SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

Agenda Item 10.1e

Meeting Date: April 6, 2017

Subject: Approve Rosemont High School Field Trip to Ogden, Utah from April 7-10, 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 Rosemont High School Field Trip to Ogden, Utah, April 7-10, 2017

Background/Rationale: From April 7-10, 2017, a group of 4 students, 2 teacher chaperones, and 1 parent chaperone from Rosemont High School will travel via rental vehicle to Ogden, Utah, to participate in the national championship tournament for policy debate at Weber State University.

Financial Considerations:
No cost to the district. Expenses paid through Sac Urban Debate League.

LCAP Goal(s): College and Career Ready Students

Documents Attached:
1. Out of State Field Trip Documents

Estimated Time of Presentation:	
Submitted by:	Lisa Allen, Deputy Superintendent
	Olga Simms, Area Assistant Superintendent
Approved by:	José Banda, Superintendent

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 ROSEMONT HIGH SCHOOL Date 3/14/17

Teacher's Name STEPHEN GOLDBERG Room # _____ Telephone # 712-0782

Fax # 551-2195

Field Trip Destination OGDEN, UTAH

☐ Local (50 mile radius) ☑ Out-of-Town (Beyond 50 mile radius) ☑ Overnight

☑ Out-of-State/Country ☐ Involving Swimming or Wading ☐ Unusual Activities

Route HIGHWAY 80 EAST TO HGIHWAY 84 NORTH

Educational nature of field trip/excursion SPEECH AND DEBATE TOURNAMENT

Depart Date 4/7/17 Time 7:30AM am/pm Return Date 4/10/17 Time 9:30PM 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 SAC URBAN DEBATE LEAGUE Financial Assistance Available? ☐ yes ☐ no

Number of students participating: 4

Adult Supervisors/ Drivers:	DRIVER		DRIVER	
1) MARK HERNANDEZ	☐ yes	☐ no	2) JENNIFER WATTS	☐ 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 _____ Date 3/14/17

Risk Management Approval (Unusual Activities) _____ Date 3/15/17

Segment Administrator Approval _____ Date 3/17/17

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

Print Form | Submit by Email

Sacramento City Unified School District

OUT-OF-STATE OR OUT-OF-COUNTRY TRAVEL REQUEST

School Name ROSEMONT HIGH SCHOOL Date 4/7 - 10/2017

Teacher's Name STEPHEN GOLDBERG Room # Telephone # 712-0782

Field Trip Destination OGDEN, UTAH

Reason for travel NATIONAL CHAMPIONSHIP TOURNAMENT FOR POLICY DEBATE

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.

N/A

Attach a detailed itinerary for each day: PLEASE SEE ATTACHMENT

Signed [signature]
Teacher

Approvals:

X [signature] 3/14/17
Principal Date

[signature] 3/15/17
Risk Management Dept. Date

[signature] 3/17/17
Segment Administrator Date

[signature] 3/17/17
Superintendent Date

Board Approval Date

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Request to Attend:

☐ Conference/Workshop

☐ Business Meeting

Purpose for Attending:

☐ Professional Development

☐ 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: ROSEMONT HIGH SCHOOL

Date: 3/14/17

Date(s) of Event: 4/7/17-4/10/17

Location: OGDEN, UTAH

Event Title (attach brochure): SPEECH AND DEBATE TOURNAMENT

Purpose*: TO GIVE STUDENTS THE EXPERIENCE OF COMPETING WITH OTHER SCHOOLS ACADEMICALLY AND ALLOW STUDENTS TO DEMONSTRATE THEIR SKILLS AND TALENT.

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

How does this travel align with the District's strategic plan? NATIONAL CHAMPIONSHIP TOURNAMENT FOR POLICY DEBATE. MOST RIGOROUS ACADEMIC ACTIVITY WHERE SCUSD STUDENTS COMPETE IN.

How will this activity/event be used and shared? TO ENCOURAGE OTHER STUDENTS TO PARTICIPATE IN THE PROGRAM

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
STEPHEN GOLDBERG	CERTIFIED ACTIVITY COACH	No		
MARK HERNANDEZ	DIRECTOR OF DEBATE LEAGUE	No		
		No		
		No		
		No		

☐ Additional Attendees Attached

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

Approvals:

Principal/Department Head Signature & Print Name: Jeremy Predko — Date: 3/14/17

Cabinet Level or Designee Signature — Date: 3/17/17

Chief Business Officer Signature — Date: 3/17/17

Superintendent or Designee Signature — Date: 3/17/17

District cost for all attendees (estimate)

Registration Fee ***

Meals included? ☐

B ☐ L ☐ D ☐

Lodging

Transportation

Meals

Other

TOTAL: Ø.00

☐ Categorical

☐ General Fund/Unrestricted

Budget Code(s): SAC URBAN DEBATE LEAGUE COVERS ALL COST $

$

***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	N/A	
Hotel	N/A	
Airfare ****	N/A	
Car Rental ****	N/A	

**** If airfare or car rental is requested, send a copy of this form to Purchasing, Box 830