



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1d

Meeting Date: October 6, 2016

Subject: Approve CK McClatchy High School Field Trip to Attend a Debate
Tournament in Dallas, Texas, from October 14, 2016 to October 17, 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 CK McClatchy High School Field Trip to Dallas, Texas,
from October 14 to October 17, 2016

Background/Rationale: On October 14 through October 17, 2016, students from
CK McClatchy High School will travel by plane to Dallas, Texas, to attend a debate
tournament. There will be two chaperones attending with four students.

Financial Considerations: There will be no cost to the district. Expenses will be paid
through parent contribution and fundraising.

LCAP Goal(s): College, Career and Life Ready Graduates

Documents Attached:

1. Out of State Field Trip Documents

Estimated Time of Presentation: N/A

Submitted by: Lisa Allen, Interim Deputy Superintendent
Mary Hardin Young, Area Assistant Superintendent

Approved by: José L. Banda, Superintendent

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 CK McClatchy Date August 29, 2016

Teacher's Name Stephen Goldberg Room # _____ Telephone # 9167120782
Fax # 9165512196

Field Trip Destination St. Marks School, Dallas, Tx

Local (50 mile radius) Out-of-Town (Beyond 50 mile radius) Overnight
 Out-of-State/Country Involving Swimming or Wading Unusual Activities

Route Fly from Sacramento to Dallas

Educational nature of field trip/excursion Debate Tournament

Depart Date 10/14/16 Time 10am am/pm Return Date 10/17/16 Time 8pm 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 CKM Debate Boosters Financial Assistance Available? yes no

Number of students participating: 4

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

Teachers and Staff Attending:
1) Stephen Goldberg yes no 2) _____ yes no
3) _____ yes no 4) _____ yes no

Principal Approval [Signature] Date 8/29/16

Risk Management Approval (Unusual Activities) [Signature] Date 9/12/16

Segment Administrator Approval [Signature] Date 9/15/16

- 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 CK McClatchy Date 8/29/16
Teacher's Name Stephen Goldberg Room # _____ Telephone # (916) 712-07

Field Trip Destination St. Marks School, Dallas TX

Reason for travel Debate tournament

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: _____

Signed Stephen Goldberg
Teacher

Approvals:

[Signature] 8/29/16
Principal Date

[Signature] 9/12/16
Risk Management Dept. Date

[Signature] 9/15/16
Segment Administrator Date

[Signature] 9/15/16
Superintendent Date

Board Approval Date