



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1k

Meeting Date: October 5, 2017

Subject: Approve C.K. McClatchy High School Field Trip to Las Vegas, Nevada
October 26-29, 2017

- 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 McClatchy High School Field Trip to Las Vegas, Nevada
October 26-29, 2017

Background/Rationale: On October 26, 2017 a group of 15 students, 1 teacher chaperone, and 2 Parent chaperone from McClatchy High School will travel via airline to Las Vegas, Nevada to participate in Meadows Debate Tournament at Meadows School.

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: Lisa Allen, Deputy Superintendent
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 CK McClatchy _____ / _____ / _____

9/13/17 Date

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

Fax # 9165512196

Field Trip Destination The Meadows School, Las Vegas, NV

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 Las Vegas

Educational nature of field trip/excursion Debate tournament

Depart Date 10 / 26 / 17 Time 1:30 pm am/pm Return Date 10 / 29 / 17 Time 10:30
 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: 4

Adult Chaperones/Drivers: DRIVER DRIVER

1) Autumn Valerio Boylan yes no 2) _____ Xyes 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 9/12/17

Risk Management Approval (Unusual Activities) [Signature] Date 9/21/17

Segment Administrator Approval [Signature] Date 9/21/17

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, sking, 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 9/13/17
/ /

Teacher's Name CK McClatchy Room # _____ Telephone # 916-712-0782

Field Trip Destination The Meadows School, Las Vegas, NV

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:

 9, 12, 17
Principal Date

 9, 21, 17
Risk Management Dept. Date

 9, 21, 17
Segment Administrator Date

 9, 26, 17
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 # _____
--	---	---

School/Department CK McClatchy Date September 19, 2017

Date(s) of Event October 26-29, 2017 Location Meadows School, Las Vegas, NV

Event Title (attach brochure) Meadows Debate Tournament
 Coach CK McClatchy's policy debate team

Purpose: _____
 *(what value does this activity give students, attendees, staff, department/site or community?)

How does this travel align with the District's strategic plan? _____

How will this activity/event be used and shared? _____
 Name of Attendee(s)
 (attach sheet for additional attendees)

Name of Attendee(s)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
Stephen Goldberg	Debate Coach	No		
		No		
		No		
		No		
		No		

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

Approvals:

Principal/Department Head Signature & Print Name _____ Date 9/19/17

Cabinet Level or Designee Signature _____ Date 9/20/17

Chief Business Officer Signature _____ Date 9/21/17

Superintendent or Designee Signature _____ Date 9/26/17

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 _____

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 ****	_____