

REQUEST FOR TRIP APPROVAL

() DAY TRIP OUTSIDE LOS ANGELES, VENTURA, ORANGE AND RIVERSIDE COUNTIES (East of I-215)
 (X) 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: 11/5/18 SCHOOL: Golden Valley High School
 GROUP: Cross Country ADVISOR/COACH: Wes Hinson
 TRIP DAYS/DATES: 11/8/2018 - 11/9/2018 DEPARTURE TIME: 2:00 pm RETURN TIME: 5:00 pm
 DESTINATION: Riverside City XC Course
 METHOD OF TRANSPORTATION: Parents will drive own student

*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING: () SCHOOL BUS - LEVEL(S) _____ () 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: Cross Country CIF Prelims
 HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 2 DAYS OR _____ PERIODS
 ACCOMMODATIONS (Include complete address): Courtyard Riverside 1510 University Ave. Riverside CA. 92507
 NUMBER OF SUBSTITUTE TEACHERS REQUIRED: None 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: Student will be driven by parents
 () LODGING & OTHER: Student will be staying with parents

NUMBER OF STUDENTS PARTICIPATING: Male: 1 Female: _____ Total: 1

CERTIFICATED GROUP LEADER: Carmelo Floney* 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: Wes Hinson

NAME(S) OF FEMALE SUPERVISORS: N/A

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: 11/6/18
 Principal: [Signature] Date: 11/5/18
 Superintendent: [Signature] Date: 11/13/18
 Governing Board (if required): _____ Date: _____

Revised 3/2013

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DATE OF REQUEST: 11/19/18 SCHOOL: Saugus High School
GROUP: Cross Country Team ADVISOR/COACH: Rene Paragas
TRIP DAYS/DATES: NOVEMBER 23-24, 2018 DEPARTURE TIME: 11:00 AM 11/23 RETURN TIME: 7:30 PM 11/24
DESTINATION: FRESNO, CA (WOODWARD PARK)
METHOD OF TRANSPORTATION: District approved drivers driving own vehicles; parents driving own child

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

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PURPOSE OR JUSTIFICATION FOR TRIP: CIF STATE CHAMPIONSHIPS
HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? N/A DAYS OR N/A PERIODS
ACCOMMODATIONS (Include complete address): DOUBLETREE - 2233 Ventura St, Fresno, CA 93721 (559) 268-1000
NUMBER OF SUBSTITUTE TEACHERS REQUIRED: N/A substitute(s) for _____ DAYS OR _____ PERIODS
FUNDING SOURCE FOR SUBSTITUTE TEACHERS: N/A

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Cross Country Booster Club
LODGING & OTHER: Cross Country Booster Club

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

CERTIFICATED GROUP LEADER: Rene Paragas

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: Rene Paragas * # ✓
Kevin Berns * # ✓

NAME(S) OF FEMALE SUPERVISORS: Micayla Frankian * # ✓

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: 11/19/18
Principal (signature required): [Signature] Date: 11/19/18
Superintendent: [Signature] Date: 11/26/18
Governing Board (if required): _____ Date: _____

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DATE OF REQUEST: 11/8/18 SCHOOL: SAUGUS HIGH SCHOOL

GROUP: GIRLS SOCCER ADVISOR/COACH: KEVIN MINER

TRIP DAYS/DATES: DECEMBER 6 - 8, 2018 DEPARTURE TIME: 6:00PM RETURN TIME: 6:00PM

DESTINATION: MANDALAY BEACH, OXNARD, CALIFORNIA

METHOD OF TRANSPORTATION: District approved drivers or parents driving only their child to & from tournament.

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

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PURPOSE OR JUSTIFICATION FOR TRIP: BUENA HIGH HOLIDAY SOCCER TOURNAMENT

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

ACCOMMODATIONS (Include complete address): Mandalay Beach House Rentals 5156 Neptune Square, Oxnard, CA

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: SAUGUS GIRLS SOCCER BOOSTER CLUB

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: N/A - PRIVATE VEHICLES

LODGING & OTHER: SAUGUS GIRLS' SOCCER BOOSTER CLUB

NUMBER OF STUDENTS PARTICIPATING: Male: 0 Female: 22 Total: 22

CERTIFICATED GROUP LEADER: KEVIN MINER 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: KEVIN MINER *

NAME(S) OF FEMALE SUPERVISORS: REBECCA BERENS # MICHELLE MAIR #
JACKIE FERIA LDI # PATRICIA MORENO #

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: 11/8/18

Principal (signature required): [Signature] Date: 11/8/18

Superintendent: [Signature] Date: 11/26/18

Governing Board (if required): Date:

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☒ OVERNIGHT / OUT-OF-STATE TRIPS

DATE OF REQUEST: 11/26/18 SCHOOL: West Ranch High School
GROUP: WR Cross COuntry ADVISOR/COACH: Sara Soltani
TRIP DAYS/DATES: 11/23-11/25/18 DEPARTURE TIME: 8am 11/23 RETURN TIME: 3pm 11/25
DESTINATION: Cross country State Championship, Woodward Park, Clovis, CA
METHOD OF TRANSPORTATION: District Van & personal vehicles

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.

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: n/a

LODGING & OTHER: Same as above

CELL PHONE:

NAME(S) OF MALE SUPERVISORS: Steven Low #

NAME(S) OF FEMALE SUPERVISORS **#Sara Soltani, Cynthia Hoelzel #**

Site administrator verification that supervisors have been cleared:

Principal (signature required): _____

Superintendent:

Governing Board (if required):

Date:

Date:

Date:

Date: