

☐ DAY TRIP OUTSIDE LOS ANGELES, VENTURA, ORANGE AND RIVERSIDE COUNTIES (East of I-215)
☒ OVERNIGHT / OUT-OF-STATE TRIPS

DATE OF REQUEST: 12/10/19 SCHOOL: Canyon High School
GROUP: Canyon ASB ADVISOR/COACH: Herinx
TRIP DAYS/DATES: March 28-30, 2020 DEPARTURE TIME: 9:00 AM RETURN TIME: 3:00 PM
DESTINATION: DoubleTree Hilton Ontario, 222 N. Vineyard Ave, Ontario CA 91764
METHOD OF TRANSPORTATION TO DESTINATION: BUS

Rev. 2/20/19

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: 1/6/20 SCHOOL: Saugus High School

GROUP: Theater • Drama ADVISOR/COACH: Gina Painter

TRIP DAYS/DATES: 2/7/20 to 2/9/20 DEPARTURE TIME: 10:00 AM RETURN TIME: 10:00 PM

DESTINATION: Anaheim, California - Musical Theatre Competitions of America. / Disneyland

METHOD OF TRANSPORTATION TO DESTINATION: School Bus

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

*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: Musical Theatre Competitions of America. / Disneyland - Educational workshops / Performance Opportunity.

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

ACCOMMODATIONS (Include complete address): Hilton Hotel • 777 W Convention Way, Anaheim, CA 92802 • (714) 750-4321

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Fundraising - ASB Trust Account

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Donations

LODGING & OTHER: Musical Theatre Competitions of America • Donation

NUMBER OF STUDENTS PARTICIPATING: Male: 8 Female: 18 Total: 26

CERTIFICATED GROUP LEADER: Gina Painter 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: Von Houg

NAME(S) OF FEMALE SUPERVISORS: * Gina Painter, Julia Haimowitz

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: 1-6-20

Principal (signature required): [Signature] Date: 1-6-20

Superintendent: [Signature] Date: 1/15/2020

Governing Board (if required): Date:

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DATE OF REQUEST: 1/6/2020 SCHOOL: Saugus High School

GROUP: Video Production / Saugus Network News ADVISOR/COACH: Wade Williams

TRIP DAYS/DATES: March 10-15, 2020 DEPARTURE TIME: 11:45 PM 3/9/20 RETURN TIME: 6:45 PM 3/15/20

DESTINATION: Washington DC, STN Convention

METHOD OF TRANSPORTATION TO DESTINATION: Parents driving their child only to/from LAX, Air from LAX to DC

METHOD OF TRANSPORTATION WHILE AT DESTINATION (EX: FROM AIRPORT TO HOTEL OR HOTEL TO VENUE):
Shuttle to/from airport. Public transportation while in DC

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Participate in the Student Television Network Convention

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

ACCOMMODATIONS (Include complete address): Washington Hilton-1919 Connecticut Ave NW, Washington DC 20009 (202) 483-3000

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Perkins

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Booster Club Donations for Students / Perkins for Teacher

LODGING & OTHER: Booster Club Donations for Students / Perkins for Teacher

NUMBER OF STUDENTS PARTICIPATING: Male: 11 Female: 0 Total: 11

CERTIFICATED GROUP LEADER: Wade Williams

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: Wade Williams * ✓

NAME(S) OF FEMALE SUPERVISORS: Erika Derry ✓ Tracy Diaz ✓

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: 1/7/20

Principal (signature required): [Signature] Date: 1/7/20

Superintendent: [Signature] Date: 1/25/2020

Governing Board (if required): Date:

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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: 12/12/2019

SCHOOL: Valencia

GROUP: Speech and Debate

ADVISOR/COACH: Ashley Garrett

TRIP DAYS/DATES: Feb 7 - 10, 2020

DEPARTURE TIME: 4pm

RETURN TIME: 6pm

DESTINATION: Stanford University, 555 Bryant Street #599, Palo Alto, CA 94301

METHOD OF TRANSPORTATION TO DESTINATION: Air, Parents driving own students 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: Speech and Debate Stanford Invitational Tournament

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

ACCOMMODATIONS (Include complete address): Santa Clara Marriott, 2700 Mission College Blvd., Santa Clara, CA 95054

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: fundraising

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: fundraising

LODGING & OTHER: fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 9 Female: 9 Total: 18

CERTIFICATED GROUP LEADER: *Ashley Garrett

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: Robert Swartz

NAME(S) OF FEMALE SUPERVISORS: Jan Swartz

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: 1/23/2020

Principal (signature required): [Signature]

Date: 1/22/20

Superintendent: [Signature]

Date: 1/27/2020

Governing Board (if required): _____

Date: _____

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DATE OF REQUEST: 1/15/2020 SCHOOL: West Ranch High School

GROUP: Boys Tennis Team ADVISOR/COACH: Jackie Resler

TRIP DAYS/DATES: March 5th - March 8th, 2020 DEPARTURE TIME: noon RETURN TIME: 8pm

DESTINATION: Clovis, CA - California Tennis Classic

METHOD OF TRANSPORTATION TO DESTINATION: Certified District Drivers / Parents driving own

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

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Boys will be playing in tournament.

