



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 12.1i

Meeting Date: April 7, 2011

Subject: C.K. McClatchy High School Field Trip to Hayfield Secondary School in Washington, DC on May 26 - 30, 2011

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

Segment/Department: Accountability Office

Recommendation: Approve C.K. McClatchy High School Field Trip to Hayfield Secondary School in Washington, DC on May 26 - 30, 2011.

Background/Rationale: Six students from C.K. McClatchy's Speech and Debate Team have qualified for the National Catholic Forensic League Grand National Tournament in Washington, D.C. This tournament has hundreds of policy teams from all over the country who compete at a very high level, the winners of which are awarded scholastic scholarships. These six students will be traveling with a parent/district teacher Janet Weeks, their coach Seth Blackmon and a parent chaperone, Julie Boettner. Academically, debate is one of the best activities a student can join. It demands critical thinking, deep research, excellent writing and, of course, top-notch speaking skills. Therefore, it supports our curriculum. Students will be transported to the airport by parents on May 26, 2011 and picked up there on May 30, 2011. Students and their chaperones will stay at the Marriot Wardman Park Hotel.

Financial Considerations: No cost to the district. Expenses paid through parent contribution and fund raising.

Documents Attached:

Field Trip Request Form
Out-of-State Travel Request
Travel Request

Estimated Time of Presentation: NA

Submitted by: Lisa Allen, Area Assistant Superintendent

Approved by: Mary C. Shelton, Chief Accountability Officer

Sacramento City Unified School District
FIELD TRIP REQUEST FORM
 (USE A SEPARATE FORM FOR EACH TRIP)

Parent Permission for Student Field Trip form required for each trip. See Reference distribution section for details concerning each type of trip

| | | |
|--|-------|----------------------|
| School Name: C.K. McClatchy | | Date (m/d/yy) 3/3/11 |
| Teacher's Name: Seth Blackmon | Room# | Telephone # 920-0459 |
| Destination: Hayfield Secondary School, Alexandria, VA 22315 | | Fax # - |

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

| | | |
|--|-------------------|--|
| Route: Commercial flight from Sacramento to Washington, D.C. | | |
| Educational nature of field trip/excursion: National Catholic Championship Debate Tournament | | |
| Depart Date (m/d/yy): 5/26/11 | Depart Time: 8:00 | <input checked="" type="checkbox"/> a.m. <input type="checkbox"/> p.m. |
| Return Date (m/d/yy): 5/30/11 | Return Time: 9:00 | <input type="checkbox"/> a.m. <input checked="" type="checkbox"/> p.m. |

- TRANSPORTATION** will be provided by:
 Walking
 School Bus
 Chartered Bus**
 Private Vehicle*
 Parent Driver*
 Faculty Driver*
 Public Transportation
 Train
 Commercial Airline
 Other:

| | |
|--|----------|
| * Complete "Field Trip Insurance Verification for Drivers" form for each vehicle and driver. | |
| **Charter Bus Line Name: Hotel Shuttle | Contact: |

| | |
|-------------------------------------|---|
| Funding Source Private | Financial Assistance Available? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no |
| Number of students participating: 6 | |

| Adult Supervisors/Drivers | Driver | Adult Supervisors/Drivers | Driver |
|---------------------------|---|---------------------------|---|
| 1) Julie Boettner | <input type="checkbox"/> yes <input type="checkbox"/> no | 2) Janet Weeks | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no |
| 3) Seth Blackmon | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 4) | <input type="checkbox"/> yes <input type="checkbox"/> no |

| | |
|---|---------------|
| Principal Approval | Date 03/06/11 |
| Risk Management Approval (Unusual Activities) | Date 3/9/11 |
| Segment Administrator Approval | Date |

Distribution:

