



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 11.1k

Meeting Date: June 2, 2016

Subject: Approve Luther Burbank High School Field Trip to the University of Denver in Denver, Colorado, from July 18 - July 24, 2016

- 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 Luther Burbank High School Field Trip to University of Denver, Denver, Colorado from July 18 to July 24, 2016.

Background/Rationale: On July 18 through July 24, 2016, IB Diploma candidates from Luther Burbank High School will travel to University of Denver, Denver, Colorado to attend the IB World Student Conference. Students will develop leadership skills and have the opportunity to meet IB students from across the globe. They will also have the opportunity to interact with university faculty and world-renowned speakers to explore global issues and develop global action projects, which will be shared with the LBHS community. There will be two chaperones attending with seven students.

Financial Considerations: There will be no cost to the district. Expenses will be paid through donation and gofundme.com.

LCAP Goal(s): College and Career Ready Students.

Documents Attached:

1. Out of State Field Trip Documents

<p>Estimated Time of Presentation: N/A</p> <p>Submitted by: Lisa Allen, Interim Deputy Superintendent Chad Sweitzer, Area Assistant Superintendent</p> <p>Approved by: Jose L. Banda, Superintendent</p>

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 Luther Burbank High School Date 03/31/2016

Teacher's Name Katherine L. Bell Room # J3 Telephone # 916-433-5106
 Fax # _____

Field Trip Destination IBW Student Conference, University of Denver, Denver, CO.

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

Out-of-State/Country Involving Swimming or Wading Unusual Activities

Route Commercial Airline from Sacramento, CA. to Denver, CO.

Educational nature of field trip/excursion Students will develop leadership skills and meet other IB students from around the world. They will interact with university faculty

Depart Date 7/18/2016 Time 6:00 am am/pm Return Date 7/24/2016 Time 7:00 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 Fundraising Financial Assistance Available? yes no

Number of students participating: 7

Adult Supervisors/ 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>Katherine Bell</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	2) <u>Arthur Sisneros</u>	<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 5-13-16
 Risk Management Approval (Unusual Activities) [Signature] Date 6/18/16
 Segment Administrator Approval [Signature] Date 5-16-16

- 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

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

School Name Luther Burbank High School Date 7/18/16 - 7/24/16
Teacher's Name Katherine Bell Room # J3 Telephone # 916-443-5100

Field Trip Destination IB World Student Conference, Univ of Denver, Denver, CO.

Reason for travel Students will be participating in the IB World Student Conference in Denver, CO. They will develop leadership skills and have the opportunity to meet IB students from across the globe. They will also have the opportunity to interact with university faculty and world-renowned speakers.

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.

Attach a detailed itinerary for each day: The IBWSC Denver 2016 is finalizing the day-to-day itinerary. See attached for itinerary.

Signed Katherine Bell
Teacher

Approvals:

[Signature] 5-13-14
Principal Date

[Signature] 5/18/16
Risk Management Dept. Date

[Signature] 5-16-16
Segment Administrator Date

[Signature] 5/20/16
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 # _____
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School/Department Luther Burbank High School Date 04/25/2016

Date(s) of Event 7/18 - 7/24/2016 Location Denver, Co.

Event Title (attach brochure) IB World Student Conference Denver 2016

Purpose* chaperoning a group of 7 IB Diploma candidates from LBHS so they can attend the IBWSC at the University of Denver; students will meet other IB students from around the globe to develop collaborative projects focusing on 'farm-to-fork'; students will engage with university faculty and guest speakers to explore global issues; students will develop global action projects which will be shared with the LBHS community
 *(what value does this activity give students, attendees, staff, department/site or community?)

How does this travel align with the District's strategic plan? AP/IB; college-going culture

How will this activity/event be used and shared?

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>
<u>Katherine Bell</u>	<u>IB Coordinator & Teacher</u>	<u>No</u>	<input type="checkbox"/>	
<u>Arthur Sisneros</u>	<u>Teacher</u>	<u>No</u>	<input type="checkbox"/>	
		<u>No</u>	<input type="checkbox"/>	
		<u>No</u>	<input type="checkbox"/>	
		<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: <div style="margin-bottom: 10px;"> Principal/Department Head Signature & Print Name _____ Date <u>5-13-16</u> </div> <div style="margin-bottom: 10px;"> Cabinet Level or Designee Signature _____ Date <u>5-16-16</u> </div> <div style="margin-bottom: 10px;"> Chief Business Officer Signature _____ Date <u>5/18/16</u> </div> <div style="margin-bottom: 10px;"> Superintendent or Designee Signature _____ Date <u>5/20/16</u> </div>	District cost for all attendees (estimate) Registration Fee *** <input type="text" value="0.00"/> Meals included? <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D Lodging _____ Transportation _____ Meals _____ Other _____ TOTAL <input type="text" value="\$ 0.00"/>
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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 **** _____	_____