SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

Agenda Item# 8.1e

Meeting Date: December 4, 2014

Subject: C.K. McClatchy Field Trip to the 2014 Nike Basketball Tournament of Champions from December 17 – 22, 2014

- ☐ Information Item Only
- ☒ Approval on Consent Agenda
- ☐ Conference (for discussion only)
- ☐ Conference/First Reading (Action Anticipated: _____)
- ☐ Conference/Action
- ☐ Action
- ☐ Public Hearing

Division: Chief of Schools

Recommendation: C.K. McClatchy Field Trip to the 2014 Nike Basketball Tournament of Champions from December 17 – 22, 2014

Background/Rationale: On December 17 – 22, 2014 twelve C.K. McClatchy students, one basketball coach and one parent chaperone will travel to Phoenix, Arizona for the 2014 Nike Basketball Tournament of Champions.

Financial Considerations: No cost to the district. Expenses paid through donations.

Documents Attached: Out of State Field Trip Documents

Estimated Time of Presentation: N/A
Submitted by: Lisa Allen, Chief of Schools
Approved by: José L. Banda, Superintendent

Print Form

Sacramento City Unified School District

FIELD TRIP REQUEST FORM

(USE A SEPARATE FORM FOR EACH TRIP)

Parent Permission Form required for each student field trip, See reference distribution section for details concerning each type of trip.

School Name C.K. McClatchy High School Date 10-7-2014

Teacher's Name Jessica Kunisaki Room # _____ Telephone # 916-607-537[illegible]

Fax # _____

Field Trip Destination Phoenix, AZ

☐ Local (50 mile radius) ☑ Out-of-Town (Beyond 50 mile radius) ☑ Overnight

☐ Out-of-State/Country ☐ Involving Swimming or Wading ☐ Unusual Activities

Route _____

Educational nature of field trip/excursion Nike Elite Basketball Tournament

Depart Date 12/17/14 Time 9:00am am/pm Return Date 12/22/14 Time 8:00pm am/pm

TRANSPORTATION will be provided by: ☐ Walking ☐ School Bus – Contact Transportation Field Trip Office

☐ Chartered Bus Company Certified: ☐ yes ☐ no – Check Risk Management Web Site

☐ Private Vehicle – Complete Volunteer Personal Automobile Use Form for each vehicle and driver.

☐ Parent Driver – Must have fingerprint clearance, check with Volunteer Office.

☐ Faculty Driver – Complete Volunteer Personal Automobile Use Form for each vehicle and driver.

☐ Public Transportation ☐ Train ☑ Commercial Airline ☐ Other: Rental cars to travel in

Funding Source Donations Financial Assistance Available? ◉ yes ☐ no

Number of students participating: ~~12~~ 10

Adult Supervisors/ Drivers:	DRIVER			DRIVER	
1) Jessica Kunisaki	☑ yes	☐ no	2) Rohit Sharma	◉ yes	☐ no
3) _____	☐ yes	☐ no	4) _____	☐ yes	☐ no

Teachers and Staff Attending:

1) _____	☐ yes	☐ no	2) _____	☐ yes	☐ no
3) _____	☐ yes	☐ no	4) _____	☐ yes	☐ no

Principal Approval _____ Date 10/7/14

Risk Management Approval (Unusual Activities) _____ Date 11/21/14

Segment Administrator Approval _____ Date 11/21/14

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

1. Local Trip: (50 mile radius) - Submit to Principal for approval. Maintain all documents at site.
2. Out-Of-Town: (beyond 50 mile radius) - Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
3. Overnight Trip: Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
4. Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
5. 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 and Risk Management 6 weeks prior to trip. Must purchase Special Event Liability Insurance.
6. Out-of-State/Country: Submit to Principal for approval then forward to Segment Administrator and Risk Management SIX (6) WEEKS prior to trip. Must have Superintendent and Board approval prior to trip. Segment Administrator will submit for Board Agenda. Trips not submitted to Segment Administrator 6 weeks prior to trip will be considered automatically rejected by the Board.

Maintain a copy of all forms at site for 2 years. Approved forms will be returned by Segment Administrator

Print Form | Submit by Email

Sacramento City Unified School District

OUT-OF-STATE OR OUT-OF-COUNTRY TRAVEL REQUEST

School Name C.K. McClatchy High School Date 10/7/14

Teacher's Name Jessica Kunisaki Room # _____ Telephone # 916-607-5377

Field Trip Destination Phoenix, AZ

Reason for travel Nike Elite Basketball 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 for review before signing. Risk management approval required.

Attach a detailed itinerary for each day: _____

Signed Jessica Kunisaki
Teacher

Approvals:

Principal — Date 10/7/14

Risk Management Dept. — Date 11/21/14

Segment Administrator — Date 11/21/14

Superintendent — Date 11/21/14

Board Approval Date