



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 12.1j

Meeting Date: April 7, 2011

Subject: John F. Kennedy Field Trip to Washington D.C. May 15 – 20, 2011

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Accountability Office – Area 1 Schools

Recommendation: Approve John F. Kennedy High School Criminal Justice Academy Seniors Field Trip to Washington, D. C. May 15, 2011 through May 20, 2011.

Background/Rationale: Ten Kennedy Criminal Justice Academy students will travel to Washington D.C. with their teacher/advisor Mr. Christopher Herner and Sacramento Police Officers, Laurie Cory and Adam Feuerbach. This experience will educate students about our country's system of law, as well as its legal and political history, while visiting the Supreme Court, Library of Congress, White House, Capitol Building, and other historical sites. Students will also visit George Washington University to learn about its Criminal Justice Program and new Police Science course of study. They will appreciate the magnitude of public service while visiting the National Law Enforcement Officers Memorial, and honor officers that have made the ultimate sacrifice in the line of duty. They will learn about the oldest and recent law enforcement tools at the International Spy Museum. They will also visit the Smithsonian Museum and meet together to discuss their role as citizens of a democracy.

Financial Considerations: None. Student account and personal funds

Documents Attached:

1. Field Trip Request
2. Out of State Travel Request

Estimated Time of Presentation:

Submitted by: Lisa Allen, Area Assistant Superintendent

Approved by: Mary Shelton, Chief Accountability Officer

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 John F. Kennedy High school Date 2/18/11

Teacher's Name Chris Herner Room # E-7 Telephone # 433-5528
Fax # 433-5594

Field Trip Destination Washington, D.C.

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

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

Route Sacramento (Airport) to Baltimore (BWI Airport)

Educational nature of field trip/excursion Explore the political process and U.S. system of law as we visit our
nation's capitol, Library of Congress, White House, etc..

Depart Date 5/15/11 Time 8:35 am/pm Return Date 5/20/11 Time 10:10 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 Student account and personal funds Financial Assistance Available? yes no

Number of students participating: 15

Adult Supervisors/ Drivers: DRIVER DRIVER
1) yes no 2) yes no
3) yes no 4) yes no

Teachers and Staff Attending:

1) Chris Herner yes no 2) Officer Laurie Cory yes no
3) Officer Adam Feuerbach yes no 4) yes no

Principal Approval Date 2-22-11

Risk Management Approval (Unusual Activities) Date 3/21/11

Segment Administrator Approval Date

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

- 1. Local Trip: (50 mile radius) - Submit to Principal for approval. Maintain all documents at site.
2. Out-Of-Town: (beyond 50 mile radius) - Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
3. Overnight Trip: Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
4. Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
5. 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.
6. 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 John F. Kennedy High School Date 2/18/11

Teacher's Name Chris Herner Room # E-7 Telephone # 433-5528

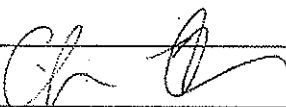
Field Trip Destination Washington, D.C.

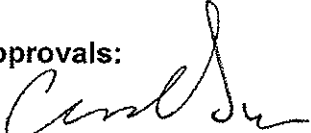
Reason for travel Provide learning opportunities for academy seniors. We will
visit our nation's capitol, the Library of Congress, White House, National
Archives, the Law Enforcement Officers Memorial, Arlington National Cemetery,
and other locations related to the law and law enforcement.


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.


N/A

Attach a detailed itinerary for each day: (See attached)

Signed 
 Teacher

Approvals:
 2-22-11
 Principal Date

 3/2/11
 Risk Management Dept Date

 3/14/11
 Segment Administrator Date

 Superintendent Date

 Board Approval Date

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Request to Attend: <input 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 # _____
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School/Department John F. Kennedy High School Criminal Justice Academy Date Feb 18, 2011

Date(s) of Event 5/15/11-5/20/11 Location Washington, D.C.

Event Title (attach brochure) Senior Fieldtrip

Purpose* Reward seniors that are on-track for graduation while providing them with a valuable opportunity to learn about our country's history, political process and system of law.

*(what value does this activity give students, attendees, staff, department/site or community?)

What Board goal/priority does this travel support? Enhance classroom curriculum and expand students' horizons.

How will this activity/event be used and shared? Students will report on their experiences.

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
Chris Herner	Teacher	Yes	5	
Officer Laurie Cory	Police Officer	No		
Officer Adam Feuerbach	Police Officer	No		
		No		

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

Approvals: _____ <u>2-22-11</u> Principal/Department Head Date _____ <u>3/14/11</u> Associate Superintendent/Assistant Superintendent Date _____ <u>3/16/11</u> Deputy Superintendent/CFO (Finance) Date _____ Superintendent or Designee Date	District cost for all attendees (estimate) Registration Fee *** <u>0.00</u> Meals included? <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging <u>0.00</u> Transportation <u>0.00</u> Meals <u>0.00</u> Other <u>0.00</u> TOTAL \$ 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 ****	_____

**** If airfare or car rental is requested, send a copy of this form to Purchasing, Box 830
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