

# 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: 2/4/22 SCHOOL: Saugus High School  
GROUP: Softball ADVISOR/COACH: Amanda Clark  
TRIP DAYS/DATES: March 9th-13th, 2022 DEPARTURE TIME: 2:00 PM RETURN TIME: 12:00 PM  
DESTINATION: Bullhead City, Arizona (Laughlin, Nevada)

METHOD OF TRANSPORTATION TO DESTINATION: Parents will drive their own child only.

METHOD OF TRANSPORTATION WHILE AT DESTINATION (EX: FROM AIRPORT TO HOTEL OR HOTEL TO VENUE):  
Parents will drive their own child only.

\*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 travelling 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: Softball Tournament (Tournament of Champions)

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

ACCOMMODATIONS (Include complete address): Aquarius Casino Resort 1900 S. Casino Dr. Laughlin, NV 89029

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Softball Booster Club

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Parents driving only their child

LODGING & OTHER: Fundraising/Donations/Softball Booster Club

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

CERTIFICATED GROUP LEADER: Amanda Clark 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: George Lopata \* Jerome Castaneda +

NAME(S) OF FEMALE SUPERVISORS: Amanda Clark \* Miranda Ponce \*

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: 2/7/22

Principal (signature required): [Signature] Date: 2/7/22

Superintendent: [Signature] Date: 2-9-22

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: 12/17/21 SCHOOL: Saugus High School  
GROUP: Choir ADVISOR/COACH: Kaitlin Holt  
TRIP DAYS/DATES: March 31st - April 3rd, 2022 DEPARTURE TIME: 3/31 8:00 AM RETURN TIME: 4/3 8:00 PM  
DESTINATION: San Francisco Heritage Festival

Rev. 2/20/19



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DATE OF REQUEST: 10/27/21 SCHOOL: Valencia HS

GROUP: Boys Volleyball ADVISOR/COACH: Josh Kornegay

TRIP DAYS/DATES: 3/18/22 - 3/19/22 DEPARTURE TIME: 9:00 AM RETURN TIME: 7:00 PM

DESTINATION: La Jolla, Ca

METHOD OF TRANSPORTATION TO DESTINATION: Parents driving own students

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

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Varsity Volleyball Tournament

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? \_\_\_\_\_ DAYS OR 6 PERIODS

ACCOMMODATIONS (Include complete address): Sheraton La Jolla Hotel, 3299 Holiday Court, La Jolla, CA 92037

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 2 substitute(s) for \_\_\_\_\_ DAYS OR 6 PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Athletics

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:  
Parents driving own students

TRANSPORTATION: Fundraising

LODGING & OTHER: Fundraising

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

CERTIFICATED GROUP LEADER: Joshua Kornegay 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: \*Joshua Kornegay, David Duncan\*

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.

Site administrator verification that supervisors have been cleared: [Signature] Date: 10/27/21

Principal (signature required): [Signature] Date: 10/27/21

Superintendent: [Signature] Date: 2-2-22

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

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DATE OF REQUEST: 10/06/2021 SCHOOL: Valencia

GROUP: Valencia Choir ADVISOR/COACH: Christine Mocha

TRIP DAYS/DATES: March 30 - April 4, 2022 DEPARTURE TIME: 7:00am RETURN TIME: 5:00pm

DESTINATION: New York City

METHOD OF TRANSPORTATION TO DESTINATION: Delta Airlines, & bus (through Harmony Tours) *Parents driving own*

METHOD OF TRANSPORTATION WHILE AT DESTINATION (EX: FROM AIRPORT TO HOTEL OR HOTEL TO VENUE): Charter Bus *Students to/from airport*

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PURPOSE OR JUSTIFICATION FOR TRIP: To compete/perform at Carnegie Hall, New York, NY

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

ACCOMMODATIONS (Include complete address): Sheraton Times Square, 811 7th Ave., W. 53rd Street New York, NY 10019

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: ASB #2347 - fundraising

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Fundraising

LODGING & OTHER: Fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 15 Female: 49 Total: 64

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: Daniel Heringer, Scott Mocha, Guill Espinosa

David Miles\*

NAME(S) OF FEMALE SUPERVISORS: Christine Mocha\*, Jacque Anderson, Susan Egami, Linda Lessis,

Audrey "Ivy" Pierson, Carla Bellefeuille, Traci Haslam

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: 10/6/21

Principal (signature required): [Signature] Date: 10/6/21

Superintendent: [Signature] Date: 2/11/22

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: 1/27/2022 SCHOOL: West Ranch High School

GROUP: Boys Volleyball ADVISOR/COACH: Brandon Johnson

TRIP DAYS/DATES: March 18th & 19th, 2022 DEPARTURE TIME: 11:00 am RETURN TIME: 8:00 pm

DESTINATION: La Jolla High School and surrounding San Diego regional high schools, California

METHOD OF TRANSPORTATION TO DESTINATION: Personal vehicle, Parents driving own student only

METHOD OF TRANSPORTATION WHILE AT DESTINATION (EX: FROM AIRPORT TO HOTEL OR HOTEL TO VENUE):  
Personal vehicle, Parents driving own student only

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

PURPOSE OR JUSTIFICATION FOR TRIP: Participate in the La Jolla 2022 Beach City Invitational

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

ACCOMMODATIONS (Include complete address): Embassy Suites, 4550 La Jolla Village Dr., San Diego, CA 92122

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:  
Personal vehicle

CERTIFICATED GROUP LEADER: Brandon Johnson 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: Brandon Johnson\*, Trevor Briggs

NAME(S) OF FEMALE SUPERVISORS: \_\_\_\_\_

Site administrator verification that supervisors have been cleared: \_\_\_\_\_ Date: 1/31/22

Principal (signature required): \_\_\_\_\_ Date: 1/27/22

Superintendent: \_\_\_\_\_ Date: 2-9-22

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