



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 9.1c

Meeting Date: December 10, 2015

Subject: Approve C. K. McClatchy High School Field Trip to Gonzaga University in Spokane, Washington on January 7 to January 10, 2016

- 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 C. K. McClatchy Field Trip to Spokane, Washington from January 7 to January 10, 2016

Background/Rationale: On January 7 through January 10, 2016, students from C. K. McClatchy will travel by flight to Spokane, Washington to attend a Debate Tournament at Gonzaga University. There will be two chaperons attending with eight students.

Financial Considerations: No cost to the district. Expenses will be paid through parent contribution and fundraising.

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, Interim Deputy Superintendent
Mary Hardin Young, Area Assistant Superintendent

Approved by: Jose L. Banda, Superintendent

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 CK McClatchy Date 11/1/15

Teacher's Name Stephen Goldberg Room # _____ Telephone # 916-712-0786
 Fax # 916-551-2196

Field Trip Destination Gonzaga University, Spokane, WA

Local (50 mile radius) Out-of-Town (Beyond 50 mile radius) Overnight
 Out-of-State/Country Involving Swimming or Wading Unusual Activities

Route Fly from Sacramento to Spokane

Educational nature of field trip/excursion Debate tournament

Depart Date 1/7/15 Time 5:00 pm am/pm Return Date 1/10/15 Time 4:00 pm 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: Hotel shuttle in Spokane

Funding Source CKM Debate Boosters Financial Assistance Available? yes no

Number of students participating: 8 (8)

Adult Supervisors/ Drivers: DRIVER DRIVER
 1) Angelia DeBoer yes no 2) _____ yes 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 11-17-15

Risk Management Approval (Unusual Activities) [Signature] Date 11/18/15

Segment Administrator Approval [Signature] Date 11/19/15

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

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

School Name CK McClatchy Date 11/1/15

Teacher's Name Stephen Goldberg Room # _____ Telephone # 916-712-0782

Field Trip Destination Sonzaga University, Spokane, Washington

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 for review before signing. Risk management approval required.

Attach a detailed itinerary for each day: _____

Signed *Stephen Goldberg*
Teacher

Approvals:

[Signature] 11/16/15
Principal Date

[Signature] 11/19/15
Risk Management Dept. Date

[Signature] 11/19/15
Segment Administrator Date

[Signature] 11/20/15
Superintendent Date

Board Approval Date