



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1f

**Meeting Date:** February 21, 2019

**Subject:** Approve Hiram Johnson High School Field Trip to Valley Forge, Pennsylvania March 7-10, 2019

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- Conference/Action
- Action
- Public Hearing

**Division:** Academic Office

**Recommendation:** Approve Hiram Johnson High School field trip to Valley Forge, PA on 3/7/19 to 3/10/19.

**Background/Rationale:** On March 7, 2019 a group of 7 students and two teacher chaperones from Hiram Johnson High School will travel via personal vehicles and commercial airline to Valley Forge, PA to attend the Spirit of American Youth Leadership Program Conference. Students interact with experts on citizenship, democracy, free enterprise system, judicial system and the American political process.

**Financial Considerations:** No cost to the district.

**LCAP Goal(s):** College and Career Ready Students

**Documents Attached:**

1. Out of State Field Trip Documents

**Estimated Time of Presentation:** N/A

**Submitted by:** Dr. Iris Taylor, Chief Academic Officer

Chad Sweitzer, Instructional Assistant Superintendent

**Approved by:** Jorge A. Aguilar, Superintendent

**Sacramento City Unified School District**  
**FIELD TRIP REQUEST FORM**  
 (USE A SEPARATE FORM FOR EACH TRIP)

Parent Permission Form required for each student field trip, See reference distribution section for details concerning each type of trip.  
 School Name HIRAM JOHNSON HIGH SCHOOL Date 1/8//2019

Teacher's Name RYAN PETERSON Room # AFJ Telephone # 9164718274  
 Fax # \_\_\_\_\_

Field Trip Destination Freedom's Foundation, 1601 Valley Forge Road Valley Forge, PA 19481-0067

Local (50 mile radius)  Out-of-Town (Beyond 50 mile radius)  Overnight  
 Out-of-State/Country  Involving Swimming or Wading  Unusual Activities

Route 65th, Hwy 50, I-5, UA 740 to Den, UA 2030 to PHL, FF Shuttle bus to/from Valley Forge, UA 1535 to Den, UA 773 to SMF

Educational nature of field trip/excursion A four-day conference for high school students to interact with experts on citizenship, democracy, the free enterprise system, the judicial system, and the American political process.

Depart Date 3/7/2019 Time 4:15AM am/pm Return Date 3/10/2019 Time 9:45PM am/pm

**TRANSPORTATION** will be provided by:  Walking  School Bus – Contact Transportation Field Trip Office  
 Chartered Bus Company Certified:  yes  no – Check Risk Management Web Site  
 Private Vehicle – Complete Volunteer Personal Automobile Use Form for each vehicle and driver.  
 Parent Driver – Must have fingerprint clearance, check with Volunteer Office.  
 Faculty Driver – Complete Volunteer Personal Automobile Use Form for each vehicle and driver.  
 Public Transportation  Train  Commercial Airline  Other: Freedom's Foundation Shuttle


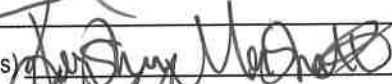

Funding Source Freedom's Foundation Sacramento Chapter Scholarship Financial Assistance Available?  yes  no

Number of students participating: 7 (Grades 11-12)

Adult Supervisors/ Drivers:	DRIVER		DRIVER	
1) _____	<input type="checkbox"/> yes	<input type="checkbox"/> no	2) _____	<input type="checkbox"/> yes <input type="checkbox"/> no
3) _____	<input type="checkbox"/> yes	<input type="checkbox"/> no	4) _____	<input type="checkbox"/> yes <input type="checkbox"/> no

Teachers and Staff Attending:

1) Ryan Peterson	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	2) _____	<input type="checkbox"/> yes <input type="checkbox"/> no
3) Jessica Gunning	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	4) _____	<input type="checkbox"/> yes <input type="checkbox"/> no

Principal Approval  Date \_\_\_\_\_  
 Risk Management Approval (Unusual Activities)  Date 1/23/19  
 Segment Administrator Approval  Date 1/16/19

**Distribution:** Refer to Field Trip Information Form RSK 106F for the forms and distribution required for each trip:

- Local Trip:** (50 mile radius) - Submit to Principal for approval. Maintain all documents at site.
- Out-Of-Town:** (beyond 50 mile radius) - Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
- Overnight Trip:** Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
- Trip Involving Swimming or Wading:** Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
- Trip Involving Unusual Activities (Water sports or high risk activities such as rafting, snorkeling, rock climbing, skiing, etc.)** - Submit to Principal for approval then forward to Segment Administrator and Risk Management 6 weeks prior to trip. **Must purchase Special Event Liability Insurance.**
- Out-of-State/Country:** Submit to Principal for approval then forward to Segment Administrator and Risk Management **SIX (6) WEEKS** prior to trip. Must have Superintendent and Board approval prior to trip. Segment Administrator will submit for Board Agenda. Trips not submitted to Segment Administrator 6 weeks prior to trip will be considered automatically rejected by the Board.

