



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1h

Meeting Date: November 15, 2018

Subject: Approve C. K. McClatchy High School Field Trip to Sandy, Utah
November 29 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 C. K. McClatchy High School Field Trip to Sandy, Utah from November 29, 2018 to December 2, 2018.

Background/Rationale: On November 29, 2018 a group of six students, one parent chaperone and one adult chaperone from C. K. McClatchy High School will travel via commercial airline to Sandy, Utah to participate in the Alta Debate 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 CK McClatchy / /
 10/18/18 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 hotel and Alta High School

Educational nature of field trip/excursion Debate tournament

Depart Date 11 / 29 / 18 Time 6:00 am am/pm Return Date 12 / 2 / 18 Time 12:05
 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: 6

Adult Chaperones/Drivers:	DRIVER		DRIVER	
1) <u>Holly Reynolds</u>	yes	<input checked="" type="checkbox"/> no	2) _____	yes no
3) _____	yes	<input type="checkbox"/> no	4) _____	yes no

Teachers and Staff Attending:

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

Principal Approval [Signature] Date 10/19/18

Risk Management Approval (Unusual Activities) [Signature] Date 10/20/18

Segment Administrator Approval [Signature] Date 10-26-18
 CHAD SWEITZER

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 year


Sacramento City Unified School District
**OUT-OF-STATE OR OUT-OF-COUNTRY
TRAVEL REQUEST**


School Name CK McClatchy Date 10 / 18 / 18
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 to Risk Management for review before signing. Attach a detailed itinerary for each day


Signed 
Teacher

Approvals:

 10 / 19 / 18
Principal Date

 10 / 26 / 18
Risk Management Dept. Date

 10 / 26 / 18
Segment Administrator Date

 11 / 1 / 18
Superintendent Date

/ /
Board Approval Date

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 C. K. McClatchy Date 10-15-18

Date(s) of Event 11/29 - 12/2/18 Location Alta High School, Sandy UT

Event Title (attach brochure) Debate 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? College and career ready students

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		
		No		
		No		
		No		

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

Approvals: <div style="margin-bottom: 10px;"> Principal/Department Head Signature & Print Name _____ Date <u>10/19/18</u> </div> <div style="margin-bottom: 10px;"> Cabinet Level or Designee Signature _____ Date <u>10-26-18</u> </div> <div style="margin-bottom: 10px;"> Chief Business Officer Signature _____ Date <u>10-30-18</u> </div> <div style="margin-bottom: 10px;"> Superintendent or Designee Signature _____ Date <u>10/31/18</u> </div>	District cost for all attendees (estimate) Registration Fee *** 0.00 Meals included? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging _____ Transportation _____ Meals _____ Other _____ TOTAL \$ 0.00
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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 ****	_____