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 0 DAYS OR 2 PERIODS

ACCOMMODATIONS (Include complete address): Comfort Suites Clovis 143 Clovis Ave Clovis, CA 93612

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: Parent Drivers (Certified by District), Parents driving own Students

LODGING & OTHER: Budget and Fundraising

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

CERTIFICATED GROUP LEADER: Bandy Smith (Teacher) * CELL PHONE: _____

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NAME(S) OF MALE SUPERVISORS: Duffy Woodland, Paul Orszag (Coach) +

NAME(S) OF FEMALE SUPERVISORS: Jackie Resler (Coach) + Laura Uribe-Schad (Cert Driver) #
Kelli Schloemer (Cert Driver) #

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: 1/17/2020

Principal (signature required): _____ Date: 1/23/20

Superintendent: _____ Date: 1/27/2020

Governing Board (if required): _____ Date: _____

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DATE OF REQUEST: 1/14/20 SCHOOL: West Ranch HS
GROUP: Colorguard ADVISOR/COACH: Jason Marshall
TRIP DAYS/DATES: 3/13/20-3/15/20 DEPARTURE TIME: 7:30am RETURN TIME: 11:30pm
DESTINATION: Las Vegas, Nevada

METHOD OF TRANSPORTATION TO DESTINATION: Chartered Motor Coach

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

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

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PURPOSE OR JUSTIFICATION FOR TRIP: WGI Super Regional Colorguard Competition

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

ACCOMMODATIONS (Include complete address): Hampton Inn & Suites 3245 St. Rose Pkwy., Henderson, NV, 89052

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: 0 Female: 21 Total: 21

CERTIFICATED GROUP LEADER: Jason Marshall 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: Jason Marshall*

NAME(S) OF FEMALE SUPERVISORS: Esther Kamp, Robyn Kamp, Kelsey Crone

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: Robyn M. Marshall Date: 1-14-20

Principal (signature required): [Signature] Date: 1/15/20

Superintendent: [Signature] Date: 1/23/2020

Governing Board (if required): Date:

Revised 3/2013

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

DATE OF REQUEST: 1/14/20 SCHOOL: West Ranch
GROUP: Percussion ADVISOR/COACH: Jason Marshall
TRIP DAYS/DATES: April 14-19, 2020 DEPARTURE TIME: 8am RETURN TIME: 5pm
DESTINATION: Dayton, Ohio

METHOD OF TRANSPORTATION: Commercial Airline & Chartered Motor Coach, Parents will be transporting own
 *IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING ☐ SCHOOL BUS ☒ CHARTER BUS Students to / from airport

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

PURPOSE OR JUSTIFICATION FOR TRIP: Students will be performing in WGI World Percussion Championships

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

ACCOMMODATIONS (Include complete address): Holiday Inn Dayton/Fairborn 2800 Presidential Dr., Fairborn, OH 45324

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for 4 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: 20 Female: 3 Total: 23

CERTIFICATED GROUP LEADER: Jason Marshall

CELL PHONE:

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NAME(S) OF MALE SUPERVISORS: Jason Marshall*, Julio Diaz, Philip Idel

NAME(S) OF FEMALE SUPERVISORS: Vivian Rodriguez

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: 1-14-20.

Principal (signature required):

Date: 1/15/20

Superintendent:

Date: 1/23/2020

Governing Board (if required):

Date:

Revised 3/2013

White / Superintendent's Office Green / Transportation Pink / School Gold / Originator

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DATE OF REQUEST: 1-14-20 SCHOOL: West Ranch High School
GROUP: FBLA ADVISOR/COACH: Brosche
TRIP DAYS/DATES: 4/23/20-4/26/20 DEPARTURE TIME: 1pm RETURN TIME: 1pm
DESTINATION: Ontario Convention Center

METHOD OF TRANSPORTATION: Personal Auto, Parents driving own student to/from event

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

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PURPOSE OR JUSTIFICATION FOR TRIP: FBLA State Leadership Conference/Competition

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 1.333 DAYS OR 4 PERIODS

ACCOMMODATIONS (Include complete address): Double Tree: 222 N Vineyard Ave, Ontario, CA 91764

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: FBLA ASB Account

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: NA

LODGING & OTHER: Students and/or FBLA ASB Account

NUMBER OF STUDENTS PARTICIPATING: Male: 4 Female: 5 Total: 9

CERTIFICATED GROUP LEADER: Tanja Brosche 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 (Valencia FBLA Adviser) and Paul Brosche (approved chaperone)

NAME(S) OF FEMALE SUPERVISORS: Tanja Brosche*

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: 1/14/2020
Principal (signature required): _____ Date: 1/15/20
Superintendent: _____ Date: 1/23/2020
Governing Board (if required): _____ Date: _____

Revised 3/2013

White / Superintendent's Office Green / Transportation Pink / School Gold / Originator

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DATE OF REQUEST: 11/13/19 SCHOOL: Placerita J-High
 GROUP: Kid Flix ADVISOR/COACH: Paul Kass
 TRIP DAYS/DATES: Mon Mar 9, 2020 - Mon Mar 16 DEPARTURE TIME: 6pm RETURN TIME: 90pm
 DESTINATION: Washington DC / Gettysburg, PA
 METHOD OF TRANSPORTATION: Airplane and buses - Parents will transport own student to/from flyaway bus
 *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: Student Television Network Convention

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

ACCOMMODATIONS (Include complete address): Holiday Inn Express, 1871 Gettysburg Village Dr., PA
Washington Hilton, 1919 Connecticut Ave., DC,

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: SFA

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

() TRANSPORTATION: Fundraising / Donations

() LODGING & OTHER: Fundraising / Donations

NUMBER OF STUDENTS PARTICIPATING: Male: 7 Female: 7 Total: 14

CERTIFICATED GROUP LEADER: Paul Kass 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: Paul Kass *
✓ Baxter Frick

NAME(S) OF FEMALE SUPERVISORS: ✓ Nancy Daily

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: 12/12/19

Principal: [Signature]

Date: 12/12/19

Superintendent: [Signature]

Date: 11/23/2020

Governing Board (if required): _____

Date: _____

Revised 3/2013