

# 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: 1/17/2020 SCHOOL: Canyon High School  
GROUP: Band & Choir ADVISOR/COACH: Stephen Hufford & Kelly Caswell  
TRIP DAYS/DATES: April 3- April 7, 2020 DEPARTURE TIME: 4am RETURN TIME: 7pm  
DESTINATION: New York City, New York

METHOD OF TRANSPORTATION TO DESTINATION: Airplane, Bus to / from airport

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

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Band & Choir Students will perform at Carnegie Hall under the direction of renowned conductors. We will see a professional Broadway Show.

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

ACCOMMODATIONS (include complete address): Doubletree by Hilton Newark Airport Hotel, 128 Frontage Road, Newark, NJ, 07114

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Band Boosters/ ASB Choir Trust

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Fundraising

LODGING & OTHER: Fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 27 Female: 26 Total: 53

CERTIFICATED GROUP LEADER: Stephen Hufford and 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: Stephen Hufford \*, Nathan Caswell, Grant Bubar+, Mark de la Vega+

NAME(S) OF FEMALE SUPERVISORS: Kelly Caswell\*, Shellie Holcombe\*, Amy Brandenstein, 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: [Signature] Date: 1/28/20

Principal (signature required): [Signature] Date: 1/21/20

Superintendent: [Signature] Date: 2/5/2020

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

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DATE OF REQUEST: 1-15-20 SCHOOL: Canyon High School

GROUP: Baseball ADVISOR/COACH: Justin Stark

TRIP DAYS/DATES: April 6-9/2020 DEPARTURE TIME: 10:00am RETURN TIME: 8:00 pm

DESTINATION: San Diego

METHOD OF TRANSPORTATION TO DESTINATION: Parent/Guardian is responsible for their child's transportation

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: To participate in a baseball tournament

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

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

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: Parents transport own student

LODGING & OTHER: Parents staying w/own student only

NUMBER OF STUDENTS PARTICIPATING: Male: 18 Female: 0 Total: 18

CERTIFICATED GROUP LEADER: Derek Rusk\* 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: Baseball Coaching Staff, all of whom have been cleared by the district. 1) Justin Stark, 2) Michael Adachi, 3) Jeremy Leonardo, 4) Jimmy Ortega, 5) Chris Serrano.

NAME(S) OF FEMALE SUPERVISORS: 0

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: 1/15/20

Principal (signature required): [Signature] Date: 1/27/20

Superintendent: [Signature] Date: 2/5/2020

Governing Board (if required):        Date:

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DAY TRIP OUTSIDE LOS ANGELES, VENTURA, ORANGE AND RIVERSIDE COUNTIES (East of I-215)  
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DATE OF REQUEST: 1/23/2020 SCHOOL: Golden Valley High School

GROUP: Vocal Arts ADVISOR/COACH: Berean Haddad

TRIP DAYS/DATES: Friday, 3/20 - Saturday, 3/21/2020 DEPARTURE TIME: 12 noon RETURN TIME: midnight or sooner

DESTINATION: Friday: Los Alamitos High School; Saturday: John F. Kennedy High School

METHOD OF TRANSPORTATION TO DESTINATION: School 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: Competitions

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

ACCOMMODATIONS (Include complete address): Best Western Los Alamitos Inn & Suites: 10591 Los Alamitos Blvd. Los Alamitos, CA 90720

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: \_\_\_\_\_

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: GV Vocal Arts Boosters

LODGING & OTHER: GV Vocal Arts Boosters

NUMBER OF STUDENTS PARTICIPATING: Male: 16 Female: 27 Total: 43

CERTIFICATED GROUP LEADER: Berean Haddad 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: Spencer Caduff+, and Cris Padilla (cleared volunteer)

NAME(S) OF FEMALE SUPERVISORS: Sharron March\*, Anna Castillo (cleared volunteer) and Mel Mullenger+

