

# South Pasadena Unified School District

## Board Approved Trips: Overnight, Out-of-State, Airplane, Special Conditions

**Instructions:** Use this form when an instructional /athletic trip needs to be Board approved - trips which involve staying overnight, going out of state, being transported by airplane, or other special conditions not usually seen in daily trips.

Organization/Group Yosemite Institute School SPHS Grade 12  
Teacher/Requestor Casey Shotwell Date of Trip 05 / 21-26 / 17 Day \_\_\_\_\_  
(Print)  
DESTINATION: Yosemite National Park

### PLEASE STATE INSTRUCTIONAL STANDARDS AND/OR PURPOSE OF TRIP

Environmental awareness/understanding

Teacher Substitute Required (List Dates Needed) 5/22-5/26/17

### TRANSPORTATION BY

Bus ☒ Car \_\_\_\_\_ Airplane \_\_\_\_\_ Other (Specify) Van  
Bus Company Fast Deer Bus Charter, Inc. No. of Buses 1 Est. Number of Miles 650  
Contact Person Eddie Wong Phone 323-266-6388  
Number of: Students 60 Staff 5 Parents/Volunteers 0 Total # Passengers 65  
Account Name Yosemite Institute Account # /Group to be billed 230-300-00 Total Cost/student \$805

### Names of Teacher(s) Other Adult(s) Accompanying Students

	Print on File	Over 21 yrs. Old
1 Casey Shotwell (Teacher) Title: _____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2 Joshua Whitney (Teacher) Title: _____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3 Don Wielenga (Teacher) Title: _____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4 Shane Mills (Teacher) 5. Trang Huynh (Teacher) Title: _____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

(Attach additional listing of chaperones if necessary.) (check box)

### TIME SCHEDULE

Bus Arrival at Site 5:00am am/pm, Departure from Site 5:30am am/pm, Destination Arrival \_\_\_\_\_ am/pm  
Departure from Destination 11:00am am/pm, Return time to Site 6:00pm am/pm

### PICK-UP AND DELIVERY POINTS

Pick-Up/School SPHS Specific Address Diamond Ave. (in front of gym)  
Unloading Location \_\_\_\_\_ Specific Address \_\_\_\_\_  
Stopping for meals Yes ☒ No \_\_\_\_\_ Lunch provided by Food Service \_\_\_\_\_ Student ☒

### APPROVAL

Teacher/Requestor Approval Casey Shotwell Date 12/15/16  
Principal Approval John Anderson Date 12/15/16  
Authorization/ Approval John Anderson Date 12/14/16  
(Assistant Superintendent of Instruction)

Board Approval \_\_\_\_\_ Superintendent's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Date)

Distribution Copies to: Originator (Teacher), Site Secretary, Food Services, AP Technician (if bus ordered)

**FORM 2**  
Rev 12/2008

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Special Conditions

ADDENDUM

SPUSD Staff Person in Charge:

Cathy Shatwell

Staff Person's Direct Phone Number:

626-441-5820 x2970

Please answer the following questions and forward along with the original SPUSD Board Approved Trips, FORM 2

1. In accordance with Education Code 35331, all persons on the field trip have accident/medical insurance coverage. Check one: YES \_\_\_\_\_ NO \_\_\_\_\_

2. Has this trip been taken before in SPUSD? Check one: YES ☒ NO \_\_\_\_\_

3. If substitutes are required, which resource will cover costs?

District approved

4. What arrangements have been made for students to makeup any homework and/or assessments? If n/a, please indicate reason.

Students are instructed to complete as much as they can before leaving and then to make arrangements to complete the rest upon return. Lists of the students are distributed to the teaching staff so that they may communicate any concerns.

5. What arrangements have been made for students who cannot afford the trip's costs?

We have applied for and received scholarship money from Nature Bridge, the organization that organizes the trip. We also work hard to help keep costs down.

6. What is the contact information for the accommodations, e.g. hotel, university, camp, etc.?

Name of sleeping location: Curry Village, the back country and Wawona

Phone number: 209-379-9511 (Nature Bridge office) The Day Adventist camp.

APPROVALS

Teacher/Requestor:

Cathy Shatwell

Date: 12/9/16

Principal:

Anderson

Date: 12/12/16

Asst. Supt. of Instruction:

Wanda L.

Date: 12/14/16

Superintendent:

Date: