

## 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.

#21161 DATE OF REQUEST: 12/2/18 SCHOOL: Hart High School  
 GROUP: Show Choir ADVISOR/COACH: Sarah Anders  
 TRIP DAYS/DATES: 2/14/19 - 2/15/19 DEPARTURE TIME: 8AM RETURN TIME: 10PM  
 DESTINATION: Disneyland Anaheim  
 METHOD OF TRANSPORTATION: School bus

\*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: Professional career workshop

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

ACCOMMODATIONS (Include complete address): Disneyland Hotel 1150 W. Magic Way Anaheim, CA 92802

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Performing Arts / Choir Boosters

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

☒ TRANSPORTATION: \_\_\_\_\_

☒ LODGING & OTHER: \_\_\_\_\_

NUMBER OF STUDENTS PARTICIPATING: Male: 7 Female: 36 Total: 43

CERTIFICATED GROUP LEADER: Sarah Anders 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: Mark Andrew

NAME(S) OF FEMALE SUPERVISORS: \*Sarah Anders, Shauna Williams, Yabri Villar, Donna Hamm

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: 12/19/18

Principal: [Signature] Date: 12/19/18

Superintendent: [Signature] Date: 12/27/18

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

Revised 3/2013

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(✓) OVERNIGHT / OUT-OF-STATE TRIPS

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DATE OF REQUEST: 12/6/18 SCHOOL: Hart High School  
 GROUP: Dance Team ADVISOR/COACH: Katherine Leist  
 TRIP DAYS/DATES: 2/27/2019 - 3/4/2019 DEPARTURE TIME: 2/27 3:53P RETURN TIME: 3/4 3P  
 DESTINATION: Disney World, Port Orleans French Quarter Hotel, ESPN WWS, Orlando FL  
 METHOD OF TRANSPORTATION: Airplane and Bus (organized by competition once in Florida) Flight#  
Parents transport students to/from airport  
 \*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING: ( ) SCHOOL BUS - LEVEL(S) \_\_\_\_\_ ( ) CHARTER BUS - LEVEL(S) 132 & 131

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PURPOSE OR JUSTIFICATION FOR TRIP: Contest of Champions National Competition  
 HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 3 DAYS and 2 PERIODS (6<sup>th</sup> & 7<sup>th</sup> on 2/27)  
 ACCOMMODATIONS (Include complete address): Port Orleans, French Quarter, 2201 Orleans Dr. Orlando FL  
 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: Hart Dance Booster( ) LODGING & OTHER: Hart Dance BoosterNUMBER OF STUDENTS PARTICIPATING: Male: \_\_\_\_\_ Female: 24 Total: 24CERTIFICATED GROUP LEADER: Katherine Leist 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: Henry NivichanovNAME(S) OF FEMALE SUPERVISORS: Katherine Leist\*, Stacey Nivichanov, Liz Ketterl

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: 12/6/18Principal: [Signature]Date: 12/6/18Superintendent: [Signature]Date: 12/18/18

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

Date: \_\_\_\_\_

Revised 3/2013

☐ DAY TRIP OUTSIDE LOS ANGELES, VENTURA, ORANGE AND RIVERSIDE COUNTIES (East of I-215)  
☒ OVERNIGHT / OUT-OF-STATE TRIPS

DATE OF REQUEST: December 5, 2018 SCHOOL: Saugus High School

GROUP: Cheer ADVISOR/COACH: Candace Rogers

TRIP DAYS/DATES: February 7-11, 2019 DEPARTURE TIME: 6:00 AM 2/7/19 RETURN TIME: 10:00 PM 2/11/19

DESTINATION: Orlando, Florida

METHOD OF TRANSPORTATION: Parents driving only their own child to/from LAX; Airplane to Orlando; Shuttle to/from Carribean Resort

PURPOSE OR JUSTIFICATION FOR TRIP: Compete in UCA's National High School Cheerleading Championship

ACCOMMODATIONS (Include complete address): Coronado Springs Resort, 1000 Buena Vista Dr., Lake Buena Vista, FL

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for 3 DAYS OR \_\_\_\_\_ PERIODS 32830-8403

