



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.1j

**Meeting Date:** February 20, 2020

**Subject:** Approve John F. Kennedy High School Field Trip to Reno, NV from March 13 through 15, 2020

- 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 John F. Kennedy High School Field Trip to Reno, NV from March 13-15, 2020.

**Background/Rationale:** On March 13, 2020, a group of eight students and two adult chaperones from John F. Kennedy will travel via charter bus to Reno, Nevada, to participate in the Kiwanis Club District Convention for high school Key Club members.

**Financial Considerations:** No cost to the district.

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

**Documents Attached:**

1. Out of State Field Trip Documents

<p><b>Estimated Time of Presentation:</b> N/A</p> <p><b>Submitted by:</b> Christine Baeta, Chief Academic Officer Mary Hardin Young, Instructional Assistant Superintendent</p> <p><b>Approved by:</b> Jorge A. Aguilar, Superintendent</p>
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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 John F. Kennedy High School Date 12 / 10 / 2019  
 Teacher's Name Jamie Gomez Room # 13 Telephone # 1(916)370-7668  
 Fax # same as above

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 for Carson City, exit 66 for Mill St., resort on  
 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 3 / 13 / 2020 Time 11:30 am Return Date 3 / 15 / 2020 Time 3:00 am

- 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 Kiwanis - NO COST TO SCUSD Financial Assistance Available?  Yes  No

Number of students participating: 8

Adult Chaperones/Drivers: Use additional forms if more than 4 names

- |                     |   |          |  |
|---------------------|---|----------|--|
|                     | DRIVER  |          | DRIVER   |
| 1) <u>Sandy Ito</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: Use additional forms if more than 4 names

- |                       |   |          |  |
|-----------------------|---|----------|--|
| 1) <u>Jamie Gomez</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 |

Principal Approval [Signature] Date 1.15.20

Risk Management Approval (Unusual Activities) [Signature] Date 1.27.20

Segment Administrator Approval [Signature] Date 1.27.20

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 for approval.
- Local Trip: (50-mile radius: driver led) - Submit driver led trips to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- Local Trip: (wading, RT, Amtrak): 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.

Reviewed by Site Office Manager \_\_\_\_\_

[Signature]  
 (Initials)

## 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 30 days prior to the proposed trip- 60 days if out-of-state.  REQ # _____
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School/Department <b>John F Kennedy High School</b>	Date <b>12/10/2019</b>
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Date(s) of Event <b>March 13-15, 2020</b>	Location <b>2500 E 2nd St, Reno, NV 89595</b>
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Event Title (attach brochure) <b>District Convention</b>
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**Purpose\*** **Members will attend DCON to develop their leadership, Key Club, and life skills. They will also be getting help with college planning and develop their passion for community service. We will be celebrating our achievements, as well.**

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

**How does this travel align with the District's strategic plan?** **Helps kids get invested in their community and prepares students for college and career**

**How will this activity/event be used and shared?** **Students will share their leadership skills, life skills, and college tips with peers**

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>
Jamie Gomez	Supervising Staff	No		N/A
Sandy Ito	Kiwanis 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:**

Principal/Department Head Signature & Print Name *[Signature]* Date 1/8/20

Cabinet Level or Designee Signature *[Signature]* Date 11/31/20

Chief Business Officer Signature *[Signature]* Date 2.4.20

Superintendent or Designee Signature *[Signature]* Date 2/6/20

**District cost for all attendees (estimate)**

Registration Fee \*\*\* 0.00

Meals included?

B  L  D

Lodging N/A 0.00

Transportation N/A 0.00

Meals N/A 0.00

Other   0.00

**TOTAL** 0 cost to District

Categorical Budget Code(s): **NO COSTS TO SCUSD: NO REIMB. WILL BE SOUGHT BY ATTENDEES. ALL COSTS \$ 0.00**

General Fund/Unrestricted **AND ANY REIMB. WILL BE HANDLED BY KIWANIS.** \$ \_\_\_\_\_

**\*\*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	N/A
Hotel	N/A
Airfare ****	N/A
Car Rental ****	N/A

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

School Name John F Kennedy High School Date 3 /13-15/ 2020  
 Teacher's Name Jamie Gomez Room # 13 Phone # 916-370-7668  
 Field Trip Destination 2500 E 2<sup>nd</sup> St. Reno, NV 89595 (Grand Sierra Resort)

Reason for travel We are going to attend our District Convention (DCON) for Key Club  
where members attend workshops for leadership development, life skills, and college  
planning. We will also celebrate the year's service through awards and will 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 Jamie Gomez  
 Teacher

**Approvals:**

<u>[Signature]</u>	<u>1 / 27 / 20</u>
Principal	Date
<u>[Signature]</u>	<u>1 / 27 / 20</u>
Risk Management Dept.	Date
<u>[Signature]</u>	<u>1 / 27 / 20</u>
Segment Administrator	Date
<u>[Signature]</u>	<u>2 / 6 / 20</u>
Superintendent	Date

/ /  
 Board Approval Date