



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1h

**Meeting Date:** March 15, 2018

**Subject:** Approve C.K. McClatchy High School Field Trip to Louisville, KY from April 26-30, 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 Louisville, KY from April 26, 2018 to April 30, 2018.

**Background/Rationale:** On April 26, 2018 a group of five students, one parent chaperone and one teacher chaperone from C.K. McClatchy High School will travel via commercial airline to Louisville, KY to participate in the Speech and Debate Tournament of Champions at the University of Kentucky.

**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:** Iris Taylor, Chief Academic Officer

Mary Hardin Young, 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 CKM Date 2 / 20 / 18

Teacher's Name Stephen Goldberg Room # \_\_\_\_\_ Telephone # 916.712.0782  
 Fax # 551.2196

Field Trip Destination University of Kentucky

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 flying out of SMF to Louisville, KY

Educational nature of field trip/excursion debate tournament

Depart Date 4 / 26 / 18 Time 7:40 am/pm Return Date 4 / 30 / 18 Time 8pm 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: parents driving own child

Funding Source CKM Debate Boosters Financial Assistance Available?  Yes  No

Number of students participating: 5

|                           |   |          |  |
|---------------------------|---|----------|--|
| Adult Chaperones/Drivers: | DRIVER  |          | DRIVER   |
| 1) <u>Betsy Long</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 |

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 2/23/18

Risk Management Approval (Unusual Activities) [Signature] Date 2/27/18

Segment Administrator Approval [Signature] Date 2/26/18

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

1. 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.
2. 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.
3. Out-of-Town: (beyond 50-mile radius) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
4. Overnight Trip: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
5. Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
6. 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.
7. 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.
8. 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 CK McClatchy Date 02 / 25 / 18  
 Teacher's Name Stephen Goldberg Room # \_\_\_\_\_ Telephone # 9167120782  
 Field Trip Destination University of Kentucky  
 Reason for travel Tournament of Champions

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:**

|  |                    |
|--|--------------------|
| <u></u> | <u>2 / 26 / 18</u> |
| Principal  | Date               |
| <u></u> | <u>2 / 27 / 18</u> |
| Risk Management Dept.  | Date               |
| <u></u> | <u>2 / 26 / 18</u> |
| Segment Administrator  | Date               |
| <u></u> | <u>3 / 2 / 18</u>  |
| Superintendent   | Date               |

/ /  
 Board Approval Date

**TRAVEL REQUEST FORM (ACC-F014)**  
Sacramento City Unified School District

|  |   |  |
|--|---|--|
| <b>Request to Attend:</b><br><input type="checkbox"/> Conference/Workshop<br><input type="checkbox"/> Business Meeting | <b>Purpose for Attending:</b><br><input type="checkbox"/> Professional Development<br><input type="checkbox"/> Continued Education Credits Earned | <b>Instructions:</b> 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.<br><br>REQ # _____ |
|--|---|--|

School/Department CK McClatchy Date February 23, 2018

Date(s) of Event April 28-30 University of Kentucky, Lexington KY  
 Event Title (attach brochure) Tournament of Champions (policy debate and speech)

Purpose\* Coach CK McClatchy's 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? College and Career Ready Students

How will this activity/event be used and shared?

| Name of Attendee(s)<br>(attach sheet for additional attendees) | Position            | Substitute<br>(Y/N)** | No. of Days<br>Required | Budget Code<br>(for substitute) |
|--|---------------------|-----------------------|-------------------------|---------------------------------|
| <u>Stephen Goldberg</u>  | <u>Debate Coach</u> | <u>No</u>             |                         |                                 |
|  |                     | <u>No</u>             |                         |                                 |
|  |                     | <u>No</u>             |                         |                                 |
|  |                     | <u>No</u>             |                         |                                 |
|  |                     | <u>No</u>             |                         |                                 |

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

**Approvals:**

[Signature] 2/26/18  
 Principal/Department Head Signature & Print Name Date

[Signature] 2/26/18  
 Cabinet Level or Designee Signature Date

[Signature] 2/27/18  
 Chief Business Officer Signature Date

[Signature] 3/2/18  
 Superintendent or Designee Signature Date

**District cost for all attendees (estimate)**

Registration Fee \*\*\* 0

Meals Included?  Yes  No

B  L  D

Lodging 0

Transportation 0

Meals 0

Other 0

TOTAL 0

Categorical Budget Code(s): \_\_\_\_\_ \$ \_\_\_\_\_

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 \*\*\*\* \_\_\_\_\_