

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: 02/07/2020 SCHOOL: Canyon High School
GROUP: Canyon High School Theatre ADVISOR/COACH: Arthur Miller
TRIP DAYS/DATES: 03/20/2020 - 03/21/2020 DEPARTURE TIME: 7:30 am RETURN TIME: 9:00 pm
DESTINATION: Fullerton College 321 E. Chapman Avenue Fullerton, CA 92832
METHOD OF TRANSPORTATION TO DESTINATION: Bus

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

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Annual Fullerton College Theatre Festival Competition

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

ACCOMMODATIONS (Include complete address): Hotel Fullerton 1500 S. Raymond Avenue Fullerton, CA 92832

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: ASB Site (*44)

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: ASB / Drama #2706

LODGING & OTHER: Drama Account (ASB) #2706

NUMBER OF STUDENTS PARTICIPATING: Male: 6 Female: 29 Total: 35

CERTIFICATED GROUP LEADER: Arthur Miller 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: Adam Lieberman

*Arthur Miller

NAME(S) OF FEMALE SUPERVISORS: Sally Lieberman, Wendy Cockerell

Kasimir Marx

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: 2/12/20

Principal (signature required): [Signature]

Date: 2/12/20

Superintendent: [Signature]

Date: 2/25/2020

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: 2/11/2020 SCHOOL: Hart High School
GROUP: Boys Track and Field ADVISOR/COACH: John Ahart
TRIP DAYS/DATES: 3/20-3/22/2020 DEPARTURE TIME: 8:00 am RETURN TIME: Noon
DESTINATION: Dublin Distance Fiesta track meet in Dublin California
METHOD OF TRANSPORTATION TO DESTINATION: District approved drivers
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: To compete in the largest distance track meet in the United States

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

ACCOMMODATIONS (Include complete address): Double Tree by Hilton, 7050 Johnson Dr. , Pleasanton Ca 94588

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Athletics

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: By the booster club

LODGING & OTHER: By the booster club

NUMBER OF STUDENTS PARTICIPATING: Male: 16 Female: 0 Total: 16

CERTIFICATED GROUP LEADER: John Ahart

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 Ahart and Darren James #

NAME(S) OF FEMALE SUPERVISORS: ✓ Rachel Davis (driver) ✓ Monica Ahten (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: [Signature]

Date: 2-11-20

Principal (signature required): [Signature]

Date: 2/11/20

Superintendent: [Signature]

Date: 2/14/2020

Governing Board (if required):

Date:

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DATE OF REQUEST: 2/10/2020 SCHOOL: Hart High School
GROUP: Girls Track and Field ADVISOR/COACH: Keith Matkin
TRIP DAYS/DATES: 3/20-3/22/2020 DEPARTURE TIME: 8:00am RETURN TIME: Noon
DESTINATION: Dublin Distance Fiesta in Dublin California
METHOD OF TRANSPORTATION TO DESTINATION: District approved drivers
METHOD OF TRANSPORTATION WHILE AT DESTINATION (EX: FROM AIRPORT TO HOTEL OR HOTEL TO VENUE):

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PURPOSE OR JUSTIFICATION FOR TRIP: Take the girls distance group to the largest distance meet in hopes of achieving new PR's.

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

ACCOMMODATIONS (Include complete address): Double Tree by Hilton, 7050 Johnson Dr. Pleasanton, Ca. 94588

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Athletics

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Booster club

LODGING & OTHER: Booster club

NUMBER OF STUDENTS PARTICIPATING: Male: 0 Female: 6 Total: 6

CERTIFICATED GROUP LEADER: Linda Peckham

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: None

NAME(S) OF FEMALE SUPERVISORS: Linda Peckham and Amy Garcia(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: [Signature]

Date: 2-11-20

Principal (signature required): [Signature]

Date: 2/16/20

Superintendent: [Signature]

Date: 2/14/2020

Governing Board (if required): _____

Date: _____

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DATE OF REQUEST: 1/29/20 SCHOOL: Saugus High School

GROUP: Yearbook ADVISOR/COACH: Darren Thomas

TRIP DAYS/DATES: March 17-22, 2020 DEPARTURE TIME: 3/17 10:00 AM RETURN TIME: 3/22 6:00 PM

DESTINATION: Columbia University, New York

METHOD OF TRANSPORTATION TO DESTINATION: Parents Driving Their Child to/from Airport / Air /Subway

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Columbia Scholastic Press Association Convention

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

ACCOMMODATIONS (Include complete address): Parker New York, 119 West 56th Ave., New York, NY 10019

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 2 substitute(s) for 3.5 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: ✓ Linda Culotta *

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: 2-24-20

Principal (signature required):

Date: 2-29-20

Superintendent:

Date: 2/26/2020

Governing Board (if required):

Date:

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DATE OF REQUEST: 2/6/2020 SCHOOL: Saugus High School

