



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 9.1f

**Meeting Date:** October 20, 2016

**Subject:** Approve C. K. McClatchy High School Field Trip to Las Vegas, Nevada, from October 27 - 30, 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 The Meadows School, Las Vegas, Nevada from October 27 to October 30, 2016

**Background/Rationale:** On October 27 through October 30, 2016, students from CK McClatchy High School will travel by plane to Las Vegas, Nevada 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

<p><b>Estimated Time of Presentation:</b> N/A</p> <p><b>Submitted by:</b> Lisa Allen, Interim Deputy Superintendent Mary Hardin Young, Area Assistant Superintendent</p> <p><b>Approved by:</b> Jose L. Banda, Superintendent</p>
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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 9/7/16

Teacher's Name Stephen Goldberg Room # \_\_\_\_\_ Telephone # 712-0782  
Fax # 551-2196

Field Trip Destination The Meadows School, 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 I-99 to Stockton, fly from Stockton to Las Vegas, Allegiant Air 529 leaving 2:49 pm, 530 returning 6:12

Educational nature of field trip/excursion Debate Tournament

Depart Date 10/27/16 Time 12pm am/pm Return Date 10/30/16 Time 9pm 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) Thuy Dao  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 9/8/16

Risk Management Approval (Unusual Activities) [Signature] Date 9/23/16

Segment Administrator Approval [Signature] Date 9/26/16

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 The Meadows School, Las Vegas NV

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.

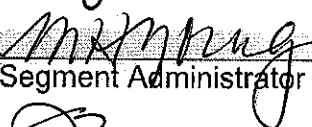
Attach a detailed itinerary for each day: \_\_\_\_\_


Signed   
Teacher

**Approvals:**

 9/9/16  
Principal Date

 9/23/16  
Risk Management Dept. Date

 9/26/16  
Segment Administrator Date

 9/27/16  
Superintendent Date

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