



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1g

Meeting Date: March 15, 2018

Subject: Approve West Campus 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 West Campus High School Field Trip to Reno, Nevada
April 13-15, 2018.

Background/Rationale: On April 13, 2018 a group of 13 students, one adult chaperone and two teacher chaperones from West Campus High School will travel via rental car to Reno, NV to attend the CNH KEY Club District Convention. This program helps students develop leadership skills and encourages service to community.

Financial Considerations: No cost to the district.

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
Chad Sweitzer, 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 West Campus High School Date 02 / 09 / 2018
 Teacher's Name Anne Bestgen Room # 46 Telephone # 9162776400
 Fax # 9162776593

Field Trip Destination Grand Sierra Resort, 2500 E 2nd St, Reno, NV 89595

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 take CA-99 N, take I-80 exit toward Reno, exit 15 for US-395 to Carson City, exit 66 for Mill St, resort on the left

Educational nature of field trip/excursion Attend leadership development, life skills, and college planning workshops.

Celebrate the year's service through awards. Network with students from California, Nevada, and Hawaii.

Depart Date 04 / 13 / 2018 Time 12 pm am/pm Return Date 04 / 15 / 2018 Time 5 pm 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 _____ Financial Assistance Available? Yes No

Number of students participating: 13

Adult Chaperones/Drivers:	DRIVER		DRIVER
1) <u>Pha Lo</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

Teachers and Staff Attending:

1) <u>Anne Bestgen</u>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	2) _____	<input type="checkbox"/> yes <input type="checkbox"/> no
3) <u>Angela Tran</u>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	4) _____	<input type="checkbox"/> yes <input type="checkbox"/> no

Principal Approval [Signature] Date 02/09/18

Risk Management Approval (Unusual Activities) [Signature] Date 2/9/18

Segment Administrator Approval [Signature] Date 2-28-18

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, 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.
- 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 West Campus High School Date 02 / 09 / 2018

Teacher's Name Anne Bestgen Room # 46 Telephone # 9162776400

Field Trip Destination Grand Sierra Resort, 2500 E 2nd St, Reno, NV 89595

Reason for travel Attend leadership development, life skills, and college planning workshops. Celebrate the year's service through awards. Network with students from California, Nevada, and Hawaii.

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 Anne C. Bestgen
 Teacher

Approvals:

[Signature] 02 / 09 / 2018
 Principal Date

[Signature] 2 / 28 / 18
 Risk Management Dept. Date

[Signature] 2 / 28 / 18
 Segment Administrator Date

[Signature] 3 / 2 / 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 checked="" 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>N/A</u>
---	--	---

School/Department West Campus High School Date 02/22/2018

Date(s) of Event Friday April 13 - Sunday April 15 Location 2500 E 2nd St, Reno, NV 89595

Event Title (attach brochure) Key Club District Convention

Purpose* Chaperoning students who will be attending leadership development, life skills, and college planning workshops. Celebrate the year's service through awards. Network with students from California, Nevada, and Hawaii.

*(what value does this activity give students, attendees, staff, department/site or community?)
 How does this travel align with the District's strategic plan? College and Career ready students

How will this activity/event be used and shared? annual event

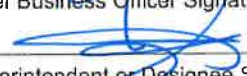
Name of Attendee(s) <small>(attach sheet for additional attendees)</small>	Position	Substitute (Y/N)* **	No. of Days Required	Budget Code (for substitute)
Anne Bestgen	Faculty Advisor	No		N/A
Angela Tran	Faculty Advisor	No		N/A
		No		
		No		
		No		

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

Approvals:

David Rodriguez 02/23/18
 Principal/Department Head Signature & Print Name Date

2-23-18
 Cabinet Level or Designee Signature Date

2/28/18
 Chief Business Officer Signature Date

3/2/18
 Superintendent or Designee Signature Date

District cost for all attendees (estimate)

Registration Fee *** N/A

Meals included?

B L D

Lodging N/A

Transportation N/A

Meals N/A

Other N/A

TOTAL

Categorical Budget Code(s): N/A \$ N/A

General Fund/Unrestricted N/A \$ N/A

***If any meals are included in the cost of registration, how many of each: Breakfast N/A Lunch N/A Dinner N/A

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	<u>N/A</u>	<u>N/A</u>
Hotel	<u>N/A</u>	<u>N/A</u>
Airfare ****	<u>N/A</u>	<u>N/A</u>
Car Rental ****	<u>N/A</u>	<u>N/A</u>