



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 9.1e

Meeting Date: October 20, 2016

Subject: Approve Rosemont High School Field Trip to Las Vegas, Nevada, from October 27-31, 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 Rosemont High School Field Trip to Las Vegas, Nevada, October 27-31, 2016

Background/Rationale: October 27-31, 2016, four students from Rosemont High School will be accompanied by one certificated chaperone, one classified chaperone, and one parent chaperone, to Las Vegas, Nevada, to complete in the Meadows Debate Tournament.

Financial Considerations: Sacramento Urban Debate League will cover all costs.

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
Olga Simms, Area Assistant Superintendent

Approved by: José 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 ROSEMONT HIGH SCHOOL Date 9/23/16

Teacher's Name STEPHEN GOLDBERG Room # _____ Telephone # 712-0782
Fax # 551-2195

Field Trip Destination LAS VEGAS, NV

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

Out-of-State/Country Involving Swimming or Wading Unusual Activities
Route HIGHWAY 5 > HIGHWAY 99 > I-15 > LAS VEGAS

Educational nature of field trip/excursion SPEECH AND DEBATE

Depart Date 10/27/16 Time 9:00 AM am/pm Return Date 10/31/16 Time 8:00 PM 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 SAC URBAN DEBATE Financial Assistance Available? yes no

Number of students participating: 4

Adult Supervisors/ Drivers: DRIVER DRIVER
1) THUY DAO (PARENT) yes no 2) _____ yes no
3) MARK HERNANDEZ (STAFF) 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 *Elizabeth Vincent* Date 9/26/16
Risk Management Approval (Unusual Activities) *John Marshall* Date 9/29/16
Segment Administrator Approval *Steph A. Summers* Date 10/4/16

- 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 ROSEMONT HIGH SCHOOL Date 9/26/16

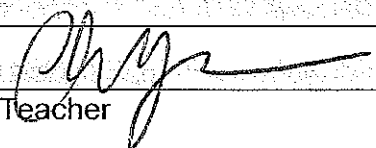
Teacher's Name STEPHEN GOLDBERG Room # _____ Telephone # 712-0782

Field Trip Destination LAS VEGAS


Reason for travel MEADOWS DEBATE TOURNAMENT

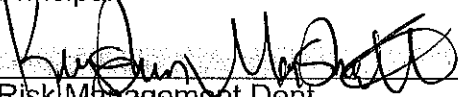
List unusual activities, water activities or high risk activities (examples: rafting, snorkeling, rock climbing, skiing, etc.) as a special parent waiver may be required. Submit copy of contract or waiver for review before signing. Risk management approval required.


Attach a detailed itinerary for each day: PLEASE SEE ATTACHMENT


Signed 
 Teacher

Approvals:

 9/26/16
 Principal Date

 9/26/16
 Risk Management Dept. Date

 9/29/16
 Segment Administrator Date

 10/3/16
 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 Rosemont High School Date 9/6/16

Date(s) of Event 10/27-10/31 Location Las Vegas

Event Title (attach brochure) Meadows Debate Tournament

Purpose* Four members of the Rosemont High School Debate team will compete in the Meadows Debate Tournament in Las Vegas Nevada. The value of this event lies in the hard work and preparation that our team engages in in order to prepare for the highly competitive tournament. Debate prepares our students for college and the world beyond in ways that are hard to quantify.

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

How does this travel align with the District's strategic plan? It alligns with the district's startegic plan in that it is student centered, rigorous, academic and provides a real world experuience in terms of argumentation and critical thinking.

How will this activity/event be used and shared? Students will return to work with novice members of the team to further instruct them in debate skills.

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N) *	No. of Days Required	Budget Code (for substitute)
<u>MARK HERNANDEZ</u>	<u>INSTRUCTIONAL AIDE</u>			

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

Approvals: <u>X</u> <u>J. P. PIEDRO</u> <u>9/26/16</u> Principal/Department Head Signature & Print Name Date <u>[Signature]</u> <u>9/26/16</u> Cabinet Level or Designee Signature Date <u>[Signature]</u> <u>9/29/16</u> Chief Business Officer Signature Date <u>[Signature]</u> <u>10/3/16</u> Superintendent or Designee Signature Date	District cost for all attendees (estimate) Registration Fee *** <u> </u> Meals included? <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging _____ Transportation _____ Meals _____ Other _____ TOTAL <u> </u>
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Categorical Budget Code(s): _____ \$ 0

General Fund/Unrestricted _____ \$ 0

***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 ****	_____