



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 9.1e

**Meeting Date:** November 17, 2016

**Subject:** Approve CK McClatchy High School Field Trip to Sandy, Utah, from December 1 to December 4, 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 Alta High School, Sandy, Utah from December 1 to December 4, 2016

**Background/Rationale:** On December 1 through December 4, 2016, students from CK McClatchy High School will travel by plane to Sandy, Utah to attend a speech and 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:** Jose 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 10/20/16

Teacher's Name Stephen Goldberg Room # \_\_\_\_\_ Telephone # 9167120782  
 Fax # 9165512181

Field Trip Destination Alta High School, Sandy, UT

- 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 Salt Lake City

Educational nature of field trip/excursion Debate Tournament

Depart Date 12/1/16 Time 8:00 am am/pm      Return Date 12/4/16 Time 4:00 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 CKM Debate Boosters      Financial Assistance Available?  yes     no

Number of students participating: 4

- Adult Supervisors/ Drivers:
- |                      | DRIVER                                  |                             |          | DRIVER                       |                             |
|----------------------|---|-----------------------------|----------|------------------------------|-----------------------------|
| 1) <u>Betsy Long</u> | <input checked="" type="checkbox"/> yes | <input 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:
- |                            |   |                             |          |                              |                             |
|----------------------------|---|-----------------------------|----------|------------------------------|-----------------------------|
| 1) <u>Stephen Goldberg</u> | <input checked="" type="checkbox"/> yes | <input 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 10/24/16

Risk Management Approval (Unusual Activities) [Signature] Date 11/1/16

Segment Administrator Approval [Signature] Date 11/1/16

Distribution: Refer to Field Trip Information Form RSK 106F for the forms and distribution required for each trip:

- Local Trip (50 mile radius) - Submit to Principal for approval. Maintain all documents at site.
- Out-Of-Town: (beyond 50 mile radius) - Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
- Overnight Trip: Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
- Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator 10 days 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 and Risk Management 6 weeks prior to trip. Must purchase Special Event Liability Insurance.
- 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 10/20/16  
Teacher's Name Stephen Goldberg Room # \_\_\_\_\_ Telephone # 9167120782

Field Trip Destination Alta High School, Sandy UT

Reason for travel Debate tournament

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

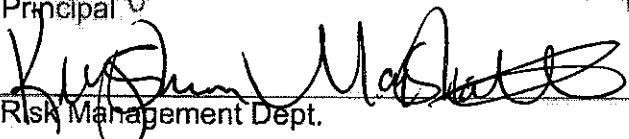
List unusual activities, water activities or high risk activities (examples: rafting, snorkeling, rock climbing, skiing, etc.) as a special parent waiver may be required. Submit copy of contract or waiver for review before signing. Risk management approval required.


Attach a detailed itinerary for each day: \_\_\_\_\_


Signed   
Teacher

**Approvals:**

 10/24/16  
Principal Date

 11/1/16  
Risk Management Dept. Date

 11/1/16  
Segment Administrator Date

 11/3/16  
Superintendent Date

Board Approval Date \_\_\_\_\_