



HPHS CAL MADUE

11/30/17

Sacramento City Unified School District
FIELD TRIP INFORMATION

This information is provided in the form of a checklist to assist you in completing the necessary paperwork for field trips. For trips other than local, please submit this form with the necessary information to the segment administrator for approval. For local trips with volunteer drivers please submit to segment administrator for approval. All forms are available on the intranet under Risk Management Field Trips. Release of Driver Record Information form should be submitted in advance to Risk Management prior to submitting completed packet for approval. On the day of the trip updated rosters and transportation lists should be submitted to the Transportation Office, Area Assistant Superintendent's Office, and provided to the driver(s) and/or field trip coordinator. Parent permission forms and rosters are carried by the field trip coordinator on the trip.

Important: Keep all field trip documents on file at the site for at least 2 years.

School CAL MADUE SCHOOL

Date of Field Trip 11 / 30 / 17

Number of Students 45

Number of Chaperones 5

Local Trip (50-mile radius, submit for approval 2 weeks prior to trip if walking 6 weeks prior for bus or volunteer drivers)

- Field Trip Request Form (RSK-F106A)
- Principal Approval
- Segment Administrator approval (only required if volunteer drivers)
- Itinerary
- Field Trip Roster (RSK-F106I) or Infinite Campus printout okay *Comeneo*
- Student Field Trip Authorization Form (RSK-F106C)
- Agreement for Activity Participation Form
- Volunteer Personal Automobile Use Form (RSK-F106E) - if applicable
- Field Trip Passenger Vehicle List (RSK-F106G)
- Volunteer drivers must be fingerprinted (Form BC -1) Contact Human Resources
- Release of Driver Record Information Form – if applicable
- Authorization for Administration of Medication Form – If applicable
- Bus Request Form (TRA-F006) - if applicable
- Student Alternate Transportation Form (RSK-F100B) - if applicable
- Student Personal Automobile Use Form - if applicable must be accompanied with RSK-F100B
- Scheduling and Notification of Field Trip Form (Food Request) NSD-F028

Out-of-Town (beyond 50-mile radius, submit for approval 6 weeks prior to trip)

- Field Trip Request Form (RSK-F106A)
- Principal Approval
- Segment Administrator Approval
- Itinerary
- Field Trip Roster (RSK -F106I) or Infinite Campus printout okay
- Student Field Trip Authorization Form (RSK-F106C)
- Agreement for Activity Participation Form
- Volunteer Personal Automobile Use Form (RSK-F106E) - if applicable
- Field Trip Passenger Vehicle list (RSK - F106G)
- Volunteer drivers must be fingerprinted (Form BC-1) Contact Human Resources
- Release of Driver Record Information Form – if applicable
- Authorization for Administration of Medication Form – If applicable
- Bus Request Form (TRA-F006) - if applicable
- Student Alternate Transportation Form (RSK-F100B) - if applicable
- Student Personal Automobile Use Form - if applicable must be accompanied with RSK-F100B
- Scheduling and Notification of Field Trip Form (Food Request) NSD-F028

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 CAL MADUE SCHOOL Date 10 / 23 / 17
Teacher's Name _____ Room # Admin Telephone # 916 395-5302
Fax # 916 304-4477

Field Trip Destination HPHS 451 McCLATCHY WAY SACRAMENTO CA

Local-50 mile radius (bus/walking) (forward directly to Field Trip Office) Local-50 mile radius (driver led trips) Out-of-Town (Beyond 50 mile radius) 95018

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

Route VALEGO TO 5TH STREET

Educational nature of field trip/excursion JE JAG DAY RECEPTION

Depart Date 11 / 30 / 17 Time 8:15 am/pm Return Date 11 / 30 / 17 Time 12:30 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 SUE HUSSEY SAC CITY Financial Assistance Available? Yes No

Number of students participating: 45 carbone

Adult Chaperones/Drivers: DRIVER DRIVER
1) _____ yes no 2) _____ yes no
3) _____ yes no 4) _____ yes no

Teachers and Staff Attending:
1) Jeanne Dorenski yes no 2) _____ yes no
3) _____ yes no 4) _____ yes no

Principal Approval [Signature] Date 10/23/17

Risk Management Approval (Unusual Activities) _____ Date _____

Segment Administrator Approval _____ Date _____

CAL PRINCIPAL
ANABELA
EBAN
SIGNED
ALSO

- Distribution: Refer to the Field Trip Information Form RSK 106F for the forms and distribution required for each trip:
- 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.
 - 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.
 - Out-of-Town: (beyond 50-mile radius) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
 - Overnight Trip: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
 - Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks 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 for approval 6 weeks prior to trip. This may require Special Event Liability Insurance.
 - 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.
 - Approved forms will be returned by Segment Administrator. Maintain a copy of all forms at site for 2 years.

