



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 11.1g

Meeting Date: October 17, 2019

Subject: Approve C.K. McClatchy High School Field Trip to Las Vegas, Nevada from October 24 through October 27, 2019

- 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 Las Vegas, Nevada from October 24-27, 2019.

Background/Rationale: On October 24, 2019, a group of eight students and two chaperones from C.K. McClatchy High School will travel via commercial airline to Las Vegas, Nevada, to participate in a debate tournament at Meadows High School in Las Vegas, Nevada.

Financial Considerations: No cost to the district.

LCAP Goal(s): College and Career Ready Students

Documents Attached:

1. Out of State Field Trip Documents

<p>Estimated Time of Presentation: N/A</p> <p>Submitted by: Christine Baeta, Chief Academic Officer Chad Sweitzer, Instructional Assistant Superintendent</p> <p>Approved by: Jorge A. Aguilar, Superintendent</p>

Sacramento City Unified School District
FIELD TRIP REQUEST FORM
 (USE A SEPARATE FORM FOR EACH TRIP)

NO SWIMMING IN HOTEL POOL

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 Date 9/12/19
 Teacher's Name Stephen Goldberg Room # _____ Telephone # 9167120782
 Fax # 9165512195

Field Trip Destination Meadows School, Las Vegas, NV

- Local-50 mile radius (bus/walking) (forward directly to Field Trip Office) Out-of-State/Country Local-50 mile radius (driver led trips) 50 mile radius Out-of-Town (Beyond 50 mile radius)
- Overnight Involving Swimming or Wading Unusual Activities

Route Fly from Sacramento to Las Vegas, shuttles in Las Vegas, fly back from Las Vegas to Sacramento

Educational nature of field trip/excursion: Debate tournament

Depart Date 10/24/2019 Time 5:55 pm Return Date 10/27/2019 Time 8:54 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-shuttles in Las Vegas

Funding Source CK McClatchy Debate Boosters Financial Assistance Available? Yes No

Number of students participating: 8

Adult Chaperones/Drivers: Use additional forms if more than 4 names

	DRIVER	DRIVER
1) Ginger Spurlock _____	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no 2)	yes no
3) _____	yes no 4)	yes no

Teachers and Staff Attending: Use additional forms if more than 4 names

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

Principal Approval [Signature] Date 9/12/19

Risk Management Approval (Unusual Activities) [Signature] Date 10-3-19

Segment Administrator Approval [Signature] Date 10-3-19

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 for approval.
- Local Trip: (50-mile radius: driver led) - Submit driver led trips to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- Local Trip: (waling, RT, Amtrak): 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.

Reviewed by Site Office Manager: SZ
 (Initials)

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 checked="" 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 CKM Date 9/24/19

Date(s) of Event 10/24/19-10/27/19 Location Meadows school, Las Vegas, NV

Event Title (attach brochure) Debate Tournament

Purpose* define debate skills and further college readiness

*(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)	Position	Substitute (Y/N)*	No. of Days Required	Budget Code (for substitute)
Stephen Goldberg	Teacher	No	4	
Ginger Spurlock	Teacher	No	4	
		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 9/30/19

Cabinet Level or Designee Signature _____ Date 10-3-19

Chief Business Officer Signature _____ Date 10-8-19

Superintendent or Designee Signature _____ Date 10/9/19

District cost for all attendees (estimate)

Registration Fee *** 0.00

Meals included? Y N

B L D

Lodging _____ 0

Transportation _____ 0

Meals _____ 0

Other _____ 0

TOTAL 0.00

Categorical Budget Code(s): _____ \$ 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	0
Hotel	0
Airfare ****	0
Car Rental ****	0



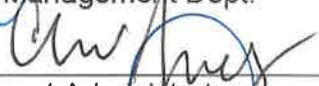

Sacramento City Unified School District
**OUT-OF-STATE OR OUT-OF-COUNTRY
 TRAVEL REQUEST**

School Name CKM Date 9 / 12 / 19
 Teacher's Name Stephen Goldberg Room # _____ Telephone # 7120782
 Field Trip Destination 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:

<u></u>	<u>9 / 12 / 19</u>
Principal	Date
<u></u>	<u>10 / 3 / 19</u>
Risk Management Dept.	Date
<u></u>	<u>10 / 3 / 19</u>
Segment Administrator	Date
<u></u>	<u>10 / 10 / 19</u>
Superintendent	Date

/ /
 Board Approval Date