



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 9.1i

Meeting Date: February 2, 2017

Subject: Approve C. K. McClatchy High School Field Trip to the University of Nevada in Las Vegas, Nevada, from February 3 – 6, 2017

- 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 CKM High School Field Trip to University of Nevada, Las Vegas from February 3, 2017 to February 6, 2017

Background/Rationale: On February 3 through February 6, 2017, students from CKM High School will travel by plane to University of Nevada, Las Vegas 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

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 12/21/16

Teacher's Name Stephen Goldberg Room # _____ Telephone # 9167120782
 Fax # 9165512196

Field Trip Destination University of Nevada Las Vegas

- 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 Las Vegas, shuttles in Las Vegas

Educational nature of field trip/excursion Debate tournament

Depart Date 2/3/17 Time 1:00 pm am/pm Return Date 2/6/17 Time 8:00 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: _____

Funding Source CK McClatchy Debate Boosters Financial Assistance Available? yes no

Number of students participating: 4

Adult Supervisors/ Drivers:	DRIVER	DRIVER
1) <u>Thuy Dao</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 checked="" type="checkbox"/> yes <input 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

Principal Approval [Signature] Date 12/23/16

Risk Management Approval (Unusual Activities) [Signature] Date 1/24/17

Segment Administrator Approval [Signature] Date 1/25/17

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

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

School Name McClatchy H.S. Date 1-24-17
 Teacher's Name Stephen Goldberg Room # _____ Telephone # 916 712-0782

Field Trip Destination University of Nevada, Las Vegas

Reason for travel Speech and 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 _____
 Teacher

Approvals:

	1/24/17
A. Principal	Date
	1/24/17
Risk Management Dept.	Date
	1/25/17
Segment Administrator	Date
	1/25/17
Superintendent	Date

 Board Approval Date