GROUP: Band/Choir ADVISOR/COACH: Kaitlin Holt/Corey Whitt

TRIP DAYS/DATES: 3/26/2020 - 3/28/2020 DEPARTURE TIME: 7 AM RETURN TIME: 11 PM

DESTINATION: San Diego, CA

METHOD OF TRANSPORTATION: Motor Coach - Pacific Coachways (Garden Grove, CA)

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PURPOSE OR JUSTIFICATION FOR TRIP: Festival Performance and Adjudication/Masterclasses

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

ACCOMMODATIONS (Include complete address): Hilton San Diego Mission Valley, 901 Camino del Rio S., San Diego, CA 92108

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Saugus Band and Flag Team Booster Club/Choir ASB Trust

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Fundraising and Booster Club/ASB Trust

LODGING & OTHER: Fundraising and Booster Club/ASB Trust

NUMBER OF STUDENTS PARTICIPATING: Male: 67 Female: 79 Total: 146

CERTIFICATED GROUP LEADER: Corey Whitt/Kaitlin Holt CELL PHONE: _____

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NAME(S) OF MALE SUPERVISORS: Corey Whitt*, Bob Grigas, Ed Langness, Michael Ross, Kirk Petersen, Luis Ramirez, Jeff Treanor, Brian Post

NAME(S) OF FEMALE SUPERVISORS: Kaitlin Holt*, Lisa Langness, Shannon Ross, Krista Wayner, Cari Wright

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: 2-11-2020

Principal (signature required): [Signature] Date: 2-11-2020

Superintendent: [Signature] Date: 2/14/2020

Governing Board (if required): _____ Date: _____

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DATE OF REQUEST: Feb 3rd, 2020 SCHOOL: Valencia H.S.
 GROUP: Soundwaves Vocal Jazz Ensemble ADVISOR/COACH: Jeffrey Gilbert (RN)
 TRIP DAYS/DATES: April 4-6th, 2020 DEPARTURE TIME: 12 pm RETURN TIME: 1 pm
 DESTINATION: Monterey Jazz Festival, Monterey, Ca.
 METHOD OF TRANSPORTATION TO DESTINATION: District Approved Drivers
 METHOD OF TRANSPORTATION WHILE AT DESTINATION (EX: FROM AIRPORT TO HOTEL OR HOTEL TO VENUE):
District Approved Drivers

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PURPOSE OR JUSTIFICATION FOR TRIP: Perform / Compete in the National Monterey Jazz Festival

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

ACCOMMODATIONS (Include complete address): Holiday Inn Express Marina 189 Seaside Circle Marina, CA, 93933

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: not needed

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID: District Approved Drivers

TRANSPORTATION: _____

LODGING & OTHER: Fundraising & Donations

NUMBER OF STUDENTS PARTICIPATING: Male: 10 Female: 10 Total: 20

CERTIFICATED 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: *Jeffrey Gilbert #, Steven Griffith #
✓Perry Suen # (RN)

NAME(S) OF FEMALE SUPERVISORS: Jillian Griffith #, Audrey
✓Cathy Suen (chaperone)

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Site administrator verification that supervisors have been cleared: M. Anapurna

Date: 2/4/20

Principal (signature required): _____

Date: 2/4/20

Superintendent: [Signature]

Date: 2/10/2020

Governing Board (if required): _____

Date: _____

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DATE OF REQUEST: Feb. 3rd, 2020 SCHOOL: Valencia High School
 GROUP: Two N' For Vocal Jazz Ensemble ADVISOR/COACH: Christine Mocha
 TRIP DAYS/DATES: April 4-6th, 2020 DEPARTURE TIME: 12pm RETURN TIME: 1pm
 DESTINATION: Monterey Jazz Festival - Monterey Ca.
 METHOD OF TRANSPORTATION TO DESTINATION: District Approved Drivers

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Perform/Compete in the National Monterey Jazz Festival
 HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 0 DAYS OR 189 PERIODS Seaside Circle
 ACCOMMODATIONS (Include complete address): Holiday Inn Express Marina Marina, CA 93933
 NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 0 substitute(s) for 189 DAYS OR 189 PERIODS (831) 884-2500
 FUNDING SOURCE FOR SUBSTITUTE TEACHERS: not needed

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: District Approved Drivers
 LODGING & OTHER: Fundraising & Donations

NUMBER OF STUDENTS PARTICIPATING: Male: 8 Female: 10 Total: 18

CERTIFICATED 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: Grant Anderson#
Scott Mocha

NAME(S) OF FEMALE SUPERVISORS: Jacque Anderson#, Christine Mocha*#
Traca Haslam#, Tracy Makar#

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Site administrator verification that supervisors have been cleared: M. Anagnin-Pelley Date: 2/4/20
 Principal (signature required): [Signature] Date: 2/4/20
 Superintendent: [Signature] Date: 2/10/2020
 Governing Board (if required): _____ Date: _____