LODGING & OTHER: Fundraising / Cheer Booster / Parent Donations

CELL PHONE:

NAME(S) OF MALE SUPERVISORS: None

NAME(S) OF FEMALE SUPERVISORS: Clarissa Elvington \*, Candace Rogers +, Glenna Panarisi +,  
Chloe Stangle, Patricia Parker, Jennifer Aguilar, Tina Collier, Penni Hernandez

Site administrator verification that supervisors have been cleared: \_\_\_\_\_ Date: 12/5/18

Principal (signature required): \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent: Chake M. H. H. H. H. H. Date: 11/19/18

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

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DATE OF REQUEST: December 10, 2018 SCHOOL: Saugus High School  
GROUP: Theater Arts ADVISOR/COACH: Gina Painter  
TRIP DAYS/DATES: March 22 - 23, 2019 DEPARTURE TIME: 9:00 AM 3/22 RETURN TIME: 9:00 PM 3/23  
DESTINATION: Fullerton College - 321 E Chapman, Fullerton, CA 92832  
METHOD OF TRANSPORTATION: Bus

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PURPOSE OR JUSTIFICATION FOR TRIP: Participate in High School Theater Festival/Competition  
HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 1 DAYS OR        PERIODS  
ACCOMMODATIONS (Include complete address): The Hotel Fullerton - 1500 S. Raymond Ave, Fullerton 92831 (714) 635-9000  
NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for 1 DAYS OR        PERIODS  
FUNDING SOURCE FOR SUBSTITUTE TEACHERS: ASB Drama Trust #2361

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: ASB Drama Trust #2361 / Fundraising / Donations  
LODGING & OTHER: ASB Drama Trust #2361 / Fundraising / Donations

NUMBER OF STUDENTS PARTICIPATING: Male: 10 Female: 21 Total: 31

CERTIFICATED GROUP LEADER: Gina Painter

CELL PHONE:       

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NAME(S) OF MALE SUPERVISORS: Von Hougo\* Cristian Guerrero\*

NAME(S) OF FEMALE SUPERVISORS: Gina Painter\* Julia Haimowitz+

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: 12/10/18

Principal (signature required): [Signature] Date: 12/10/18

Superintendent: [Signature] Date: 12/19/18

Governing Board (if required):        Date:

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DATE OF REQUEST: 12/4/18 SCHOOL: Valencia High School

GROUP: Boys Tennis Team ADVISOR/COACH: Jen Azevedo/Annie Kellogg

TRIP DAYS/DATES: Feb.28-March 2, 2019 DEPARTURE TIME: 1:00 pm RETURN TIME: 9 pm.

DESTINATION: California Tennis Classic, Clovis, CA

METHOD OF TRANSPORTATION: Parents driving their 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: High School Tennis Tournament

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

ACCOMMODATIONS (Include complete address): SpringHill Suites by Marriott, 6844 N. Fresno St. Fresno, CA 93710

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: 43- Athletics

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION:       

LODGING & OTHER: Fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 21 Female:        Total: 21

CERTIFICATED GROUP LEADER: Annie Kellogg 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: Greg DeMoustes, Chris Null

NAME(S) OF FEMALE SUPERVISORS: \* Annie Kellogg, Jen Azevedo

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: 12/6/18

Principal (signature required): [Signature] Date: 12/5/18

Superintendent: [Signature] Date: 12/19/18

Governing Board (if required):        Date:

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DATE OF REQUEST: 12/10/18 SCHOOL: West Ranch High School

GROUP: FBLA ADVISOR/COACH: Tanja Brosche

TRIP DAYS/DATES: 4/25-4/28/2019 DEPARTURE TIME: Noon 4/25 RETURN TIME: 2PM 4/28

DESTINATION: Sacramento Convention Center, 1400 J st. Sacramento, CA 95814

METHOD OF TRANSPORTATION: Parent transport to airport, airplane, then shuttle

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Site administrator verification that supervisors have been cleared: \_\_\_\_\_ Date: 12/11/18

Principal (signature required): \_\_\_\_\_ Date: 12/11/18

Superintendent: \_\_\_\_\_ Date: 12/11/18

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