HPHS CAL MIDDLE 11/30/17

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 CAL MIDDLE SCHOOL Date 10 / 23 / 17

Teacher's Name _____ Room # Admin Telephone # 916 395-5302
Fax # 916 304-4477

Field Trip Destination HPHS 451 McCLATCHY WAY SACRAMENTO CA

Local-50 mile radius (bus/walking) Local-50 mile radius (driver led trips) Out-of-Town (Beyond 50 mile radius) 95818

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

Route Vanugo to 5th Street

Educational nature of field trip/excursion JE JAG DAY RECEPTION

Depart Date 11 / 30 / 17 Time 8:15 am/pm Return Date 11 / 30 / 17 Time 1:30 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 SAC HUSSEY SAC CITY Financial Assistance Available? Yes No

Number of students participating: 45 carbone

Adult Chaperones/Drivers: DRIVER DRIVER

1) _____ yes no 2) _____ yes no
 3) _____ yes no 4) _____ yes no

Teachers and Staff Attending:

1) Jessica Duranski yes no 2) _____ yes no
 3) _____ yes no 4) _____ yes no

Principal Approval [Signature] Date 10/23/17

Risk Management Approval (Unusual Activities) _____ Date _____

Segment Administrator Approval _____ Date _____

Distribution: Refer to the Field Trip Information Form RSK 106F for the forms and distribution required for each trip:

- 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.
- 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.
- Out-of-Town: (beyond 50-mile radius) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- Overnight Trip: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks 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 for approval 6 weeks prior to trip. This may require Special Event Liability Insurance.
- 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.
- Approved forms will be returned by Segment Administrator. Maintain a copy of all forms at site for 2 years.

HPHS CAL MIDDLE 11/30/17



STUDENT FIELD TRIP AUTHORIZATION

No student will be permitted on the field trip unless this completed and signed authorization is submitted to the supervising teacher, sponsor, or school Main Office at least 6 weeks prior to the field trip. Verbal authorizations or authorizations not on this form cannot be accepted.

Student Name:	Address:
Grade: <u>8TH</u>	DOB:
School: <u>CAL MIDDLE</u>	Home Telephone:
Emergency Contact & Telephone No.:	
Field Trip Destination:	<u>HPHS</u>
Date of Trip:	<u>11/30/17</u>
Expected Departure Time:	<u>8:15 AM</u>
Expected Return Time:	<u>12:30 PM</u>
Method of Transportation:	<u>CITIZEN BUS</u>
Supervising Teacher/Sponsor:	<u>JENNIFER DOBEINSKI</u>
Medical Conditions/Medications:	

By signing below, I acknowledge and agree as follows:

1. Participation in this field trip is voluntary and is a privilege. I understand that the student has the right and ability to remain at school instead of participating in the field trip. I request that the student be allowed to participate in the field trip, under the supervision of the supervising teacher/sponsor and/or adult chaperones with transportation to be provided in the described manner (which may include transportation in non-District owned/operated vehicles).
2. California Education Code Section 35330 states that: "All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion." I understand and agree that I cannot hold the District, its officers, agents, or employees liable for any claim arising out of, or which is in some manner connected with, the student's participation in this field trip. [Adults participating in out-of-state field trips must also sign a statement waiving such claims.]
3. The supervising teacher or sponsor will discuss field trip rules and safety requirements with students and adult chaperones prior to the field trip, which may include dangerous or hazardous conditions or circumstances exposing the student to potential harm or injury, potentially including death. Students are required to obey all rules and safety requirements of the field trip, as well as codes of conduct and general standards for respect of persons and property and good behavior. I understand and agree that failure of the student to follow field trip rules or safety requirements may result in the student being sent home, at my expense, and that the student may be barred as a result from future field trips.
4. Emergency medical information regarding the student is on file with the District and is current (provide updated information before the trip, if necessary). If an injury or medical emergency occurs during the field trip, a supervising teacher, sponsor or chaperone has my express permission to administrator or to authorize the administration of urgent or emergency care, including the transportation of the student to an urgent care or emergency care provider. In such circumstances, notice to me and/or the emergency contact of the injury or medical emergency may be delayed. Therefore, any urgent or emergency care provider has my express authority to conduct diagnostic or anesthetic procedures, and/or to provide medical care or treatment (including surgery), as they may deem reasonable or necessary under all existing circumstances. All costs and expenses associated with such care are solely my responsibility.

