



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1e

Meeting Date: November 1, 2018

Subject: Approve Rosemont High School Field Trip to Sandy, Utah November 28 to December 2, 2018

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Academic Office

Recommendation: Approve Rosemont High School Field Trip to Sandy, Utah from November 28 to December 2, 2018.

Background/Rationale: On November 28, 2018 a group of four students, one parent chaperone, one staff and one adult chaperone from Rosemont High School will travel via private vehicle to Sandy, Utah to participate in the Alta Silver and Black Invitational Tournament at Alta High School in Sandy, Utah.

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: Dr. Iris Taylor, Chief Academic Officer

Chad Sweitzer, Instructional 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 Rosemont High School Date 11/28/2018 to 12/2/2018
 Teacher's Name Stephen Goldberg Room # _____ Telephone # (916) 712-0782
 Fax # _____

Field Trip Destination Alta High School, Sandy, Utah

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
 See Attached Map/Directions

Route _____
 Educational nature of field trip/excursion Alta Silver and Black Invitational

Depart Date 11/28/18 Time 8:00 am/pm Return Date 12/02/18 Time 8:00 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 SUDL Financial Assistance Available? Yes No

Number of students participating: 4

Adult Chaperones/Drivers:

	DRIVER		DRIVER
1) <u>Mark Hernandez</u>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	2) _____	<input type="checkbox"/> yes <input type="checkbox"/> no
3) <u>Laura Nielsen</u>	<input checked="" 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 type="checkbox"/> yes <input checked="" 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 10/2/18

Risk Management Approval (Unusual Activities) [Signature] Date 10/5/18

Segment Administrator Approval [Signature] Date 10-2-18

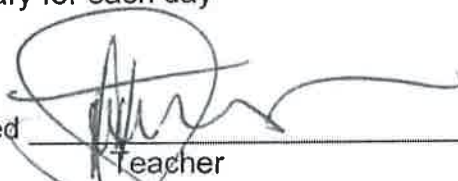
Distribution: Refer to the Field Trip Information Form RSK 106F for the forms and distribution required for each trip:

- 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 Rosemont High School Date 11/28/18 / to / 12/2/18
 Teacher's Name Stephen Goldberg Room # Telephone # (916) 712-0782
 Field Trip Destination Alta High School, Sandy, Utah
 Reason for travel Speech and Debate

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 to Risk Management for review before signing. Attach a detailed itinerary for each day

Signed  _____
 Teacher

Approvals:

 _____ 10/2/18
 Principal Date

 _____ 10/5/18
 Risk Management Dept. Date

 _____ 10/2/18
 Segment Administrator Date

 _____ 12/5/18
 Superintendent Date

_____/_____/_____
 Board Approval Date

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

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 # _____

Request to Attend: <input checked="" type="checkbox"/> Conference/Workshop <input checked="" type="checkbox"/> Business Meeting	Purpose for Attending: <input checked="" type="checkbox"/> Professional Development <input type="checkbox"/> Continued Education Credits Earned
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School/Department Rosemont High School Date 9/30/2018

Date(s) of Event 11/28/2018-12/2/2018 Location Alta High School, Sandy, Utah

Event Title (attach brochure) Alta Silver and Black Tournament

Purpose* Debate Tournament

*(what value does this activity give students, attendees, staff, department/site or community?)
 How does this travel align with the District's strategic plan? Development of extracurricular programming

How will this activity/event be used and shared? Competition in Policy Debate

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)* *	No. of Days Required	Budget Code (for substitute)
<u>Mark A. Hernandez Sr.</u>	<u>Executive Director, SUDL</u>	<u>No</u>	<u> </u>	
		<u>No</u>	<u> </u>	
		<u>No</u>	<u> </u>	
		<u>No</u>	<u> </u>	
		<u>No</u>	<u> </u>	

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

Approvals:

<u><i>Robert Richard</i></u>	<u>11/2/18</u>
Principal/Department Head Signature & Print Name	Date
<u><i>[Signature]</i></u>	<u>10-2-18</u>
Cabinet Level or Designee Signature	Date
<u><i>[Signature]</i></u>	<u>10/2/18</u>
Chief Business Officer Signature	Date
<u><i>[Signature]</i></u>	<u>10/5/18</u>
Superintendent or Designee Signature	Date

District cost for all attendees (estimate)

Registration Fee *** 0

Meals included? No

B L D

Lodging 0

Transportation 0

Meals 0

Other 0

TOTAL 0

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 ****	_____	_____