

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: 2/4/19 SCHOOL: Hart High School
GROUP: Video Production/Film Club ADVISOR/COACH: John Howard
TRIP DAYS/DATES: March 27 - 31, 2019 DEPARTURE TIME: 7:00 PM RETURN TIME: 5:00 PM
DESTINATION: STV Convention, Sheraton Grand Seattle, Seattle WA
METHOD OF TRANSPORTATION: Airplane - Parents drop students at LAX (and pick-up) ^{OWN}

*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 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: Student Television Network Convention
HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 2 DAYS OR PERIODS
ACCOMMODATIONS (Include complete address): Sheraton Grand Seattle 1400 6th Ave. Seattle WA
NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for 2 DAYS OR PERIODS
FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Perkins

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Donations Made through ASB (Film Club)
LODGING & OTHER: Donations Made through ASB (Film Club)

NUMBER OF STUDENTS PARTICIPATING: Male: 6 Female: 1 Total: 7

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: 2/4/19

Principal (signature required): [Signature] Date: 2/4/19

Superintendent: [Signature] Date: 2/8/19

Governing Board (if required): Date:

☐ DAY TRIP OUTSIDE LOS ANGELES, VENTURA, ORANGE AND RIVERSIDE COUNTIES (East of I-215)
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DATE OF REQUEST: 1/31/19 SCHOOL: Saugus High School

GROUP: Band and Colorguard ADVISOR/COACH: Corey Whitt

TRIP DAYS/DATES: March 21 - 23, 2019 DEPARTURE TIME: 9:15 AM 3/21 RETURN TIME: 11:55 PM 3/23

DESTINATION: San Francisco, California

METHOD OF TRANSPORTATION: Bus

PURPOSE OR JUSTIFICATION FOR TRIP: Ensemble Masterclass Performance Tour

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Band and Colorguard Booster Organization

LODGING & OTHER: Band & Colorguard Booster Organization

NAME(S) OF MALE SUPERVISORS: Corey Whitt * Bob Grigas Ed Langness Luis Ramirez

NAME(S) OF FEMALE SUPERVISORS: Joy Bennett Lisa Langness Cari Wright Myra Gragasin

Governing Board (if required): _____ Date: _____

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DATE OF REQUEST: February 6, 2019 SCHOOL: Saugus High School

GROUP: Choir ADVISOR/COACH: Kaitlin Holt

TRIP DAYS/DATES: April 12 - 14, 2019 DEPARTURE TIME: 12:30 PM RETURN TIME: 5:00 PM

DESTINATION: Anaheim, California

METHOD OF TRANSPORTATION: Bus

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Choir Tour / Competition

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 0 DAYS OR 3 PERIODS

ACCOMMODATIONS (Include complete address): Desert Inn - 1600 S Harbor Blvd, Anaheim, CA 92802 (714) 772-5050

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: ASB Trust Account #2347

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Choral Trust ASB / Fundraising & Donations

LODGING & OTHER: Choral Trust ASB / Fundraising & Donations

NUMBER OF STUDENTS PARTICIPATING: Male: 10 Female: 40 Total: 50

CERTIFICATED GROUP LEADER: Kaitlin Holt 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: Julio Duarte ✓ Lans Carstenson ✓

NAME(S) OF FEMALE SUPERVISORS: Kaitlin Holt * ✓ Kisha Alvarado ✓ Julie Navia + ✓

Amy O'Brien ✓ Marie Morales ✓ Marsi DeGrasse ✓

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: 2/6/19

Principal (signature required): [Signature] Date: 2/6/19

Superintendent: [Signature] Date: 2/8/19

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: 1/31/19 SCHOOL: Saugus High School
GROUP: Yearbook ADVISOR/COACH: Darren Thomas
TRIP DAYS/DATES: April 25 - 27, 2019 DEPARTURE TIME: 8:00 AM 4/25 RETURN TIME: 8:00 PM 4/27
DESTINATION: Hilton Anaheim Hotel

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

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DATE OF REQUEST: 1/30/19 SCHOOL: Valencia
GROUP: Valencia Soundwaves - JV Ensemble ADVISOR/COACH: Christine Mocha
TRIP DAYS/DATES: March 15-17, 2019 DEPARTURE TIME: 3pm RETURN TIME: 5pm
DESTINATION: Santa Cruz Jazz Festival, Santa Cruz, CA
METHOD OF TRANSPORTATION: District approved drivers

