



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1f

Meeting Date: June 1, 2017

Subject: Approve John F. Kennedy High School Field Trip to Japan from
June 16-28, 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 John F. Kennedy High School Field Trip to Japan from
June 16, 2017 – June 28, 2017.

Background/Rationale: On June 16, 2017 – June 28, 2017, students from John F.
Kennedy High School will travel by commercial airline to Japan to visit Ehime University
Senior High School and learn the Japanese culture.

Financial Considerations: There is no cost to the District. Expenses are paid through
parent contributions.

LCAP Goal(s): College and Career Ready Students

Documents Attached:

1. Out-of-state field trip documents

<p>Estimated Time of Presentation: N/A</p> <p>Submitted by: Lisa Allen, Deputy Superintendent Tu Carroz, Area Assistant Superintendent</p> <p>Approved by: José L. Banda, Superintendent</p>

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 4/20/2017

Teacher's Name Tadashi Suzuki Room # C-208 Telephone # 7148157765
Fax # _____

Field Trip Destination Japan

Local (50 mile radius) Out-of-Town (Beyond 50 mile radius) Overnight
 Out-of-State/Country Involving Swimming or Wading Unusual Activities
Route Tokoyo to Matsuyamoto to Hiroshima to Osaka to Kyoto to Tokyo

Educational nature of field trip/excursion Visiting Sister City and Ehime University Senior High School, Japanese Culture

Depart Date 6/16/2017 Time 3:55 p.m. am/pm Return Date 6/28/2017 Time 1:45 pm 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: walking

Funding Source Parents Financial Assistance Available? yes no

Number of students participating: 11

Adult Supervisors/ Drivers: DRIVER DRIVER
1) Christine Umeda yes no 2) Steven Yee yes no
3) _____ yes no 4) _____ yes no

Teachers and Staff Attending:
1) Tadashi Suzuki yes no 2) _____ yes no
3) _____ yes no 4) _____ yes no

Principal Approval _____ Date 4/24/17

Risk Management Approval (Unusual Activities) _____ Date 5/3/17

Segment Administrator Approval _____ Date 4/25/17

- 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

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

School Name John F. Kennedy High School Date 4/20/2017

Teacher's Name Tadashi Suzuki Room # C-208 Telephone # 7148157765

Field Trip Destination JAPAN

Reason for travel visit Sister City Matsuyama, Japan and Ehime University Senior High School. Group is planning to do some home-stays with Ehime University High School student's family in Matsuyama, Japan.

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 Tadashi Suzuki Tadashi Suzuki
Teacher

Approvals:

David Van Natten David Van Natten 4/20/2017
Principal Date

[Signature] Risk Management Dept. 5/3/17
Date

[Signature] Segment Administrator 4/25/17
Date

[Signature] Superintendent 5/4/17
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 checked="" 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 JF Kennedy High School Date 4/20/2017

Date(s) of Event June 16 - 28, 2017 Location Tokoyo

Event Title (attach brochure) Welcome to Sacramento Matsuyama Sister City

Purpose* Visit Sister City Matsuyama, Japan and Ehime University Senior High School. Plan is to some home-slays with Ehime University High School student's family in Matsuyama, Japan.

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

How does this travel align with the District's strategic plan? _____

How will this activity/event be used and shared? _____

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>
Tadashi Suzuki	Teacher	No		n/a
		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 4/24/17

Cabinet Level or Designee Signature _____ Date 4/25/17

Chief Business Officer Signature _____ Date 5/3/17

Superintendent or Designee Signature _____ Date 5/4/17

District cost for all attendees (estimate)

Registration Fee *** 0

Meals included?

B L D

Lodging 0

Transportation 0

Meals 0

Other 0

TOTAL 0

Categorical Budget Code(s): _____ \$ 0

General Fund/Unrestricted _____ \$ 0

***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
Hotel	_____
Airfare ****	_____
Car Rental ****	_____

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