Maintain a copy of all forms at site for 2 years. Approved forms will be returned by Segment Administrator

Sacramento City Unified School District  
**OUT-OF-STATE OR OUT-OF-COUNTRY  
 TRAVEL REQUEST**

School Name Hiram Johnson High School Date 01 / 08 / 2019

Teacher's Name Jessica Gunning Room # AFJ Telephone # 916-479-5115  
Ryan Peterson

Field Trip Destination Freedom's Foundation, 1601 Valley Forge Road Valley Forge, PA 19481-0067

Reason for travel A four-day conference for high school students to interact with ,  
experts on citizenship, democracy, the free enterprise system  
the judicial system, and the American political process.

List unusual activities, water activities or high risk activities (examples: rafting, snorkeling, rock climbing, skiing, etc.) as a special parent waiver may be required. Submit copy of contract or waiver to Risk Management for review before signing. Attach a detailed itinerary for each day

Signed \_\_\_\_\_

Teacher

Approvals:

Principal

1 / 15 / 19

Date

Risk Management Dept.

1 / 13 / 19

Date

Segment Administrator

1 / 16 / 19

Date

Superintendent

2 / 4 / 19

Date

Board Approval Date 1 / 1

Freedom Foundation Scholarship  
 Paying for this trip

### TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

**Instructions:** This form must be completed and received in Accounts Payable at least 30 days prior to the proposed trip- 60 days if out-of-state.

REQ # \_\_\_\_\_

**Request to Attend:**

- Conference/Workshop
- Business Meeting

**Purpose for Attending:**

- Professional Development
- Continued Education Credits Earned

School/Department HIRAM JOHNSON HIGH SCHOOL

Date \_\_\_\_\_

Date(s) of Event 3/7/2019 - 3/10/2019

Location Freedom's Foundation, 1601 Valley Forge Road Valley Forge, PA 19481-0067

Event Title (attach brochure) Spirit of America Youth Leadership Program

Purpose\* A four-day conference for high school students to interact with experts on citizenship, democracy, the free enterprise system, the judicial system, and the American political process. The program includes thought-provoking lectures, historical tours, and experiential workshops, all designed to develop leadership skills and deepen an understanding of the rights and responsibilities of engaged citizenship.

\*(what value does this activity give students, attendees, staff, department/site or community?)

How does this travel align with the District's strategic plan? No cost Conference for student citizenship and career readiness

How will this activity/event be used and shared? This is an annual event that extends to more students each year.

Name of Attendee(s)

(attach sheet for additional attendees)

Position

Substitute (Y/N)\* No

No. of Days Required

Budget Code (for substitute)

Name of Attendee(s)	Position	Substitute (Y/N)*	No. of Days Required	Budget Code (for substitute)
Ryan Peterson	AF JROTC Teacher	No		
Jessica Gunning	Counselor	No		
		No		
		No		
		No		

Additional Attendees Attached

**\*\*IF A SUBSTITUTE IS NEEDED, SEND A COPY OF THIS FORM TO PERSONNEL, BOX 770**

**Approvals:**

Principal/Department Head Signature & Print Name \_\_\_\_\_

Date

1-15-19

Cabinet Level or Designee Signature \_\_\_\_\_

Date

1-16-19

Chief Business Officer Signature \_\_\_\_\_

Date

1-29-19

Superintendent or Designee Signature \_\_\_\_\_

Date

2/1/19

District cost for all attendees (estimate)

Registration Fee \*\*\* 0.00

Meals included?  Yes

B  L  D

Lodging 0.00

Transportation 0.00

Meals 0.00

Other 0.00

TOTAL \$ 0.00

Categorical

Budget Code(s): \_\_\_\_\_

\$ \_\_\_\_\_

General Fund/Unrestricted

\$ \_\_\_\_\_

\*\*If any meals are included in the cost of registration, how many of each: Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_

**Prepayment Requested:** All checks will be sent to the site/department unless prior arrangements have been made (with AP) to pick up check

Requisition #

Dollar Amount

Registration Fee	_____	0.00
Hotel	_____	0.00
Airfare ****	_____	0.00
Car Rental ****	_____	0.00

\*\*\*\* If airfare or car rental is requested, send a copy of this form to Purchasing, Box 830