*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 Santa Cruz Jazz Festival

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 0 DAYS OR 0 PERIODS
ACCOMMODATIONS (Include complete address): Comfort In, 110 Plymouth St., Santa Cruz, CA 95060

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: Fundraising
LODGING & OTHER: Fundraising

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: #John Makar, Scott Mocha, Jim Evans, +Andre Hillman

NAME(S) OF FEMALE SUPERVISORS: *Christine Mocha, #Christine Lopez, #Tracy Makar, #Traca Haslam, #Kristin Evans

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: 1/31/19
Principal (signature required): _____ Date: 1/31/19
Superintendent: _____ Date: 2/5/19
Governing Board (if required): _____ Date: _____

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DATE OF REQUEST: 1/23/2019 SCHOOL: Valencia

GROUP: Valencia Dance Team ADVISOR/COACH: Melissa Colley

TRIP DAYS/DATES: March 16-18, 2019 DEPARTURE TIME: 7:00am RETURN TIME: 7:00pm

DESTINATION: Anaheim Convention Center, 800 W. Katella Av., Anaheim, CA 92802

METHOD OF TRANSPORTATION: Parents transporting 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: National Dance Competition

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

ACCOMMODATIONS (Include complete address): Anaheim Marriott, 700 W. Convention Way, Anaheim, CA 92802

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: ASB Dance Acct # 2356

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Fundraising through ASB Dance Acc # 2356

LODGING & OTHER: Fundraising through ASB Dance Acc # 2356

NUMBER OF STUDENTS PARTICIPATING: Male: 0 Female: 14 Total: 14

CERTIFICATED GROUP LEADER: *Melissa Colley 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: _____

NAME(S) OF FEMALE SUPERVISORS: *Melissa Colley, +Griselda Galvan

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: Melissa Colley Date: 1/25/19

Principal (signature required): [Signature] Date: 1/25/19

Superintendent: [Signature] Date: 2/5/18

Governing Board (if required): _____ Date: _____

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DATE OF REQUEST: 1/29/19 SCHOOL: Valencia
GROUP: Soundwaes V. Jazz, JV Ensemble ADVISOR/COACH: Michelle Rivas
TRIP DAYS/DATES: April 11-12, 2019 DEPARTURE TIME: 12:15pm RETURN TIME: 8:00pm
DESTINATION: Oceanside Jazz Festival, Oceanside, CA
METHOD OF TRANSPORTATION: District approved drivers

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

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PURPOSE OR JUSTIFICATION FOR TRIP: To perform/compete in Oceanside & Fullerton Jazz Festival

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 1 DAYS OR 2 PERIODS

ACCOMMODATIONS (Include complete address): Best Western Oceanside, 1680 Oceanside Blvd., Oceanside, CA 92054

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Choir General ASB Acct # 2346

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Fundraising - ASB Choir Acct # 2347

LODGING & OTHER: Fundraising - ASB Choir Acct # 2347

NUMBER OF STUDENTS PARTICIPATING: Male: 8 Female: 9 Total: 17

CERTIFICATED GROUP LEADER: Michelle Rivas 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: +Andre Hillman, #Jim Evans

NAME(S) OF FEMALE SUPERVISORS: *Michelle Rivas, *Alison Henry, #Tracy Makar, #Traca Haslam, #Kristin Evans

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: 1/31/19

Principal (signature required): _____

Date: 1/31/19

Superintendent: _____

Date: 2/4/19

Governing Board (if required): _____

Date: _____

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DATE OF REQUEST: 01/22/19 SCHOOL: Valencia
GROUP: Two N' Four Vocal Jazz Ensemble - Varsity ADVISOR/COACH: Christine Mocha
TRIP DAYS/DATES: April 11-12, 2019 DEPARTURE TIME: 12:15pm RETURN TIME: 8:00pm
DESTINATION: Oceanside Jazz Festival, Oceanside, CA
METHOD OF TRANSPORTATION: District approved drivers

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

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PURPOSE OR JUSTIFICATION FOR TRIP: To perform/compete in Oceanside & Fullerton Jazz Festival

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 1 DAYS OR 2 PERIODS

ACCOMMODATIONS (Include complete address): Best Western Oceanside, 1680 Oceanside Blvd., Oceanside, CA 92054

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Choir General ASB Acct # 2346

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Fundraising - ASB Choir Acct # 2347

