



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1e

Meeting Date: September 7, 2017

Subject: Approve C.K. McClatchy High School Field Trip to Dallas, Texas
September 13 – 18, 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 Dallas, Texas,
September 13 – 18, 2017

Background/Rationale: From September 13 – 18, 2017 a group of 2 students, 1 teacher chaperone, and 1 parent chaperone from McClatchy High School will travel via airplane to Dallas, Texas to participate in the Greenhill Round Robin Debate Tournament, including special tournament for preseason top 16 teams in the United States.

Financial Considerations: No cost to the district. Expenses paid through McClatchy Debate Boosters.

LCAP Goal(s): College and Career Ready Students

Documents Attached:

1. Out of State Field Trip Documents

<p>Estimated Time of Presentation: N/A</p> <p>Submitted by: Lisa Allen, Deputy Superintendent Mary Hardin Young, Area Assistant Superintendent</p> <p>Approved by: Jorge A. Aguilar, Superintendent</p>
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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 CK McClatchy Date August 23, 2017

Date(s) of Event September 13-18, 2017 Location Dallas, Texas

Event Title (attach brochure) Greenhill Policy Debate Round Robin and Debate Tournament

Purpose* Coach CK McClatchy's policy debate team

*(what value does this activity give students, 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) (attach sheet for additional attendees)	Position	Substitute (Y/N)*	No. of Days Required	Budget Code (for substitute)
<u>Stephen Goldberg</u>	<u>Debate Coach</u>	<u>No</u>	<u> </u>	<u> </u>
		<u>No</u>	<u> </u>	<u> </u>
		<u>No</u>	<u> </u>	<u> </u>
		<u>No</u>	<u> </u>	<u> </u>
		<u>No</u>	<u> </u>	<u> </u>

Additional Attendees Attached

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

Approvals: <div style="margin-bottom: 10px;"> _____ Principal/Department Head Signature & Print Name </div> <div style="margin-bottom: 10px;"> _____ Cabinet Level or Designee Signature </div> <div style="margin-bottom: 10px;"> _____ Chief Business Officer Signature </div> <div style="margin-bottom: 10px;"> _____ Superintendent or Designee Signature </div>	<div style="margin-bottom: 10px;"> <u>8/23/17</u> Date </div> <div style="margin-bottom: 10px;"> <u>8/30/17</u> Date </div> <div style="margin-bottom: 10px;"> <u>8/30/17</u> Date </div> <div style="margin-bottom: 10px;"> <u>8/30/17</u> Date </div>	District cost for all attendees (estimate) Registration Fee *** <u>0</u> Meals Included? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging <u>0</u> Transportation <u>0</u> Meals <u>0</u> Other <u>0</u> TOTAL <u>0</u>
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Categorical Budget Code(s): N/A \$ _____
 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 ****	_____

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 August 21, 2017

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

Field Trip Destination Greenhill School, Dallas TX

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 Dallas, shuttles from airport to hotel and hotel to tournament site

Educational nature of field trip/excursion Debate tournament, including special tournament for preseason top 16 teams in the United States

Depart Date 9/13/17 Time 11:50 am am/pm Return Date 9/18/17 Time 8:42 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: shuttle buses

Funding Source CKM Debate Boosters Financial Assistance Available? yes no

Number of students participating: 2

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 8/22/17

Risk Management Approval (Unusual Activities) [Signature] Date 8/30/17

Segment Administrator Approval [Signature] Date 8/29/17

- 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 August 21, 2017

Teacher's Name Stephen Goldberg Room # _____ Telephone # 9167120782

Field Trip Destination Greenhill School, Dallas TX

Reason for travel Debate tournament, including special tournament for preseason
top 16 teams in the United States

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] 8/22/17
Principal Date

[Signature] 8/30/17
Risk Management Dept. Date

[Signature] 8/29/17
Segment Administrator Date

[Signature] 8/30/17
Superintendent Date

Board Approval Date _____