1. **Local Trip:** (50 mile radius) Field Trip Request Form, Field Trip Roster, Field Trip Insurance Verification for Drivers (if applicable) to Principal for approval. All documents maintained at site except for passenger lists for private vehicles.
2. **Out-Of-Town:** (beyond 50 mile radius) Field Trip Request Form, Field Trip Roster, Field Trip Insurance Verification for Drivers (if applicable) to Principal for approval then forwarded to **Segment Administrator 10 days prior to trip.**
3. **Overnight Trip:** Field Trip Request Form, Field Trip Roster, Hotel accommodations information, Field Trip Insurance Verification for Drivers (if applicable) to Principal for approval then forwarded to **Segment Administrator 10 days prior to trip.**
4. **Trip Involving Swimming or Wading:** Request Form, Field Trip Roster, Field Trip Insurance Verification for Drivers (if applicable) to Principal for approval then forwarded 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.) [Special parent waiver may be required] Request Form, Field Trip Roster, Field Trip Insurance Verification for Drivers (if applicable) to Principal for approval then forwarded to Risk Management and Segment Administrator **10 days prior to trip.**
6. **Out-of-State/Country:** Field Trip Request Form, Out-of-State/Country Request Form, Field Trip Roster, Field Trip Insurance Verification for Drivers (if applicable) and other pertinent information (see Field Trip Information page) to Principal for approval then forwarded to Segment Administrator **SIX (6) WEEKS** prior to trip. Must have Superintendent and Board approval prior to trip. Segment Administrator will submit for Board Agenda.

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

School Name C.K. McClatchy High School Date 3/3/2011
 Teacher's Name Seth Blackmon Room # _____ Telephone # 916-920-0459

Field Trip Destination Hayfield Secondary School, Alexandria, VA 22315



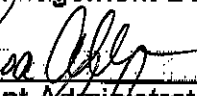
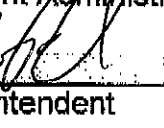
Reason for travel Six of our debaters have qualified for the National Catholic Forensic League Grand National Tournament in Washington, D.C. This tournament has hundreds of policy teams from all over the country who compete at a very high level, the winners of which are awarded scholastic scholarships.

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: See the attached itinerary

Signed 
 Teacher

Approvals:

| | |
|--|-----------------|
| <u></u> | <u>03/08/11</u> |
| Principal | Date |
| <u></u> | <u>3/9/11</u> |
| Risk Management Dept. | Date |
| <u></u> | <u>3/9/11</u> |
| Segment Administrator | Date |
| <u></u> | <u>3/11/11</u> |
| Superintendent | Date |

Board Approval Date _____

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TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

| | | |
|---|---|--|
| Request to Attend: <input checked="" type="checkbox"/> Conference/Workshop <input type="checkbox"/> Business Meeting | Purpose for Attending: <input 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 # _____ |
|---|---|--|

School/Department: C.K. McClatchy Speech & Debate Team Date: Mar 8, 2011

Date(s) of Event: 5/26/11-5/30/11 Location: Hayfield Secondary School, Alexandria VA / Washington DC

Event Title (attach brochure): National Catholic Championship Speech & Debate Tournament

Purpose*: To allow eligible students to attend the National Catholic Championship Speech & Debate Tournament in Alexandria, VA

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

What Board goal/priority does this travel support? To support students in achieving academic excellence

How will this activity/event be used and shared? Students/Coach will be better prepared to help other students achieve equal status.

| Name of Attendee(s) (attach sheet for additional attendees) | Position | Substitute (Y/N)* | No. of Days Required | Budget Code (for substitute) |
|--|-----------------------|----------------------|-------------------------|---------------------------------|
| Seth Blackmon | Speech & Debate Coach | No | | |
| | | No | | |
| | | No | | |
| | | No | | |

****IF A SUBSTITUTE IS NEEDED, SEND A COPY OF THIS FORM TO PERSONNEL, BOX 770** Additional Attendees Attached

Approvals:

Principal/Department Head: _____ Date: 03/08/11

Associate Superintendent/Assistant Superintendent: _____ Date: 3/9/11

Deputy Superintendent/CFO (Finance): _____ Date: 3/10/11

Superintendent or Designee: _____ Date: 3/11/11

District cost for all attendees (estimate)

Registration Fee *** 0.00

Meals included? B L D

Lodging 0.00

Transportation 0.00

Meals 0.00

Other 0.00

TOTAL \$ 0.00

Categorical Budget Code(s): NA

General Fund/Unrestricted

\$ 0.00

\$ 0.00

***If any meals are included in the cost of registration, how many of each: Breakfast 0 Lunch 0 Dinner 0

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 | <u>0.00</u> | <u>0.00</u> |
| Hotel | <u>0.00</u> | <u>0.00</u> |
| Airfare **** | <u>0.00</u> | <u>0.00</u> |
| Car Rental **** | <u>0.00</u> | <u>0.00</u> |