



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.1f

Meeting Date: March 1, 2012

Subject: John F. Kennedy Field Trip to Washington D.C. May 13 to May 18, 2012.

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

Division: Accountability Office

Recommendation: Approve John F. Kennedy Field Trip to Washington D.C. May 13 to May 18, 2012.

Background/Rationale: Four chaperones will accompany Nine John F. Kennedy High School Criminal Justice Academy students on a trip to Washington D.C. Parents are responsible to transport their student to and from the airport. This experience will educate students about our country's system of law, as well as its legal and political history, while visiting the Supreme Court, Library of Congress, White House, Capitol Building, and other historical sites. Students will appreciate the magnitude of public service while visiting the National Law Enforcement Officers Memorial, and honor officers that have made the ultimate sacrifice in the line of duty. While in Washington D.C. area public transportation will be used.

Financial Considerations: No cost to the district. Expenses paid through parent contribution and fundraising.

Documents Attached: Out of State Field Trip Documents

<p>Estimated Time of Presentation: Consent Agenda Submitted by: Lisa Allen, Area Assistant Superintendent Approved by: Mary Shelton, Chief Accountability Officer</p>
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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 John F. Kennedy High School / Criminal Justice Academy Date 01/19/2012

Date(s) of Event 05/13/2012 - 05/18/2012 Location Washington D.C.

Event Title (attach brochure) Senior Fieldtrip

Purpose* To provide an opportunity to learn about our country's history, political processes and system of laws.

* (what value does this activity give students, attendees, staff, department/site or community?)
 How does this travel align with the District's strategic plan? Connect curriculum to real-world experiences to get students ready for college and work.

How will this activity/event be used and shared? Students will report on their experiences.

Name of Attendee(s) <small>(attach sheet for additional attendees)</small>	Position	Substitute (Y/N)*	No. of Days Required	Budget Code <small>(for substitute)</small>
Christoffer Herner	Teacher	Yes	5	
Kristen Goding	Teacher	Yes	5	
Kenneth O'Flaherty	Teacher	Yes	5	
Ofc. Laurie Cory	Police Officer	No		
		No		

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

Approvals: <div style="margin-bottom: 10px;"> Principal/Department Head Signature & Print Name _____ Date <u>1-24-12</u> </div> <div style="margin-bottom: 10px;"> Cabinet Level or Designee Signature _____ Date <u>1.26.12</u> </div> <div style="margin-bottom: 10px;"> Chief Business Officer Signature _____ Date <u>2/10/12</u> </div> <div> Superintendent or Designee Signature _____ Date <u>2/8/12</u> </div>	District cost for all attendees (estimate) Registration Fee *** <input type="text"/> Meals included? <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging _____ Transportation _____ Meals _____ Other _____ TOTAL <input type="text"/>
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Categorical Budget Code(s): 01-7220-0-110-10-1220-1000-159-0525-000
 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 ****	_____

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

School Name John F. Kennedy High School Date 01/19/2012

Teacher's Name Christoffer Herner Room # E-8 Telephone # 433-5528

Field Trip Destination Washington D.C.

Reason for travel Provide exposure to our governmental institutions and laws

by visiting our nation's Capitol building, the Library of Congress, the White

House, National Archives, the Law Enforcement Officers Memorial, Arlington

National Cemetery, and other locations related to law and law enforcement.

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 for review before signing. Risk management approval required.

n/a

Attach a detailed itinerary for each day: see attached

Signed [Signature]
Teacher

Approvals:

[Signature] 1-24-12
Principal Date

[Signature] 2-6-12
Risk Management Dept. Date

[Signature] 1-26-12
Segment Administrator Date

[Signature] 2/14/12
Superintendent Date

Board Approval Date

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 John F. Kennedy High School Date 01/19/2012

Teacher's Name Christoffer Herner Room # E-8 Telephone # 433-5529
Fax # 433-5594

Field Trip Destination Washington D.C.

Local (50 mile radius) Out-of-Town (Beyond 50 mile radius) Overnight

Out-of-State/Country Involving Swimming or Wading Unusual Activities

Route Sacramento (SMF airport) to Baltimore (BWI airport)

Educational nature of field trip/excursion Explore the political process and U.S. system of law

Depart Date 05/13/12 Time 07:00am am/pm Return Date 05/18/12 Time 10:00pm 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: _____

Funding Source Student account and personal funds Financial Assistance Available? yes no

Number of students participating: 9

Adult Supervisors/ Drivers: DRIVER DRIVER
1) Ofc. Laurie Cory yes no 2) _____ yes no
3) _____ yes no 4) _____ yes no

Teachers and Staff Attending:
1) Christoffer Herner yes no 2) Kenneth O'Flaherty yes no
3) Kristen Goding yes no 4) _____ yes no

Principal Approval [Signature] Date 1-24-12

Risk Management Approval (Unusual Activities) [Signature] Date 2/6/12

Segment Administrator Approval [Signature] Date 1.26.12

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

1. Local Trip: (50 mile radius) - Submit to Principal for approval. Maintain all documents at site.
2. Out-Of-Town: (beyond 50 mile radius) - Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
3. Overnight Trip: Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
4. Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
5. 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.
6. 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

*Don't forget to bring the consent form
Laurie Cory
1-24-11*