



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1f

Meeting Date: February 15, 2018

Subject: Approve Luther Burbank High School Field Trip to Reno, Nevada,
March 2-3, 2018

- 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 Luther Burbank High School Field Trip to Reno, Nevada
March 2-3, 2018

Background/Rationale: March 2-3, 2018, a group of 45 students, and six teacher and parent chaperones from Luther Burbank High School will travel via charter bus to Reno, Nevada, to participate in an NJROTC All Navy Drill Meet. Students will have the opportunity to demonstrate championship level drill team skills learned in their ROTC class. All drill teams will demonstrate their specific areas of drill excellence against 20 other teams from across the west coast. They will experience team building, hone their leadership skills, and bring lessons learned back to the ROTC.

Financial Considerations: No cost to the district. Expenses paid through the NJROTC. Financial assistance from NJROTC was made available for students in need.

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: Iris Taylor, Chief Academic Officer

Tu Moua-Carroz, 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 Luther Burbank High School Date 12 / 20 / 2017
 Teacher's Name Eric Salcedo Room # H-7 Telephone # 433-5145
 Fax # _____

Field Trip Destination NJROTC Drill Meet, Damonte Ranch High School, 10500 Rio Wrangler Parkway Reno, NV 89521

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 CA-99 N, I-80, US-580 S to Veterans Parkway and onto Rio Wrangler Parkway.

Educational nature of field trip/excursion Cadets will compete in an West Coast all Navy Drill Competition, Hone leadership skills, work on team building and camaraderie.

Depart Date 03 / 02 / 2018 Time 8am am/pm Return Date 03 / 03 / 2018 Time 7pm 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 NJROTC Financial Assistance Available? Yes No

Number of students participating: 45

Adult Chaperones/Drivers: DRIVER DRIVER
 1) Karen Jones yes no 2) Richard Diaz yes no
 3) Sue Diaz yes no 4) _____ yes no

Teachers and Staff Attending:
 1) Tom Jones yes no 2) Eric Salcedo yes no
 3) Nina Linskiy yes no 4) _____ yes no

Principal Approval [Signature] Date 12/21/17

Risk Management Approval (Unusual Activities) [Signature] Date 1/23/18

Segment Administrator Approval [Signature] Date 1/24/18

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, snorkelling, 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 Luther Burbank High School Date 03 / 23 / 2018

Teacher's Name Eric Salcedo Room # H-7 Telephone # 936-730-6789

Field Trip Destination All Navy Drill Meet, Reno Nevada

Reason for travel This trip offers students the opportunity to demonstrate championship level drill team skills learned in their ROTC class. All drill teams will demonstrate their specific areas of drill excellence against 20 other teams from across the West Coast. The will team build, hone leadership skills, bring lessons learned back to the ROTC. This experience cannot be duplicated.

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:

 12/21/17
 Principal Date

 1/23/18
 Risk Management Dept. Date

 1/24/18
 Segment Administrator Date

 1/26/18
 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 Luther Burbank High School Date Dec 20, 2017

Date(s) of Event 3/2-3/18 Location Damonte Ranch High School - Reno, NV

Event Title (attach brochure) NJROTC Drill Meet

Purpose* Cadets competition



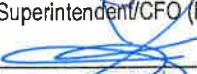
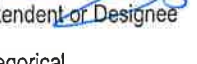
*(what value does this activity give students, attendees, staff, department/site or community?)

What Board goal/priority does this travel support? Career Readiness

How will this activity/event be used and shared? During Class

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
Tom Jones	Teacher	No	<input type="checkbox"/>	
Eric Salcedo	Teacher	No	<input type="checkbox"/>	
Nina Linsky	Teacher	No	<input type="checkbox"/>	
		Yes	<input type="checkbox"/>	

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

Approvals:  Principal/Department Head <u>1/9/18</u> Date  Associate Superintendent/Assistant Superintendent <u>1/24/18</u> Date  Deputy Superintendent/CFO (Finance) <u>2/25/18</u> Date  Superintendent or Designee <u>1/26/18</u> Date	District cost for all attendees (estimate) Registration Fee *** <input type="checkbox"/> Meals included? <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging _____ Transportation _____ Meals _____ Other _____ TOTAL <input type="checkbox"/>
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Categorical Budget Code(s): No cost to district - Navy will reimburse \$ 0.00

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 ****	_____	_____

Luther Burbank High School
Field Trip Adult Chaperones List (Add'l. Names)
Damonte Ranch High School – Reno, Nevada
March 2-3, 2018

Jones, Karen

Diaz, Sue

Diaz, Richard