Parent/Guardian Printed Name	Signature	Date
-------------------------------------	------------------	-------------

Date Received by School:	Received by:
---------------------------------	---------------------

Supervising teacher/sponsor shall take a copy of this form on the field trip/the original form will remain on file with the main office for a period of no less than two (2) years after the date of the field trip



AGREEMENT FOR ACTIVITY PARTICIPATION

(INCLUDING WAIVERS AND RELEASES OF POTENTIAL CLAIMS, AND STATEMENT OF OTHER OBLIGATIONS)

All sections of this Agreement must be completed, with the signed original delivered to the School Office, before a Student will be allowed to participate in any manner in the Activity defined below
A separate Agreement is required for each Activity in which the Student may participate.

Name of Student	Address:
Grade: <u>BTH</u>	DOB:
School: <u>CAR MIDDLE</u>	Telephone:
Activity/Club/Class/Program: <u>JR JAG DAY AT HPHS</u>	

In Consideration for the Student's ability to participate in a Student Activity, Student Club, and/or a Special Class or Program (including after-school programs or classes involving special risks of harm or injury) listed above (the "Activity"), including any try out or process used to select members to join or participate in the listed Activity, or attendance or participation in any Activity meeting, class, competition, show, event, or presentation, including travel to and from any meeting, class, competition, show, event, or presentation ("Activities"), the Student and the Parent or Legal Guardian ("Adult") signing this Agreement agree as follows:

1. It is a privilege, not a right, to participate in extra-curricular activities, including Activities. The privilege may be revoked at any time, for any reason, that does not violate Federal, State or District laws, policies or procedures. There is no guaranty that the Student will make the Team, remain on the Team, or actively participate in Team events, shows, performances, or competitions. Such matters shall remain exclusively within the judgment and discretion of the District and its employees.
2. The Student and Adult understand the nature of the Activity, and its associated Activities, and the Student voluntarily wishes to participate in the Activities. The Adult consents to the Students involvement in the Activities.
3. The Student shall comply with the instruction and directions of Activity teachers, coaches, supervisors, chaperones, and instructors. During the Student's participation in Activities, as well as academic and/or other school activities, the Student shall comply with all applicable Codes of Conduct. The Student shall also generally conduct himself/herself at all times in keeping with the highest moral and ethical standards so as to reflect positively on himself/herself, the Activity and the District. Failure to meet these obligations may, in the discretion of the District, result in immediate removal from Activities and a prohibition against any future involvement in Activities or other extra-curricular activities. Should the violation of these obligations also result in bodily injury or property damage during Activities, the Adult will (a) pay to restore or replace any property damaged as a result of the Student's violation, (b) pay any damages caused to bodily injury to an individual, and (c) defend, protect and hold the District harmless from such property damage or bodily injury claims.
4. Participation in Activities might result in injuries, potentially including serious or life threatening injuries or death. Injuries might arise from the Student's actions or inactions, the actions or inactions of another Student or participant in Activities, or the actual or alleged failure by District employees, agents or volunteers to adequately coach, train, instruct, or supervise Activities. Injuries might also arise from an actual or alleged failure to properly maintain, use, repair, or replace physical facilities or equipment available for Activities. All such risks are deemed to be inherent to the Student's participation in Activities. By this Agreement, the Student and Adult are deemed to fully assume all such risks and, in consideration for the right of the Student to participate in Activities, understand and agree that to the fullest extent allowed by law they are waiving and releasing any potential future claim they might otherwise have been able assert against the District, or any Board Member, employee, agent or volunteer of the District ("Released Parties") by or on behalf of the Student or any parent, administrator, executor, trustee, guardian, assignee or family member and further understand that transportation to or activities at another location are "field trips" or "excursions" for which there is complete immunity pursuant to Education Code § 35330..

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
TRANSPORTATION BUS REQUEST (Form 203) FOR
CLASSROOM FIELD TRIP (TRA-F006)**

All Field Trips are booked at least fifteen (15) days prior to the Field Trip requested and on a first come first serve basis upon receipt by date in the Field Trip Office.

Please send completed form to: Lucy Becker, Field Trip Office, Box 844B (916) 277-6703

ALL FORMS MUST BE COMPLETELY FILLED OUT. INCOMPLETE FORMS WILL BE RETURNED.

School Code #: CAL MIDDLE 415 School Name: CAL MIDDLE SCHOOL

Teacher(s) Name(s): JENNIFER BOBINSKI

Grade Level: 8th # Of Students: 45 # Of Adults: 5 # Of Classes: 1

Of Special Ed. Students: _____ L.H. _____ S.H. _____ R.S.P. _____
(If you need a Wheelchair Bus, please contact the Special Education Department @ 643-9188 to set up a bus for your Field Trip.)

