

# 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: Feb. 18-21, 2022 SCHOOL: Hart High School

GROUP: Hart Film Club ADVISOR/COACH: John Howard

TRIP DAYS/DATES: February 18-21, 2022 DEPARTURE TIME: AM 8 RETURN TIME: PM 5

DESTINATION: Westin Long Beach / Long Beach Convention Center

METHOD OF TRANSPORTATION TO DESTINATION: Parents will drop off & pick up at Hotel their students only.

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

\*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING ☐ SCHOOL BUS ☐ CHARTER BUS None

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 Video Production Convention / Competition

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

ACCOMMODATIONS (Include complete address): Westin Long Beach, 333 E. Ocean Blvd. Long Beach 90802

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: Donations made to Film Club Booster

LODGING & OTHER: Film Club Booster

NUMBER OF STUDENTS PARTICIPATING: Male: 8 Female: 1 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: [Signature] Date: 12/17/21

Principal (signature required): [Signature] Date: 12/21/21

Superintendent: [Signature] Date: 12/21/21

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

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DATE OF REQUEST: 12/8/21 SCHOOL: Saugus High School

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

TRIP DAYS/DATES: February 17-21, 2022 DEPARTURE TIME: 5:00 PM 2/17 RETURN TIME: 3:00 PM 2/21

DESTINATION: LONG BEACH, CA - STN CONVENTION

METHOD OF TRANSPORTATION TO DESTINATION: Parents driving their child only to/from Long Beach

METHOD OF TRANSPORTATION WHILE AT DESTINATION (EX: FROM AIRPORT TO HOTEL OR HOTEL TO VENUE):  
Walking from hotel to convention center

\*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? 0 DAYS OR 0 PERIODS

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

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: N/A

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Booster Club Donations

LODGING & OTHER: Booster Club Donations

NUMBER OF STUDENTS PARTICIPATING: Male: 6 Female: 9 Total: 15

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: ☒ Jennifer Long

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: 12/8/21

Principal (signature required): [Signature] Date: 12/8/21

Superintendent: [Signature] Date: 12/8/21

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



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DATE OF REQUEST: 12/13/21 SCHOOL: West Ranch High School  
GROUP: Competition Cheer ADVISOR/COACH: Samantha Whitney-Coe  
TRIP DAYS/DATES: 2/24-27/22 DEPARTURE TIME: 8am RETURN TIME: 6pm  
DESTINATION: Disneyland Convention Center in Anaheim California  
METHOD OF TRANSPORTATION: Parents will drive their 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: USA National Cheer Competition

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

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

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Donations

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: NA

LODGING & OTHER: Donations

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

CERTIFICATED GROUP LEADER: Samantha Whitney-Coe 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: NA

NAME(S) OF FEMALE SUPERVISORS: Jayne Fechtelkotter<sup>+</sup>, Samantha Whitney-Coe<sup>\*</sup>

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: 12/16/2021

Principal (signature required): \_\_\_\_\_ Date: 12/15/21

Superintendent: \_\_\_\_\_ Date: 12/15/21

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