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: 2/5/2020

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

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DATE OF REQUEST: JAN 13, 2020 SCHOOL: VALENCIA HIGH SCHOOL

GROUP: VARSITY GIRLS LACROSSE ADVISOR/COACH: COACH - CYNTHIA HASSEMAN  
ADVISOR - JOANNA LOPEZ

TRIP DAYS/DATES: MARCH 20 - 22, 2020 DEPARTURE TIME: 0800 RETURN TIME: 2200

DESTINATION: LICK-WILMORING HIGH SCHOOL, UNIVERSITY HIGH SCHOOL - SF

METHOD OF TRANSPORTATION: POV - PARENTS AND DISTRICT APPROVED DRIVERS  
Driving Own Student

\*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: VARSITY GLAX - TWO GAMES AND TEAM RETREAT

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

ACCOMMODATIONS (Include complete address): FOUR POINTS SHERATON 1603 POWELL ST., EMERYVILLE, CA

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 0 substitute(s) for 0 DAYS OR 0 PERIODS 94608

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: N/A (510) 547-7888

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

( ) TRANSPORTATION: fundraising

( ) LODGING & OTHL: fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 0 Female: 25 Total: 25

CERTIFICATED GROUP LEADER: JOANNA LOPEZ \* 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: BRENT HASSEMAN; TIM WEBER, ZEPOLETA IMO, BRETT

CUSTODIA

NAME(S) OF FEMALE SUPERVISORS: CYNTHIA HASSEMAN # Valena

Sarah Weber #, Valena Sahagun #, BROOKE BAMBRICK,

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: Jallen Date: 1/22/20

Principal: [Signature] Date: 1/21/20

Superintendent: [Signature] Date: 2/10/2020

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

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DATE OF REQUEST: 1-15-20 SCHOOL: Valencia

GROUP: FBLA ADVISOR/COACH: Dennis Mifflin

TRIP DAYS/DATES: April 23rd -26,2020 DEPARTURE TIME: 12 noon RETURN TIME: 11 am

DESTINATION: Ontario Convention Center 2000 E Convention Center Way, Ontario, CA 91764

METHOD OF TRANSPORTATION TO DESTINATION: District Van

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

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PURPOSE OR JUSTIFICATION FOR TRIP: CTE competition

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 1 1/2 DAYS OR \_\_\_\_\_ PERIODS

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

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: FBLA GRANT / ASB # 2633

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: FBLA GRANT / ASB # 2633

LODGING & OTHER: 1/2 student fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 4 Female: 3 Total: 7

CERTIFICATED GROUP LEADER: Dennis Mifflin CELL PHONE: \_\_\_\_\_

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NAME(S) OF MALE SUPERVISORS: \* Dennis Mifflin #

NAME(S) OF FEMALE SUPERVISORS: \* Tanja Brosche (West Ranch Teacher) #

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: 1/24/20

Superintendent: [Signature] Date: 2/20/2020

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

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DATE OF REQUEST: 1/17/2020 SCHOOL: West Ranch Dance Team  
GROUP: Dance Team ADVISOR/COACH: TAMMIE Johnston  
TRIP DAYS/DATES: Feb. 28 - March 3, 2020 DEPARTURE TIME: 8am 3/28 RETURN TIME: 10:30pm 3/3

DESTINATION: Contest of Champions in Orlando, Florida  
METHOD OF TRANSPORTATION TO DESTINATION: students own parents transport to/from airport  
METHOD OF TRANSPORTATION WHILE AT DESTINATION (EX. FROM AIRPORT TO HOTEL OR HOTEL TO VENUE): airport shuttle to, and from airport to hotel (Disney Magical Express)  
\*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING  SCHOOL BUS  CHARTER BUS

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PURPOSE OR JUSTIFICATION FOR TRIP: Nationals Dance Competition  
HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 3 DAYS OR \_\_\_\_\_ PERIODS  
ACCOMMODATIONS (Include complete address): Disney Coronado Springs Resort: 700 S Victory Way Orlando, FL 34747

