



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1g

Meeting Date: April 6, 2017

Subject: Approve Sacramento New Technology High School Field Trip to Reno, Nevada on April 19, 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 Sacramento New Technology High School Field Trip to Reno, Nevada on April 19, 2017.

Background/Rationale: On April 19, 2017, students from Sacramento New Technology High School will travel by charter bus to Reno, Nevada to tour Sierra College and the University of Nevada.

Financial Considerations: Expenses are paid by the College Readiness Block Grant.

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
Tu Carroz, Area Assistant Superintendent
Approved by: Jose L. Banda, 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 Sacramento New Technology High School Date March 6, 2017

Teacher's Name Durham/Legaspi/Huang/Pulber/Beard Room # _____ Telephone # 395-5254
Fax # 433-2840

Field Trip Destination Sierra College & University of Nevada, Reno

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

Out-of-State/Country Involving Swimming or Wading Unusual Activities
Route I-80 to Reno

Educational nature of field trip/excursion campus tour for 2017 College Tour Day

Depart Date 4/19/17 Time 9:00 AM am/pm Return Date 4/19/17 Time 6:30 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: _____

Funding Source 097338058320011101000000535000 Financial Assistance Available? yes no

Number of students participating: 50

Adult Supervisors/ Drivers: DRIVER DRIVER
1) Daria Beard yes no 2) _____ yes no
3) _____ yes no 4) _____ yes no

Teachers and Staff Attending:
1) Kenneth Durham yes no 2) Paolo Legaspi yes no
3) Jerry Huang yes no 4) Vitaliy Pulber yes no

Principal Approval [Signature] Date 3/6/17

Risk Management Approval (Unusual Activities) [Signature] Date 3/13/17

Segment Administrator Approval _____ Date 3/7/17

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

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Request to Attend: <input checked="" 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 # <u>V17-04577</u>
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School/Department Sacramento New Technology High School Date March 6, 2017

Date(s) of Event April 19, 2017 Location Reno, NV

Event Title (attach brochure) 2017 College Tour Day

Purpose* Students will learn the pros and cons of attending college/universities of various sizes and locations. Students will also learn about the programs that are offered at Sierra College & University of Nevada, Reno

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

How does this travel align with the District's strategic plan? Pathway to college readiness

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>Kenneth Durham</u>	<u>Principal</u>	<u>No</u>	<input type="checkbox"/>	
<u>Jerry Huang</u>	<u>Teacher</u>	<u>No</u>	<input type="checkbox"/>	
<u>Paolo Legaspi</u>	<u>Teacher</u>	<u>No</u>	<input type="checkbox"/>	
<u>Vitaly Pulber</u>	<u>Teacher</u>	<u>No</u>	<input type="checkbox"/>	
<u>Daria Beard</u>	<u>Student Teacher</u>	<u>No</u>	<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 Signature & Print Name <u>3/6/17</u> Date _____ Cabinet Level or Designee Signature <u>3/17/17</u> Date _____ Chief Business Officer Signature <u>3/17/17</u> Date _____ Superintendent or Designee Signature <u>3/17/17</u> 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 _____ Transportation <u>1,716.19</u> Meals _____ Other _____ TOTAL <u>\$1,716.19</u>
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Categorical Budget Code(s): 09 7338 0 5832 00 1110 1000 000 0535 000 \$ 1,716.19
 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 ****	_____
Charter Bus	_____

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

School Name Sacramento New Technology High School Date April 19, 2017

Teacher's Name Durham/Huang/Legaspi Room # _____ Telephone # 395-5254

Field Trip Destination Sierra College & University of Nevada, Reno

Reason for travel 2017 College Tour Day

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 attachment

Signed _____
Teacher

Approvals:

[Signature] 3/2/17
Principal Date

[Signature] 3/15/17
Risk Management Dept. Date

[Signature] 3/17/17
Segment Administrator Date

[Signature] 3/21/17
Superintendent Date

Board Approval Date _____