



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 9.1e

Meeting Date: August 2, 2018

Subject: Approve West Campus High School Field Trip to Reno, Nevada

- ☐ 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 August 6-8, 2018.

Background/Rationale: On August 6, 2018 a group of 36 students, two parent chaperones and two teacher/staff chaperones from West Campus High School will travel via rental vehicles and personal vehicles to University of Nevada, Reno in Reno, NV to attend an ASB Retreat. Students will learn teamwork and plan important events to support the West Campus student 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 Date 07 / 10 / 18
 Teacher's Name Kelly Moore Room # 62 Telephone # 916-549-3605
 Fax # 916-277-6593

Field Trip Destination University of Nevada, Reno

☐ 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 i-80

Educational nature of field trip/excursion ASB Retreat

Depart Date 08 / 06 / 18 Time 12pm am/pm Return Date 08 / 08 / 18 Time 5pm 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 ASB Financial Assistance Available? ☐ Yes ☒ No

Number of students participating: 36

Adult Chaperones/Drivers:

DRIVER

DRIVER

1) Timi Poeppelman ☒ yes ☐ no 2) Anthony Wells ☒ yes ☐ no
 3) Connie Aguilar (driver only, not chaperone) ☒ yes ☐ no 4) _____ ☐ yes ☐ no

Teachers and Staff Attending:

1) Kelly Moore ☒ yes ☐ no 2) _____ ☐ yes ☐ no
 3) Debra Durazo ☒ yes ☐ no 4) _____ ☐ yes ☐ no

Principal Approval [Signature] Date 7-11-18

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

Segment Administrator Approval [Signature] Date 7-17-18

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 2 weeks prior to trip. Submit walking trips to Principal for approval then forward to Segment Administrator for approval 6 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 West Campus High School Date 7 / 10 / 18
Teacher's Name Kelly Moore Room # 62 Telephone # 916-549-3605
Field Trip Destination University of Nevada, Reno

Reason for travel ASB Retreat: Team Building, training by schools
controller, plan and organize freshman orientation

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 Kelly Moore
Teacher

Approvals:

[Signature] 7 / 17 / 18
Principal Date

[Signature] 7 / 19 / 18
Risk Management Dept. Date

[Signature] 7 / 17 / 18
Segment Administrator Date

[Signature] 7 / 23 / 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 # _____
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School/Department West Campus ASB Date 7-10-18

Date(s) of Event August 6-8, 2018 Location University of Nevada, Reno

Event Title (attach brochure) ASB Retreat

Purpose* Team Building and Event Planning: Students will learn teamwork and plan important events the support West Campus.

*(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? Events for all students at West Campus

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)* *	No. of Days Required	Budget Code (for substitute)
Kelly Moore	Teacher	No		
Debra Durazo	Controller	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	<u>7-17-18</u> Date	
 Cabinet Level or Designee Signature	<u>7-17-18</u> Date	
 Chief Business Officer Signature	<u>7/19/18</u> Date	
 Superintendent or Designee Signature	<u>7/23/18</u> Date	

District cost for all attendees (estimate)

Registration Fee *** 0.00

Meals included? ☐

B ☐ L ☐ D ☐

Lodging _____

Transportation _____

Meals _____

Other _____

TOTAL \$ 0.00 ✓

☐ Categorical Budget Code(s): Cost \$ _____

☐ 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