



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 9.1h

Meeting Date: January 17, 2019

Subject: Approve Rosemont High School Field Trip Las Vegas, Nevada
February 1-5, 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 Rosemont High School Field Trip to Las Vegas, NV from February 1, 2019 to February 5, 2019.

Background/Rationale: On February 1, 2019 a group of two students, one parent and one adult chaperone from Rosemont High School will travel via private vehicle to Las Vegas, NV to participate in a debate tournament at UNLV in Las Vegas, NV.

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: Dr. Iris Taylor, Chief Academic Officer

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 Rosemont High School Date 2 / 1-5 / 2019
 Teacher's Name Stephen Goldberg Room # _____ Telephone # (916) 712-0782
 Fax # _____

Field Trip Destination University of Las Vegas, Nevada

- 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
 See Attached Map/Directions

Route _____
 Educational nature of field trip/excursion The Golden Desert Debate Tournament

Depart Date 2 / 1 / 19 Time 8:00 am/pm Return Date 2 / 5 / 19 Time 4:00 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 SUDL Financial Assistance Available? Yes No

Number of students participating: 2

- Adult Chaperones/Drivers: DRIVER DRIVER
- 1) _____ yes no 2) _____ yes no
 3) Laura Nielsen 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 12/7/18

Risk Management Approval (Unusual Activities) [Signature] Date 12/12/18

Segment Administrator Approval [Signature] Date 12/11/18

- 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, 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.
 - 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**

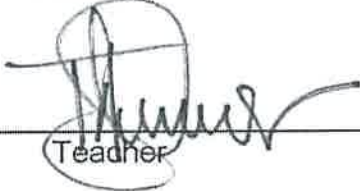
School Name Rosemont High School Date 2 / 1-5 / 2019

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

Field Trip Destination UNLV

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:

 12/7/18
 Principal Date

 12/13/18
 Risk Management Dept. Date

 12/11/18
 Segment Administrator Date

 12/18/18
 Superintendent Date

 / / 12/19/18
 Board Approval Date

No Cost to District

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Request to Attend: <input checked="" type="checkbox"/> Conference/Workshop <input checked="" type="checkbox"/> Business Meeting	Purpose for Attending: <input checked="" 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 # _____
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School/Department Rosemont High School Date 12/7/2019

Date(s) of Event 2/1/2019-2/5/2019 Location University of Las Vegas, Nevada

Event Title (attach brochure) Golden Desert Debate Tournament

Purpose* Debate Tournament

*(what value does this activity give students, attendees, staff, department/site or community?)
Development of extracurricular programming

How does this travel align with the District's strategic plan?
Competition in Policy Debate

How will this activity/event be used and shared?
Competition in Policy Debate

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
<u>Stephen Goldberg</u>	<u>Debate Coach</u>	<u>No</u>		
		<u>No</u>		
		<u>No</u>		
		<u>No</u>		
		<u>No</u>		

****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 12/11/18

Cabinet Level or Designee Signature _____ Date 12/11/18

Chief Business Officer Signature _____ Date 12-18-18

Superintendent or Designee Signature _____ Date 12/19/18

District cost for all attendees (estimate)

Registration Fee *** 0

Meals included? No

B L D

Lodging 0

Transportation 0

Meals 0

Other 0

TOTAL 0

Categorical Budget Code(s): _____ \$ 0

General Fund/Unrestricted _____ \$ 0

***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 ****	_____