



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 9.1g

**Meeting Date:** December 8, 2016

**Subject:** Approve C. K. McClatchy High School Field Trip to Spokane, Washington, from January 5 through January 8, 2017, for a Speech and Debate Tournament

- 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 High School Field Trip to Spokane, Washington, from January 5 to January 8, 2017.

**Background/Rationale:** On January 5 through January 8, 2017, students from C. K. McClatchy High School will travel by plane to Spokane, Washington, to attend a speech and debate tournament. There will be two chaperones attending with four students.

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

**LCAP Goal(s):** College, Career and Life Ready Graduates

**Documents Attached:**

1. Out of State Field Trip Documents

<p><b>Estimated Time of Presentation:</b> N/A</p> <p><b>Submitted by:</b> Lisa Allen, Interim Deputy Superintendent Mary Hardin Young, Area Assistant Superintendent</p> <p><b>Approved by:</b> Jose L. Banda, Superintendent</p>
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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 CK McClatchy Date 11/17/16

Teacher's Name Stephen Goldberg Room # \_\_\_\_\_ Telephone # 9167120782

Fax # 9165512196

Field Trip Destination Gonzaga University, Spokane, Washington

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 1/5/17

Depart Date 1/5/17 Time 10:00 pm am/pm Return Date 1/8/17 Time 9:30 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: \_\_\_\_\_

Funding Source McClatchy Debate Boosters Financial Assistance Available?  yes  no

Number of students participating: 4

Adult Supervisors/ Drivers:	DRIVER	DRIVER
1) <u>Betsy Long</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	2) _____ <input type="checkbox"/> yes <input 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>Stephen Goldberg</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	2) _____ <input type="checkbox"/> yes <input type="checkbox"/> no
3) _____	<input type="checkbox"/> yes <input type="checkbox"/> no	4) _____ <input type="checkbox"/> yes <input type="checkbox"/> no

AP Principal Approval [Signature] Date 11/28/16

Risk Management Approval (Unusual Activities) [Signature] Date 11/28/16

Segment Administrator Approval [Signature] Date 11/28/16

- Distribution:** Refer to Field Trip Information Form RSK 106F for the forms and distribution required for each trip:
- Local Trip (50 mile radius) - Submit to Principal for approval. Maintain all documents at site.
  - Out-Of-Town (beyond 50 mile radius) - Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
  - Overnight Trip: Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
  - Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator 10 days 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 and Risk Management 6 weeks prior to trip. Must purchase Special Event Liability Insurance.
  - 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 CK McClatchy Date 11/17/16  
 Teacher's Name Stephen Goldberg Room # \_\_\_\_\_ Telephone # 9167120782

Field Trip Destination Gonzaga 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:

<u><i>[Signature]</i></u>	<u>11/28/16</u>
AP Principal <u>D. BRESCU</u>	Date
<u><i>[Signature]</i></u>	<u>11/28/16</u>
Risk Management Dept.	Date
<u><i>[Signature]</i></u>	<u>11/28/16</u>
Segment Administrator	Date
<u><i>[Signature]</i></u>	<u>11/29/16</u>
Superintendent	Date

Board Approval Date \_\_\_\_\_