



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1m

**Meeting Date:** March 15, 2018

**Subject:** Approve Hiram Johnson High School Field Trip to Valley Forge, Pennsylvania April 26-29, 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 Valley Forge, PA, April 26-29, 2018

**Background/Rationale:** From April 26-29, 2018, a group of four students, one teacher, and one adult chaperone from Hiram Johnson High School will travel via air to Valley Forge, PA, to participate in the Freedoms Foundation of America Leadership Conference.

**Financial Considerations:** No cost to the district. Expenses paid through the Freedoms Foundation Scholarship for Students.

**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 W. Johnson High School Date 01 / 24 / 2018  
 Teacher's Name Ryan Peterson Room # AFJ Telephone # 916-471-8274  
 Fax # \_\_\_\_\_

Field Trip Destination 1601 Valley Forge Road, Box 67 Valley Forge, PA 19481

- 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 \_\_\_\_\_

Educational nature of field trip/excursion A four-day conference for high school students to interact with experts on citizenship, democracy, the free enterprise system, the judicial system, and the American political process.

Depart Date 04 / 26 / 2018 Time 3:45 am/pm Return Date 4 / 29 / 2018 Time 9:15 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 Freedoms Foundation Scholarship for Students Financial Assistance Available?  Yes  No

Number of students participating: 4

Adult Chaperones/Drivers:	DRIVER		DRIVER	
1) <u>Emily Matthews</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

Teachers and Staff Attending:

1) <u>Ryan Peterson</u>	<input checked="" 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

Principal Approval [Signature] Date 1/29/18

Risk Management Approval (Unusual Activities) [Signature] Date 2/27/18

Segment Administrator Approval [Signature] Date 2/27/18

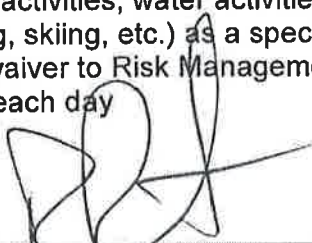
- Distribution: Refer to the Field Trip Information Form RSK 106F for the forms and distribution required for each trip:
- Local Trip (school or charter bus): (50-mile radius) - Submit to Principal for approval. Maintain all documents at site and forward a copy to Segment Administrator.
  - Local Trip: (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 W. Johnson HS Date 4 /26-29 **2018**  
 Teacher's Name Ryan Peterson Room # AFJ Telephone # 916-5070 505121  
 Field Trip Destination 1601 Valley Forge Road, Box 67 Valley Forge, PA 19481

Reason for travel A four-day conference for high school students to interact with experts on citizenship, democracy, the free enterprise system, the judicial system, and the American political process. The program includes thought-provoking lectures, historical tours, and experiential workshops, all designed to develop leadership skills and deepen an understanding of the rights and responsibilities of engaged citizenship.

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:

 1 / 29 / 18  
 Principal Date  
 2 / 27 / 18  
 Risk Management Dept. Date  
 2 / 27 / 18  
 Segment Administrator Date  
 3 / 2 / 18  
 Superintendent Date

    /    /      
 Board Approval Date

## TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

<b>Request to Attend:</b> <input checked="" type="checkbox"/> Conference/Workshop  <input type="checkbox"/> Business Meeting	<b>Purpose for Attending:</b> <input type="checkbox"/> Professional Development  <input type="checkbox"/> Continued Education Credits Earned	<b>Instructions:</b> This form must be completed and received in Accounts Payable at least <b>30 days</b> prior to the proposed trip- <b>60 days</b> if out-of-state.  REQ # _____
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School/Department Hiram Johnson HS Date 2/2/18

Date(s) of Event 4/26-4/29/18 Location VALLEY FORGE PA

Event Title (attach brochure) FREEDOMS FOUNDATION OF AMERICA LEADERSHIP CONFERENCE

Purpose\* AF JROTC STUDENT SELECTION FOR PARTICIPATION IN LEADERSHIP CONFERENCE.

\* (what value does this activity give students, attendees, staff, department/site or community?)  
 How does this travel align with the District's strategic plan? DEVELOP HIGH LEVEL LEADERSHIP SKILLS, ACKNOWLEDGE STUDENT SUCCESS, COLLEGE CAREER AND LIFE READY STUDENTS.

How will this activity/event be used and shared? STUDENT LEADERS AND INSTRUCTOR WILL HAVE DIRECT IMPACT ON SITE AF JROTC

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>
RYAN PETERSON	JROTC TEACHER	Yes	2	01-3180-0-1102-15-1110-1000-000-00
Emily Matthews	Adult Chaperone	No		
		No		
		No		
		No		

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

**Approvals:**

Garrett Kirkland 2/2/18  
 Principal/Department Head Signature & Print Name Date

Allyson J. Sullivan - Simms 2/23/18  
 Cabinet Level or Designee Signature Date

[Signature] 2/26/18  
 Chief Business Officer Signature Date

[Signature] 2/26/18  
 Superintendent or Designee Signature Date

District cost (for all attendees (estimate))

Registration Fee \*\*\* 00

Meals included?  Yes

B  L  D

Lodging 00

Transportation 487.45

Meals 00

Other 00

**TOTAL** 487.45

Categorical Budget Code(s): 01-3180-0-5230-00-1110-1000-000-0520-000 \$ 487.45

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 ****	_____