



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 9.1g

**Meeting Date:** November 2, 2017

**Subject:** Approve C.K. McClatchy High School Field Trip to Sandy, Utah  
November 30 –December 2, 2017

- 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 McClatchy High School Field Trip to Sandy, Utah from November 30 to December 2, 2017

**Background/Rationale:** On November 30, 2017 a group of 8 students, 1 teacher chaperone, and 1 parent chaperone from McClatchy High School will travel via commercial airline to Sandy, Utah to participate in a debate competition at Alta 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:** Lisa Allen, Deputy Superintendent

Mary Hardin Young, Area 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 section for details concerning each type of trip.

School Name CK McClatchy \_\_\_\_\_  
 10/8/17 Date \_\_\_\_\_

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

Field Trip Destination Alta High School, Sandy, UT

Local-50 mile radius (bus/walking) Local-50 mile radius (driver led trips)  Out-of-Town (Beyond 50 mile radius)  
(forward directly to Field Trip Office)

Overnight  Out-of-State/Country  Involving Swimming or Wading  Unusual Activities

Route Fly from Sacramento to Salt Lake City, shuttles to airport and Alta High School

Educational nature of field trip/excursion Debate tournament

Depart Date 11 / 30 / 17 Time 6:00 am am/pm Return Date 12 / 2 / 17 Time 10:30  
 pm am/pm

**TRANSPORTATION** will be provided by: Walking School Bus - contact Transportation Field Trip Office  
 Charter Bus Company (certified): Yes No - Check with Field Trip Office  
 Private Vehicle/Parent Driver/Faculty Driver - Complete Volunteer Personal Automobile Use Form for each vehicle  
 and driver, must have fingerprint clearance (check with Human Resources for fingerprint clearances)  
 Public Transportation Train  Commercial Airline Other: \_\_\_\_\_

Funding Source CKM Debate Boosters Financial Assistance Available?  Yes  
 No

Number of students participating: 8

Adult Chaperones/Drivers: DRIVER DRIVER

1) <u>Betsy Long</u>	yes	<input checked="" type="checkbox"/> no	2) _____	yes	no
3) _____	yes	no	4) _____	yes	no

Teachers and Staff Attending:

1) <u>Stephen Goldberg</u>	yes	<input checked="" type="checkbox"/> no	2) _____	yes	no
3) _____	yes	no	4) _____	yes	no

Principal Approval [Signature] Date 10/16/17

Risk Management Approval (Unusual Activities) [Signature] Date 10/18/17

Segment Administrator Approval [Signature] Date 10/19/17

**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.
- Overnight Trip: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- 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, skiing, 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 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.
- 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 Date 10/11/17

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 Stephen Goldberg  
Teacher

**Approvals:**

[Signature] 10/12/17  
Principal Date

[Signature] 10/13/17  
Risk Management Dept. Date

[Signature] 10/19/17  
Segment Administrator Date

[Signature] 10/20/17  
Superintendent Date

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

## TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

<b>Request to Attend:</b> <input type="checkbox"/> Conference/Workshop <input type="checkbox"/> Business Meeting	<b>Purpose for Attending:</b> <input type="checkbox"/> Professional Development <input type="checkbox"/> Continued Education Credits Earned	<b>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.</b>  REQ # _____
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School/Department CK McClatchy Date October 6, 2017

Date(s) of Event Nov. 30 - Dec. 2, 2017 Location Alta High School, Sandy UT

Event Title (attach brochure)  Alta Debate Tournament

Purpose\* Coach CK McClatchy's policy debate team

\*(what value does this activity give student's, attendees, staff, department/site or community?)

How does this travel align with the District's strategic plan?

How will this activity/event be used and shared?

Name of Attendee(s) <small>(attach sheet for additional attendees)</small>	Position	Substitute (Y/N)*	No. of Days Required	Budget Code <small>(for substitute)</small>
<u>Stephen Goldberg</u>	<u>Debate Coach</u>	No	1	
		No		

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

**Approvals:**

Principal/Department Head Signature & Print Name \_\_\_\_\_ Date 10/11/17

Cabinet Level or Designee Signature \_\_\_\_\_ Date 10/19/17

Chief Business Officer Signature \_\_\_\_\_ Date 10/19/17

Superintendent or Designee Signature \_\_\_\_\_ Date 10/22/17

District cost for all attendees (estimate)

Registration Fee \*\*\* 0

Meals Included?  Yes  No

B  L  D

Lodging 0

Transportation 0

Meals 0

Other 0

**TOTAL** 0

Categorical Budget Code(s): \_\_\_\_\_ \$ \_\_\_\_\_

General Fund/Unrestricted \_\_\_\_\_ \$ \_\_\_\_\_

\*\*\*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 ****	_____