



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 11.1n

**Meeting Date:** June 21, 2018

**Subject:** Approve Luther Burbank High School Field Trip to Washington D.C.  
July 8-14, 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 Luther Burbank High School Field Trip to Washington DC  
July 8-14, 2018

**Background/Rationale:** From July 8-14, 2018, a group of 5 students, and one teacher chaperone from Luther Burbank High School will travel via airplane to Washington DC to participate in the IB World Student Conference. Students will have the opportunity to meet and work with other IB students from across the globe. They will develop collaborative projects with other IB students, designed to enrich their IB experience. They will also engage with university faculty from George Washington University.

**Financial Considerations:** No cost to the district. Expenses paid through fundraising. Financial assistance 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

Tu Moua-Carroz, 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 Luther Burbank High School Date 05 / 23 / 18  
 Teacher's Name Katherine Bell Room # A2 Telephone # 916-433-5100  
 Fax # 916-433-5199

Field Trip Destination IB World Student Conference - George Washington University, D.C.

- 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 Flight from Sacramento to Washington Regan Airport ( Parent will drop off/pick up student at the airport)

Educational nature of field trip/excursion IB Students from around the world will come together & explore the theme "Student Activism and Social Justice in a Global Context"

Depart Date 07 / 08 / 18 Time 5am am/pm Return Date 07 / 14 / 18 Time 12:40pm 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: American Airlines

Funding Source Fundraising Financial Assistance Available?  Yes  No

Number of students participating: 5

- Adult Chaperones/Drivers: DRIVER DRIVER
- 1) \_\_\_\_\_  yes  no 2) \_\_\_\_\_  yes  no  
 3) \_\_\_\_\_  yes  no 4) \_\_\_\_\_  yes  no

Teachers and Staff Attending:

- 1) Katherine Bell  yes  no 2) \_\_\_\_\_  yes  no  
 3) \_\_\_\_\_  yes  no 4) \_\_\_\_\_  yes  no

Principal Approval \_\_\_\_\_ Date 5/23/18

Risk Management Approval (Unusual Activities) \_\_\_\_\_ Date 6/11/18

Segment Administrator Approval \_\_\_\_\_ Date 6-11-18

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

1. 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.
2. 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.
3. Out-of-Town: (beyond 50-mile radius) -- Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
4. Overnight Trip: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
5. Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
6. 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.
7. 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.
8. 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 Luther Burbank High School Date 04 / 24 / 2018

Teacher's Name Katherine Bell Room # J3 Telephone # 916-433-5100

Field Trip Destination IB World Student Conference, George Washington University, Washington D.C.

Reason for travel To participate in the IB World Student Conference; students will have the opportunity to meet and work with other IB students from across the globe; will also develop collaborative projects with other IB students designed to enrich their IB experience; will engage with university faculty from GWU.

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:**

 5/23/18  
 Principal Date

 6/6/18  
 Risk Management Dept. Date

 6/11/18  
 Segment Administrator Date

 6/14/18  
 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 checked="" 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 Luther Burbank High School Date 05/14/2018

Date(s) of Event 07/08 - 07/14/2018 Location The George Washington University, Washington DC

Event Title (attach brochure) IB WSC - The George Washington University "Student Activism and Social Justice in a Global Context"

Purpose\* chaperoning a group of 5 IB full diploma candidates so they can attend the IB WSC at GWU; students will meet with other IB students from around the globe to develop collaborative projects focusing on student activism and social justice; students will engage with university faculty and guest speakers to explore this global issue; students will develop global action projects which will be shared with other LBHS students.  
 \*(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? Students will share what they have learned with their peers; implementation of projects at LBHS

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
Katherine Bell	Teacher & IB Coordinator	No	1	
		No		
		No		
		No		
		No		

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

**Approvals:**

Principal/Department Head Signature & Print Name \_\_\_\_\_ Date 05/23/18

Cabinet Level or Designee Signature \_\_\_\_\_ Date 6/11/18

Chief Business Officer Signature \_\_\_\_\_ Date 6/12/18

Superintendent or Designee Signature \_\_\_\_\_ Date 6/14/18

District cost for all attendees (estimate)

Registration Fee \*\*\* 0.00

Meals included?  B  L  D

Lodging \_\_\_\_\_

Transportation \_\_\_\_\_

Meals \_\_\_\_\_

Other \_\_\_\_\_

**TOTAL** 0

Categorical Budget Code(s): No cost to district \$ \_\_\_\_\_

General Fund/Unrestricted Expenses paid by IB Club, ASB Fund \$ \_\_\_\_\_

\*\*\*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 ****	_____