



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 11.1g

Meeting Date: November 16, 2017

Subject: Approve West Campus High School Field Trip to Phoenix, Arizona
December 18-22, 2017

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

Division: Deputy Superintendent

Recommendation: Approve West Campus High School Field Trip to Phoenix, Arizona
December 18-December 22, 2017

Background/Rationale: On December 18, 2017 a group of 11 students, 1 teacher chaperone, and 2 Parent chaperone from West Campus High School will travel via Commercial Airline to Phoenix, Arizona to participate in the Nike Tournament of Champions.

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: Lisa Allen, Deputy Superintendent

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 is required for each student field trip. See below reference distribution section for details concerning each type of trip.

School Name West Campus High School Date 10 / 24 / 2017
 Teacher's Name John Langston Room # _____ Telephone # (916)531-3529
 Fax # _____

Field Trip Destination Phoenix, Arizona

- Local-50 mile radius (bus/walking) Local-50 mile radius (driver led trips) Out-of-Town (Beyond 50 mile radius)
(forward directly to Field Trip Office)
- Overnight Out-of-State/Country Involving Swimming or Wading Unusual Activities

Route Airplane and then car rental

Educational nature of field trip/excursion Nike Basketball Tournament

Depart Date 12 / 18 / 17 Time 9:20 am pm Return Date 12 / 22 / 17 Time 11:30 am pm

- TRANSPORTATION will be provided by: Walking School Bus - contact Transportation Field Trip Office
 Charter Bus Company (certified): Yes No - Check with Field Trip Office
 Private Vehicle/Parent Driver/Faculty Driver - Complete Volunteer Personal Automobile Use Form for each vehicle and driver, must have fingerprint clearance (check with Human Resources for fingerprint clearances)
 Public Transportation Train Commercial Airline Other: _____

Funding Source _____ Financial Assistance Available? Yes No

Number of students participating: 11

- Adult Chaperones/Drivers: DRIVER DRIVER
- 1) Reina Hudson yes no 2) Soledad Montemayor yes no
 3) _____ yes no 4) _____ yes no

- Teachers and Staff Attending:
- 1) John Langston yes no 2) _____ yes no
 3) _____ yes no 4) _____ yes no

Principal Approval *David* Date 10/22/17

Risk Management Approval (Unusual Activities) *John Langston* Date 11/1/17

Segment Administrator Approval *John Langston* Date 11-7-17

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

1. Local Trip (school or charter bus): (50-mile radius) - Submit to Principal for approval. Maintain all documents at site and forward a copy to Segment Administrator.
2. Local Trip: (50-mile radius: driver led, walking trip) - Submit driver led trips to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Submit walking trips to Principal for approval then forward to Segment Administrator for approval 2 weeks prior to trip.
3. Out-of-Town: (beyond 50-mile radius) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
4. Overnight Trip: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
5. Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
6. 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 for approval 6 weeks prior to trip. This may require Special Event Liability Insurance.
7. Out-of-State/Country: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Must have Superintendent, Board of Education and Risk Management approval prior to trip. Segment Administrator will place field trip item on Board Agenda. Trips not submitted to Segment Administrator 6 weeks prior to trip will be considered automatically rejected by the Board of Education.
8. Approved forms will be returned by Segment Administrator. Maintain a copy of all forms at site for 2 years.

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

School Name West Campus High School Date 10 / 17 / 2017

Teacher's Name John Langston Room # _____ Telephone # (916)531-3529

Field Trip Destination Phoenix, Arizona

Reason for travel Nike Basketball Tournament from 12/18-12/22


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:

 10/27/17
Principal Date

 11/01/17
Risk Management Dept. Date

 11/2/17
Segment Administrator Date

 11/6/17
Superintendent Date

/ /
Board Approval Date

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Request to Attend: <input type="checkbox"/> Conference/Workshop <input type="checkbox"/> Business Meeting	Purpose for Attending: <input type="checkbox"/> Professional Development <input type="checkbox"/> Continued Education Credits Earned	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 # _____
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School/Department West Campus High School Date Oct 17, 2017

Date(s) of Event December 18-22, 2017 Location Phoenix, Arizona

Event Title (attach brochure) Nike Basketball Tournament

Purpose* To provide a challenging athletic experience to the girls varsity team.


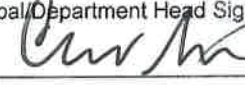
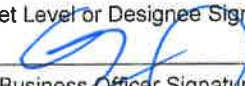
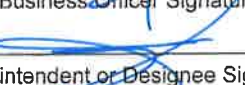
*(what value does this activity give students, attendees, staff, department/site or community?)

How does this travel align with the District's strategic plan? It will enhance the athletic program and prepare the team to continue to meet high standards.

How will this activity/event be used and shared?

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)* **	No. of Days Required	Budget Code (for substitute)
<u>John Langston</u>	<u>In-House Suspension Staff</u>	<u>No</u>	<u> </u>	<u> </u>
		<u>No</u>	<u> </u>	<u> </u>
		<u>No</u>	<u> </u>	<u> </u>
		<u>No</u>	<u> </u>	<u> </u>
		<u>No</u>	<u> </u>	<u> </u>

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

Approvals: <u></u> <u>10/27/17</u> Principal/Department Head Signature & Print Name Date <u></u> <u>11-3-17</u> Cabinet Level or Designee Signature Date <u></u> <u>11/2/17</u> Chief Business Officer Signature Date <u></u> <u>11/6/17</u> Superintendent or Designee Signature Date	District cost for all attendees (estimate) Registration Fee *** <u>0.00</u> Meals included? <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging <u>0.00</u> Transportation <u>0.00</u> Meals <u>0.00</u> Other <u>0.00</u> TOTAL \$ <u>0.00</u>
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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 _____	_____
Hotel _____	_____
Airfare **** _____	_____
Car Rental **** _____	_____