



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.1f

Meeting Date: March 19, 2015

Subject: C.K. McClatchy High School Field Trip to Ashland, Oregon,
April 20 - 22, 2015

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

Division: Interim Deputy Superintendent

Recommendation: Approve C.K. McClatchy High School Field Trip to Ashland, Oregon, April 20 - 22, 2015 to attend the Shakespeare Festival

Background/Rationale: On April 20 - 22, 2015, 28 students will travel by car to Ashland, Oregon to see two plays at the Shakespeare Festival. Students, parent chaperones, and teacher will leave C.K. McClatchy High School Monday, April 20th at 9:00 a.m. and will return to C.K. McClatchy High School Wednesday, April 22nd at approximately 9:00 p.m.

Financial Considerations: No cost to the district. Expenses paid through parent donation.

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, Interim Deputy Superintendent

Approved by: José 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 C.K. McClatchy High School Date 1/30/15

Teacher's Name Tim Douglas Room # 32 a Telephone # 2644400
Fax # _____

Field Trip Destination Oregon Shakespeare Festival

Local (50 mile radius) Out-of-Town (Beyond 50 mile radius) Overnight

Out-of-State/Country Involving Swimming or Wading Unusual Activities
Route I-5 North to Ashland Oregon

Educational nature of field trip/excursion Curriculum enrichment for Humanities Program

Depart Date 4/20/15 Time 9 am am/pm Return Date 4/22/15 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 Parent Financial Assistance Available? yes no

Number of students participating: 28

Adult Supervisors/ Drivers: DRIVER DRIVER
1) Tim Douglas yes no 2) Tim Griffin yes no
3) Lori Jablonski yes no 4) _____ yes no

Teachers and Staff Attending:
1) Bridget Martinez yes no 2) _____ yes no
3) Brett Limonoff yes no 4) _____ yes no

Principal Approval [Signature] Date 2/3/15

Risk Management Approval (Unusual Activities) [Signature] Date 3/09/15

Segment Administrator Approval [Signature] Date 2/25/15

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 C.K. McClatchy High School Date 1/25/15

Teacher's Name Tim Douglas Room # 32a Telephone # 2644400

Field Trip Destination Oregon Shakespeare festival

Reason for travel Curriculum enrichment/Powerful teaching and learning

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: see attached

Signed _____

Teacher

Approvals:

[Signature] 2/3/15
Principal Date

[Signature] 3/10/15
Risk Management Dept. Date

[Signature] 2/25/15
Segment Administrator Date

[Signature] 3/10/15
Superintendent Date

Board Approval Date