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: \_\_\_\_\_ substitute(s) for \_\_\_\_\_ DAYS OR \_\_\_\_\_ PERIODS  
FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Fundraising & Dance Team Boosters

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:  
TRANSPORTATION: \_\_\_\_\_  
LODGING & OTHER: Fundraising & Dance Team Boosters

NUMBER OF STUDENTS PARTICIPATING: Male: \_\_\_\_\_ Female: 15 Total: 15  
CERTIFICATED GROUP LEADER: Tammie Johnston 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: \_\_\_\_\_  
NAME(S) OF FEMALE SUPERVISORS: \*TAMMIE Johnston, Megan Deffenbaugh

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. Mangold Date: 1/21/20  
Principal (signature required): [Signature] Date: 1/23/20  
Superintendent: [Signature] Date: 2/3/2020  
Governing Board (if required): \_\_\_\_\_ Date: \_\_\_\_\_

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DATE OF REQUEST: 1/17/2020 SCHOOL: West Ranch High School  
GROUP: Dance Team ADVISOR/COACH: TAMMIE Johnston  
TRIP DAYS/DATES: March 21, 22, 2020 DEPARTURE TIME: 1am RETURN TIME: 11pm  
DESTINATION: West Coast Elite Nationals  
METHOD OF TRANSPORTATION TO DESTINATION: parents will transport their own kids  
METHOD OF TRANSPORTATION WHILE AT DESTINATION (EX: FROM AIRPORT TO HOTEL OR HOTEL TO VENUE):  
WALK

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Nationals Dance Competition

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

ACCOMMODATIONS (Include complete address): Wishn Hotel located at 333 E Ocean Blvd, Long Beach, CA 90801

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Fundraising & Dance Team Booster

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: \_\_\_\_\_

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

NUMBER OF STUDENTS PARTICIPATING: Male: \_\_\_\_\_ Female: 15 Total: 15

CERTIFICATED GROUP LEADER: TAMMIE Johnston 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: \_\_\_\_\_

NAME(S) OF FEMALE SUPERVISORS: Megan Deffenbaugh & Tammie Johnston\*

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: Vernon M. Masferrer Date: 1-21-20

Principal (signature required): [Signature] Date: 1/23/20

Superintendent: [Signature] Date: 2/3/2020

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

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DATE OF REQUEST: 1/27/20 SCHOOL: Rio Norte Junior High  
GROUP: Music Dept. ADVISOR/COACH: Jeff Gilbert  
TRIP DAYS/DATES: March 27-28, 2020 DEPARTURE TIME: 12:00 PM RETURN TIME: 1:00 AM  
DESTINATION: La Habra, Santa Ana, Anaheim - 'Music Festivals'  
METHOD OF TRANSPORTATION: Bus

\*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING: ( ) SCHOOL BUS - LEVEL(S) 2 ( ) CHARTER BUS - LEVEL(S) \_\_\_\_\_

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: Music Festivals - Band / choir

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

ACCOMMODATIONS (Include complete address): Paradise Pier Hotel, 1717 S. Disneyland Dr, Anaheim

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: ASB - Music 2815

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Fundraising  
 LODGING & OTHER: Fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 35 Female: 61 Total: 96

CERTIFICATED GROUP LEADER: Jeff 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: Ron Ippolito\* sie Khalil\* Guill Espinosa,  
Amit Ghoshal

NAME(S) OF FEMALE SUPERVISORS: Laura Grotter\*,  
Brandi DeVore, Hala Senoufi, Rebecca McDonald, Dana LaPoint,  
Melinda Katembwa\* Terry Collier, Dee Meagher,  
Marnie 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 Apple Date: 1/28/20  
Principal: \* Andy Apple Date: 1/28/20  
Superintendent: W. G. ... Date: 2/5/2020  
Governing Board (if required): \_\_\_\_\_ Date: \_\_\_\_\_