



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.1i

Meeting Date: March 19, 2015

Subject: John F. Kennedy High School Field Trip to Honolulu, Hawaii, March 30 – April 4, 2015

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

Division: Interim Deputy Superintendent

Recommendation: Approve John F. Kennedy High School Field Trip to Honolulu, Hawaii, March 30 – April 4, 2015

Background/Rationale: On March 30 – April 4, 2015, 11 students will travel to Honolulu, Hawaii for the Marine Corps Junior ROTC base orientation. Students and teachers will leave John F. Kennedy Monday, March 30th at 7:00 a.m. and will return to John F. Kennedy Saturday, April 4 at 7:00 a.m.

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

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, Interim Deputy Superintendent

Approved by: José 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 John F. Kennedy High School Date 02/19/2015

Teacher's Name MSgt Mundorff Room # E-5 Telephone # 433-5245
Fax # _____

Field Trip Destination Honolulu Hawaii

- Local (50 mile radius) Out-of-Town (Beyond 50 mile radius) Overnight
- Out-of-State/Country Involving Swimming or Wading Unusual Activities

Route _____

Educational nature of field trip/excursion Marine Corps Junior ROTC Orientation trip

Depart Date 3/30/2015 Time 7 am am/pm Return Date 4/4/2015 Time 7 am 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 Fundraising and Parent Donation Financial Assistance Available? yes no

Number of students participating: 11

- Adult Supervisors/ Drivers:
- | | DRIVER | | DRIVER |
|-------------------------|---|----------|--|
| 1) <u>MSgt Mundorff</u> | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no | 2) _____ | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 3) <u>CWO3 reese</u> | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no | 4) _____ | <input type="checkbox"/> yes <input type="checkbox"/> no |

- Teachers and Staff Attending:
- | | | | |
|----------------------|---|----------|--|
| 1) <u>Nikki Best</u> | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 2) _____ | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 3) _____ | <input type="checkbox"/> yes <input type="checkbox"/> no | 4) _____ | <input type="checkbox"/> yes <input type="checkbox"/> no |

Principal Approval [Signature] Date 2-25-15

Risk Management Approval (Unusual Activities) [Signature] Date 3/9/15

Segment Administrator Approval [Signature] Date 3/5/15

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 2/19/2015
Teacher's Name MSgt Mundorff Room # E-5 Telephone # 433-5245

Field Trip Destination Honolulu Hawaii

Reason for travel Cadets will be going to visit the military bases in Honolulu
for their base orientation trip.

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.

Swimming _____ Hiking _____

Attach a detailed itinerary for each day: See attached.

Signed *Chris Mundorff*
Teacher

Approvals:

Chris Mundorff 2-25-15
Principal Date

[Signature] 3/4/15
Risk Management Dept. Date

[Signature] 3/5/15
Segment Administrator Date

[Signature] 3/10/15
Superintendent Date

Board Approval Date _____