete address): Hyatt Regency Long Beach - 200 S. Pine Ave. Long Beach, CA 90802

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 4 substitute(s) for 3 DAYS OR PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Perkins

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Perkins Grant

LODGING & OTHER: Club Fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 36 Female: 105 Total: 141

CERTIFICATED GROUP LEADER: Jonathan Gedalia 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: Jonathan Gedalia*, Joe Monteleone*, Marc Kraidman*, Jeff Gilkey*, Thomas Flores* (FN)

NAME(S) OF FEMALE SUPERVISORS: Tamara Desso*, Nicole Wertz*, Denise Fernandez, Sherly Fletcher, Mona Yen, Ann Hazard, Mona Galli

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: *10/20/19*

Principal (signature required):  Date: 12/19/19

Superintendent: _____ Date: 12/30/19

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

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: 12-3-19 SCHOOL: Valencia

GROUP: DECA ADVISOR/COACH: Dennis Mifflin

TRIP DAYS/DATES: April 28- May 2nd, 2020 DEPARTURE TIME: 8am RETURN TIME: 8pm

DESTINATION: Nashville Convention Center, 601 Commerce St, Nashville, TN

METHOD OF TRANSPORTATION TO DESTINATION: Flying Southwest Airlines, Parents driving own student to/from airport

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

Taxi from airport to hotel, DECA shuttle and walking at venue.

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

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PURPOSE OR JUSTIFICATION FOR TRIP: DECA CTE National competition

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 4 DAYS OR PERIODS

ACCOMMODATIONS (Include complete address): (expected hotel) Hyatt Place Nashville 301 3rd Avenue South, Nashville, TN 37201

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for 4 DAYS OR PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Perkins/Incentive Grant

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID?

TRANSPORTATION: Perkins/Incentive grant/student fundraisers

LODGING & OTHER: Perkins/Incentive grant/ student fundraisers

NUMBER OF STUDENTS PARTICIPATING: Male: 3 Female: 2 Total: 5

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 DECA advisor)

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: 12/3/19

Principal (signature required): [Signature]

Date: 12/3/19

Superintendent: [Signature]

Date: 12/12/19

Governing Board (if required):

Date:

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

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.

METHOD OF TRANSPORTATION WHILE AT DESTINATION (EX: FROM AIRPORT TO HOTEL OR HOTEL TO VENUE): Parents transporting own students from venue back

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.

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: None

LODGING & OTHER: Parents staying with own student

CERTIFICATED GROUP LEADER: Casen Burrill ✓ 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).

✓ Brady Burrill *

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.

Governing Board (if required): _____ Date: _____