



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.11

Meeting Date: March 15, 2018

Subject: Approve Hiram Johnson High School Field Trip to Reno, Nevada
April 13-15, 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 Hiram Johnson High School Field Trip to Reno, Nevada
April 13-15, 2018

Background/Rationale: From April 13-15, 2018, a group of eight students and two teachers from Hiram Johnson High School will travel via car to Reno, Nevada, to participate in the Key Club Officers Leadership Training and Award Ceremony.

Financial Considerations: No cost to the district. Expenses paid through the school's Key Club Fund. Financial assistance from the Key Club Fund 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

Olga Arellano Simms, 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 HIRAM JOHNSON HIGH SCHOOL Date 1 / 31 / 2018
 Teacher's Name FAM SAETEURN Room # C8 Telephone # 916-690-7307
 Fax # _____

Field Trip Destination RENO, NEVADA

- 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 US 50 HIGHWAY

Educational nature of field trip/excursion KEY CLUB'S DISTRICT CONVENTION

Depart Date 04 / 13 / 18 Time 11AM am/pm Return Date 04 / 15 / 18 Time 2PM 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 CLUB FUNDS Financial Assistance Available? Yes No

Number of students participating: 8

- Adult Chaperones/Drivers: DRIVER DRIVER
- | | |
|---|---|
| 1) _____ <input type="checkbox"/> yes <input 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 |

- Teachers and Staff Attending:
- | | |
|---|---|
| 1) <u>FAM SAETEURN</u> <input type="checkbox"/> yes <input type="checkbox"/> no | 2) <u>JEFF NELSON</u> <input checked="" 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 _____ Date 2/16/18

Risk Management Approval (Unusual Activities) _____ Date 2/22/18

Segment Administrator Approval _____ Date 2/21/18

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

- 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.
- 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.
- Out-of-Town: (beyond 50-mile radius) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- Overnight Trip: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks 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 for approval 6 weeks prior to trip. This may require Special Event Liability Insurance.
- 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.
- 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 Hiram Johnson High School Date 4 / 13 / 2018

Teacher's Name Fam Saeteurn Room # C8 Telephone # 395-5070

Field Trip Destination Reno, NV

Reason for travel Key Club district convention. Club Members and advisors meet for education, elections, service, networking and recognition.

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:

 2 / 8 / 18
 Principal Date

 2 / 22 / 18
 Risk Management Dept Date

 2 / 21 / 18
 Segment Administrator Date

 2 / 26 / 18
 Superintendent Date

 / /
 Board Approval Date

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 # _____ |
|---|---|--|

School/Department: HIRAM JOHNSON HIGH SCHOOL Date: 2/7/18

Date(s) of Event: 4/13/18-4/15/18 Location: Reno, Nevada

Event Title (attach brochure): CNH KEY CLUB CONVENTION

Purpose: Annual event where Key Club members and advisors come together for education, elections, service, recognition, and networking.

*(what value does this activity give students, attendees, staff, department/site or community?)
EXPAND CONTINUUM OF LEARNING OPPORTUNITIES

How does this travel align with the District's strategic plan?
DIRECT STUDENT IMPACT AND CAMPUS WIDE CLUB ACTIVITY

How will this activity/event be used and shared?
DIRECT STUDENT IMPACT AND CAMPUS WIDE CLUB ACTIVITY

| Name of Attendee(s) (attach sheet for additional attendees) | Position | Substitute (Y/N)* | No. of Days Required | Budget Code (for substitute) |
|--|----------|-------------------|----------------------|-------------------------------|
| FAM SAETEURN | TEACHER | Yes | 1 | 01318001102111010000000520000 |
| JEFFREY NELSON | TEACHER | Yes | 1 | 01318001102111010000000520000 |
| | | No | | |
| | | 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;"> <u>Eric Garrett Kirkland</u> <u>2/7/18</u> Principal/Department Head Signature & Print Name Date </div> <div style="margin-bottom: 10px;"> <u>[unclear]</u> <u>2/21/18</u> Cabinet Level or Designee Signature Date </div> <div style="margin-bottom: 10px;"> <u>[unclear]</u> <u>2/26/18</u> Chief Business Officer Signature Date </div> <div style="margin-bottom: 10px;"> <u>[unclear]</u> <u>2/26/18</u> Superintendent or Designee Signature Date </div> | District cost for all attendees (estimate) Registration Fee *** <u>00</u> Meals included? <input type="checkbox"/> No B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging <u>0</u> Transportation <u>0</u> Meals <u>0</u> Other <u>0</u> TOTAL <u> </u> |
|--|--|

Categorical Budget Code(s): _____ \$ _____
 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 **** | _____ |