



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 9.1h

Meeting Date: November 2, 2017

Subject: Approve Rosemont High School Field Trip to Sandy, Utah
November 29– December 3, 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 Sandy, Utah from November 29 to December 3, 2017

Background/Rationale: On November 29, 2017 a group of 4 students, 1 teacher chaperone, and 1 Staff chaperone from Rosemont High School will travel via private vehicle to Sandy, Utah to participate in a debate competition at Alta High School.

Financial Considerations: No cost to the district.

LCAP Goal(s): College and Career Ready Students

Documents Attached:

1. Out of State Field Trip Documents

<p>Estimated Time of Presentation: N/A</p> <p>Submitted by: Lisa Allen, Deputy Superintendent Chad Sweitzer, Area Assistant Superintendent</p> <p>Approved by: Jorge A. Aguilar, Superintendent</p>
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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 Date 11/29/2017-12/3/2017

Teacher's Name Stephen Goldberg Room # _____ Telephone # 916-712-0781
Fax # _____

Field Trip Destination Alta High School, Sandy, Utah

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

Route _____

Educational nature of field trip/excursion Debate

Depart Date 11/29/17 Time 12:00 PM am/pm Return Date 12/3/17 Time 5 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 SUDL Financial Assistance Available? yes no

Number of students participating: 4

Adult Supervisors/ Drivers:	DRIVER	DRIVER
1) <u>Mark Hernandez</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

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

Principal Approval *Stephen Goldberg* Date _____

Risk Management Approval (Unusual Activities) *Roger Walker* Date 12/2/17

Segment Administrator Approval *[Signature]* Date 12/2/17

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

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

School Name Rosemont High School Date 11/29/2017-12/3/2017

Teacher's Name Stephen Goldberg Room # _____ Telephone # (916) 712-078

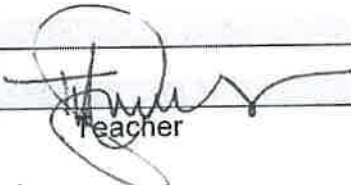
Field Trip Destination Alta High School, Sandy, Utah

Reason for travel Speech and 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.

No unusual activities _____

Attach a detailed itinerary for each day: Attached in field trip package

Signed  _____
 Teacher

Approvals:

	<u>10/2/17</u>
Principal	Date
	<u>10/12/17</u>
Risk Management Dept.	Date
	<u>10/12-17</u>
Segment Administrator	Date
	<u>10/20/17</u>
Superintendent	Date

Board Approval Date _____

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

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.

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	REQ # _____
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School/Department Rosemont High Date 10/2/17

Date(s) of Event 11/30-12/4/17 Location Alta, Utah

Event Title (attach brochure) Alta Debate Invitational

Purpose* Debate Tournament

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

How does this travel align with the District's strategic plan? Development of extra curricular programming.

How will this activity/event be used and shared? Competition in policy debate.

Name of Attendee(s) <small>(attach sheet for additional attendees)</small>	Position	Substitute (Y/N)**	No. of Days Required	Budget Code <small>(for substitute)</small>
Mark A. Hernandez Sr.	Executive Director of SUDL	No	0	
		No		
		No		
		No		
		No		

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

Approvals:

Elizabeth K. Wood 10/2/17
 Principal/Department Head Signature & Print Name Date

Chris Taylor 10-27-17
 Cabinet Level or Designee Signature Date

[Signature] 10/24/17
 Chief Business Officer Signature Date

[Signature] 10/17/17
 Superintendent or Designee Signature Date

District cost for all attendees (estimate)

Registration Fee *** 0

Meals included? B L D

Lodging 0

Transportation 0

Meals 0

Other 0

TOTAL 0

Categorical Budget Code(s): _____ \$ _____

General Fund/Unrestricted _____ \$ _____

***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 ****	_____