Budget Code: (Mandatory) SUE HUSSBY SAC CITY COLLEGE INVOICED

Approved By: [Signature]
Principal Signature

1st Choice Pick-Up Time: 8:15am Tour Time: 8:30-12:00pm Leave Time: 12:00pm

Destination Code #: 0517 Destination: HPHS

Month(s) Desired: 11/30/17
(Please make sure you have me schedule around your sites testing dates.)

2nd Choice Pick-Up Time: _____ Tour Time: _____ Leave Time: _____

Destination Code #: _____ Destination: _____

Month(s) Desired: _____
(Please make sure you have me schedule around your sites testing dates.)

FOR FIELD TRIP OFFICE USE ONLY

Field Trip Sequence #: _____ Scheduled Date: _____

Date Entered: _____ Pick-Up Time: _____ Tour Time: _____ Leave Time: _____

NOTE: MANDATORY THAT ALL SHADED AREAS MUST BE FILLED OUT.



HPMS CAL 11/30/17



P.O. BOX 15707
Sacramento, CA 95852

Phone: 916-444-7880 Fax: 916-444-7169
www.amadorstagelines.com

Toll Free 800-446-2928
info@amadorstagelines.com

Charter Confirmation / Invoice

Confirmed: 10/03/17
Charter No.: 73710

SUE HUSSEY
SACRAMENTO CITY COLLEGE
3835 FREEPORT BLVD
SACRAMENTO, CA 95822-1386

Phone: 558-2386
Fax: 558-2098
Order Date 10/03/17

SalesRep: **Kabao Xiong**

Thank you for selecting **Amador Stage Lines, Inc.**, a Trailways member, for your upcoming trip. We are committed to providing you with the very best service possible, and I am sure that you will be pleased with the quality of our equipment and drivers. Please review the following information to confirm our understanding of the services we will provide.

Group Name: **CAL MIDDLE SCHOOL**
Group Leader: **SUE HUSSEY**
Pickup Date: **Thursday, November 30, 2017**
Pickup Time: **8:15 am**

Coaches: 1
Equipment: 1/50
Return Date: **Thursday, November 30, 2017**
Retn\Drop Time: **12:30 pm**

Pickup Location: **CAL MIDDLE SCHOOL**
1600 Vallejo Way
Sacramento, CA 95818

Destination Details: **HEALTH PROFESSIONS HIGH SCHOOL**
451 MCCLATCHY WAY
DEPART AT 1200

Pickup City: **SACRAMENTO**

Destination City: **SACRAMENTO**

Special Notes: **POINT OF CONTACT:**
MARLA JOHNSON 916 395 5010 EXT 501011
SUE HUSSEY 916 650 2767

Transport Charge:	\$594.12
Amount Paid	\$0.00
Balance Due	\$594.12

This Confirmation serves as your contract for your transportation needs shown above. Full payment is due 14 days prior to departure for travel dates June 16th-April 30th, 30 day prepayment for travel dates May 1st - June 15th. Otherwise the charter may be cancelled without notice. To avoid a cancellation fee of \$339.00 per coach, we must be given a 14/30 day notice based on travel date payment policy. Personal effects, musical instruments, athletic equipment, baggage, other articles and paraphernalia which are for the wear, use or convenience of the owner will be transported at owner's risk, at no additional charge. Price is based on information as shown above. Any time or mileage changes will be charged accordingly. A VALID CREDIT CARD IS REQUIRED AND WILL BE CHARGED FOR ANY EXCESS TIME OR MILEAGE While Amador makes every effort to be on time we will not be liable for delays and do not guarantee to arrive at or depart at a specific time. Group is responsible for tolls & parking fees upon arrival. THIS CONFIRMATION MUST BE SIGNED AND RETURNED UPON RECEIPT. I have read and agree to the conditions above and the FMCSR attached.

Charter Party Authorized Signature

Date

HPHS Junior Jag Day Cal Middle School
11/30/17

8:15am	Pick up Cal Middle Students
8:30am	Arrive at HPHS
8:30 – 11:30pm	Jr Jag Day Event
11:30pm	Lunch at HPHS
12:00pm	Depart back to Cal Middle School
12:30pm	Arrive at Cal Middle School

HPHS OR MADRE 11/30/17



California Middle School (Cal Middle) to 451 McClatchy Way, Sacramento, CA

Drive 1.2 miles, 6 min

California Middle School (Cal Middle)

1600 Vallejo Way, Sacramento, CA 95818

- ↑ 1. Head west on Vallejo Way toward Land Park Dr 0.9 mi
- ↘ 2. Turn right onto 5th St 0.2 mi
- ↙ 3. Turn left onto McClatchy Way 0.1 mi
📍 Destination will be on the right

451 McClatchy Way

Sacramento, CA 95818

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.