

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1g

Meeting Date: March 15, 2018

Subject: Approve C.K. McClatchy High School Field Trip to Atlanta, Georgia April 13-16, 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

<u>Recommendation</u>: Approve C.K. McClatchy High School Field Trip to Atlanta, GA from April 13, 2018 to April 16, 2018.

Background/Rationale: On April 13, 2018 a group of two students, one parent chaperone and one teacher chaperone from C.K. McClatchy High School will travel via commercial airline to Louisville, KY to participate in the National Debate Coaches Association, National Championship Tournament at Marist High School.

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

Mary Hardin Young, 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 s	ection for details c	oncerning each type of trip.
School Name_CKM	Date_2	/20	/18
		040 740 0700	
Field Trip Destination Marist High School, Atlanta	, GA		
Local-50 mile radius (bus/walking) Local-50 r (forward directly to Field Trip Office)	nile radius (driver led trips)	[] Out-of-To	wn (Beyond 50 mile radius
OvernightOut-of-State/CountryRouteflying out of SMF to Atlanta, GA	Involving Swimming o	rWading	Unusual Activities
Educational nature of field trip/excursion_debate tourn	ament		
Depart Date 4 / 13 / 18 Time 10am am/pm	Return Date 4	<u>,</u> 16 ,18	
TRANSPORTATION will be provided by: Walking Charter Bus Company (certified): Ye Private Vehicle/Parent Driver/Faculty Driver - and driver, must have fingerprint clearance (c Public Transportation Train	s No - Check with Complete Volunteer Person heck with Human Resources commercial Airline	Field Trip Offic al Automobile I	e Jse Form for each vehicle clearances)
Funding Source CKM Debate Boosters	Financial Assistance A	vailable?	Yes 🗌 No
Number of students participating: 2			
Adult Chaperones/Drivers: DRIVER			DRIVER
1) Allison Bradley yes r 3) yes r	io 2) io 4)		yes no
Teachers and Staff Attending:			
1) Stephen Goldberg yes no 3) yes mp	2) 4)		yes no
Principal Approval	ALAPPa	e 2 23	8
Risk Management Approval (Unusual Activities)	hm Minster Dat	2 2 27 1	e
Segment Administrator Approval MRAD	Date	2/24	~//8
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.
 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.

- Out-of Town: (beyond 50-mile radius) Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. 3.
- Overnight Trip: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. 4.

5. 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, skiling, 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 Disk 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 6.
- 7. 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 CK McClatchy Teacher's Name Stephen Goldberg Field Trip Destination Marist High	Date_02_,25_,18 Telephone #Telephone # School_Atlanta GA
	ate Coaches Association
List unusual activities, water activities or	high risk activities (examples: rafting, snorkeling, parent waiver may be required. Submit copy of
Signed <u>Hadren</u> Signed Teacher	for review before signing. Attach a detailed
Approvals: Principal Hugh Management Dept. Management Dept. Superintendent	2 / 26 / 8 Date 2 / 27 / 8 Date 2 / 26 / 18 Date 3 / 2 / 18 Date

Board Approval Date

Out of State or Country Request Form RSK -F106B

TRAVEL REQUEST FORM (ACC-F014)

Sacramento C	City Unified School District	
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Conference/Workshop F: Professional Development proposed trip-60 days if but-of-stat Business Meeting C. Continued Education Credite Earned proposed trip-60 days if but-of-stat Schoel/Department (KKMcClatchy Date February Date Schoel/Department (KKMcClatchy Date February Date Schoel/Department (KKMcClatchy Date February Date Schoel/Department (KKMcClatchy National Ch Purpose Frage and Career Ready Students Heav dees thit scholly give students strategie plant College and Career Ready Students Heav dees thit scholly give students strategie plant College and Career Ready Students Heav dees thit scholly give students strategie plant College and Career Ready Students Heav dees thit scholly give students strategie plant College and Career Ready Students Heav dees thit scholly give students strategie plant Substitute No. of Days Heav dees thit scholly give students strategie plant College and Career Ready Students Heav difference No No Stephen Goldborg Debate Coach No Man def Strate stephy of the State stephy of	Instructions: This form must be completed and received in Accounts Physical and received in Accounts proposed trip- 60 days if out-of-state.		
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