



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1f

Meeting Date: April 21, 2016

Subject: Approve C. K. McClatchy High School Field Trip to the University of Kentucky in Lexington, Kentucky, from April 28 - May 2, 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 University of Kentucky, Lexington from April 28 to May 2, 2016

Background/Rationale: On April 28 through May 2, 2016, students from CK McClatchy High School will travel to University of Kentucky, Lexington to compete in the national championship 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 and Career Ready Students

Documents Attached:

1. Out of State Field Trip Documents

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| <p>Estimated Time of Presentation: N/A</p> <p>Submitted by: Lisa Allen, Interim Deputy Superintendent Mary Hardin Young, Area Assistant Superintendent</p> <p>Approved by: 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 3/15/16

Teacher's Name Stephen Goldberg Room # _____ Telephone # 9167120782
Fax # 9165512181

Field Trip Destination University of Kentucky, Lexington KY

- Local (50 mile radius) Out-of-Town (Beyond 50 mile radius) Overnight
 Out-of-State/Country Involving Swimming or Wading Unusual Activities

Route Drive I-80 to SFO airport, fly to Louisville, KY, Drive I-64 to Lexington

Educational nature of field trip/excursion Debate tournament

Depart Date 4/28/16 Time 8:00 am/pm Return Date 5/2/16 Time 11:00 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) Julie Boettner 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 4/28/16

Risk Management Approval (Unusual Activities) [Signature] Date 4/28/16

Segment Administrator Approval [Signature] Date 4-8-16

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 C.K. McClatchy Date 4/7/16
 Teacher's Name Stephen Goldberg Room # _____ Telephone # 9167120782

Field Trip Destination University of Kentucky, Lexington, KY

Reason for travel Compete in national championship 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:

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|---------------------------|----------------|
| <u><i>[Signature]</i></u> | <u>4/8/16</u> |
| Principal | Date |
| <u><i>[Signature]</i></u> | <u>4/12/16</u> |
| Risk Management Dept. | Date |
| <u><i>[Signature]</i></u> | <u>4-8-16</u> |
| Segment Administrator | Date |
| <u><i>[Signature]</i></u> | <u>4/12/16</u> |
| Superintendent | Date |

Board Approval Date _____