LODGING & OTHER: Fundraising - ASB Choir Acct # 2347

NUMBER OF STUDENTS PARTICIPATING: Male: 7 Female: 9 Total: 16

CERTIFICATED GROUP LEADER: *Christine Mocha

CELL PHONE: _____

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NAME(S) OF MALE SUPERVISORS: Scott Mocha, Gary Borchart, Jean Bellefeuille

NAME(S) OF FEMALE SUPERVISORS: *Christine Mocha, #Lisa Borchart, #Carla Bellefeuille, #Jillian Griffith

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: 1/23/19

Principal (signature required): _____

Date: 1/23/19

Superintendent: _____

Date: 2/14/19

Governing Board (if required): _____

Date: _____

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DATE OF REQUEST: 01-22-19 SCHOOL: Valencia
GROUP: DECA ADVISOR/COACH: Dennis Mifflin
TRIP DAYS/DATES: April 26 - May 1, 2019 DEPARTURE TIME: 08:00am RETURN TIME: 07:00pm
DESTINATION: Orange County Convention Center, 9800 International Dr., Orlando, FL 32819
METHOD OF TRANSPORTATION: District Van / Airplane / Taxi

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

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PURPOSE OR JUSTIFICATION FOR TRIP: CTE Competition

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

ACCOMMODATIONS (Include complete address): Renaissance Orlando at SeaWorld, 6677 Sea Harbor Dr., Orlando, FL 32821

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for 4 DAYS OR PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Perkins / Incentive Grant

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Fundraising / Grants

LODGING & OTHER: Fundraising / Grants

NUMBER OF STUDENTS PARTICIPATING: Male: 3 Female: 3 Total: 6

CERTIFICATED GROUP LEADER: Dennis Mifflin

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: *Dennis Mifflin#

NAME(S) OF FEMALE SUPERVISORS: Janet Mifflin Lauren Miles

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: 1/24/19

Principal (signature required): [Signature]

Date: 1/23/19

Superintendent: [Signature]

Date: 1/28/19

Governing Board (if required):

Date:

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DATE OF REQUEST: 1/30/19 SCHOOL: West Ranch HS

GROUP: Track & Field ADVISOR/COACH: Sara Soltani

TRIP DAYS/DATES: March 21 - 23 /19 DEPARTURE TIME: 7 am RETURN TIME: 7 pm

DESTINATION: Chandler Arizona

METHOD OF TRANSPORTATION: District approved Driver Cars and District Van, Parents driving own students to/from event

*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 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: Track & Field Invitational

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

ACCOMMODATIONS (Include complete address): San Marcos Place, One, Chandler, AZ 85225

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: ASB Trust

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Fundraising, donation & ASB Trust

LODGING & OTHER:

NUMBER OF STUDENTS PARTICIPATING: Male: 7 Female: 7 Total: 14

CERTIFICATED GROUP LEADER: Sara Soltani 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: David Bultman, Rick Tyson

NAME(S) OF FEMALE SUPERVISORS: * Sara Soltani #

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: 2/4/19

Principal (signature required): [Signature] Date: 2/1/19

Superintendent: [Signature] Date: 2/5/19

Governing Board (if required): Date:

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: 1/24/19 SCHOOL: Rio Norte JHS
 GROUP: Music Dept ADVISOR/COACH: Jeff Gilbert
 TRIP DAYS/DATES: 4/12 - 4/14/19 DEPARTURE TIME: 12:30 RETURN TIME: 12: AM
 DESTINATION: Anaheim Area - Disneyland-Music Festival
 METHOD OF TRANSPORTATION: 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: Music Festival

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

ACCOMMODATIONS (Include complete address): Homewood Suites, 12005 Harbor Blvd, Gardena, CA 90240

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: ASB Account

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

() TRANSPORTATION: _____ Fundraising, ASB Trust Account

() LODGING & OTHER: _____ Fundraising, ASB Trust Account

NUMBER OF STUDENTS PARTICIPATING: Male: 37 Female: 89 Total: 126

CERTIFICATED GROUP LEADER: Jeffrey Gilbert 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: Jeff Gilbert*, Shawn Pierson, Gull Espinoza
David Miles*

NAME(S) OF FEMALE SUPERVISORS: Marie Gilbert, Tracy Viegutz, Laura Galler*
Dee McEachern, Kim Dittborn, Enika Scofield, Ivy Pierson
Brandi DeVore

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: Andy Ayl Date: 1/18/19

Principal: Andy Ayl Date: 1/18/19

Superintendent: Angela Date: 2/5/19

Governing Board (if required): _____ Date: _____

Revised 3/2013