



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1j

**Meeting Date:** March 15, 2018

**Subject:** Approve C.K. McClatchy High School Field Trip to Reno, Nevada  
April 13-15, 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 Reno, Nevada  
April 13-15, 2018.

**Background/Rationale:** On April 13, 2018 a group of six students and one teacher chaperone from C.K. McClatchy High School will travel via rental car to Reno, NV to attend the CNH KEY Club District Convention. This program helps students develop leadership skills and encourages service to community.

**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 C.K. McClatchy High School Date 02 / 20 / 2018  
 Teacher's Name Daniel Gatten Room # D-11 Telephone # 395-5050 503311  
 Fax # \_\_\_\_\_

Field Trip Destination KEY Club District Convention 2500 E 2nd St. Reno Nevada 89595

- 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 Hwy 80 East from CKM

Educational nature of field trip/excursion Develop Leadership Skills and improve service to community  
This is a conference for club members from California, Hawaii, and Nevada

Depart Date 04 / 13 / 18 Time 3:30 am/pm Return Date 04 / 15 / 18 Time 2:00 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 donations & club funds Financial Assistance Available?  Yes  No

Number of students participating: 6

| Adult Chaperones/Drivers: | DRIVER  | DRIVER   |
|---------------------------|---|--|
| 1) _____                  | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no | 2) _____ <input type="checkbox"/> yes <input checked="" 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>Daniel Gatten</u> | <input type="checkbox"/> yes <input type="checkbox"/> no | 2) _____ | <input type="checkbox"/> yes <input checked="" 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 2/22/18

Risk Management Approval (Unusual Activities) [Signature] Date 2/24/18

Segment Administrator Approval [Signature] Date 2/24/18

- 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 C.K. McClatchy High school Date 04 / 13 / 18

Teacher's Name Daniel Gatten Room # D-11 Telephone # 503311

Field Trip Destination 2500 E. 2nd Street Reno, Nevada

Reason for travel KEY Club District Convention: this is the annual KEY Club District

Convention for high school students to develop leadership skills.

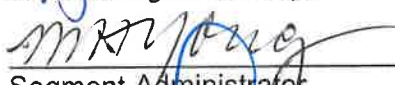
List unusual activities, water activities or high risk activities (examples: rafting, snorkeling, rock climbing, skiing, etc.) as a special parent waiver may be required. Submit copy of contract or waiver to Risk Management for review before signing. Attach a detailed itinerary for each day

Signed   
 Teacher

**Approvals:**

 2 / 9 / 18  
 Principal Date

 2 / 27 / 18  
 Risk Management Dept. Date

 2 / 26 / 18  
 Segment Administrator Date

 3 / 2 / 18  
 Superintendent Date

/ /  
 Board Approval Date

## TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

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

School/Department CK McClatchy/English Date Feb 22, 2018

Date(s) of Event April 13-15, 2018 Location Grand Sierra Resort, 2500 E 2nd St, Reno, NV

Event Title (attach brochure) CNH KEY Club District Convention

Purpose\* Help students develop leadership skills and encourage service to community.

\*(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/Improves leadership and organizational skills

How will this activity/event be used and shared? Students will share experiences with club members

| Name of Attendee(s)<br><small>(attach sheet for additional attendees)</small> | Position       | Substitute<br>(Y/N)* | No. of Days<br>Required | Budget Code<br><small>(for substitute)</small> |
|---|----------------|----------------------|-------------------------|--|
| <u>Daniel Gatten</u>  | <u>Teacher</u> | <u>No</u>            |                         |  |
| <u>Rodney Nishikawa</u>   |                | <u>No</u>            |                         |  |
|   |                | <u>No</u>            |                         |  |
|   |                | <u>No</u>            |                         |  |
|   |                | <u>No</u>            |                         |  |

Additional Attendees Attached

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

**Approvals:**

[Signature] 2/22/18  
 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 \*\*\* 0.00

Meals included?  Yes

B  L  D

Lodging 0.00

Transportation 0.00

Meals 0.00

Other 0.00

**TOTAL** \$ 0.00

Categorical Budget Code(s): N/A \$ 0.00

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 ****  | _____         |