

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 12.1d

Meeting Date: January 19, 2023
Subject: Approve C.K. McClatchy High School Golden Desert Debate Tournament in Las Vegas, NV from February 3-6, 2023
□ Information Item Only ☑ Approval on Consent Agenda □ Conference (for discussion only) □ Conference/First Reading (Action Anticipated:) □ Conference/Action □ Action □ Public Hearing
<u>Division</u> : Deputy Superintendent
Recommendation: Approve C.K. McClatchy High School Golden Desert Debate Tournament in Las Vegas, NV from February 3-6, 2023
<u>Background/Rationale</u> : On February 3, six students, the debate coach, and one chaperone will travel by commercial airline to Las Vegas for 3 nights to participate at The University of Nevada Las Vegas Golden Desert Debate Tournament.
<u>Financial Considerations</u> : There is no cost to the district. Expenses will be paid by the Sacramento Urban Debate League.
<u>LCAP Goal(s)</u> : College preparedness, increasing communication and critical thinking skills.
Documents Attached: 1. Out-of-state field trip documents
Estimated Time of Presentation: N/A
Submitted by: Lisa Allen, Deputy Superintendent
Vanossa Buitrago Assistant Superintendent

Approved by: Jorge A. Aguilar, Superintendent

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: C.K. McClatchy High School Date: Dec/12/2022
Teacher's Name: Stephen GoldbergRoom #D8Telephone #9167120782 Fax #
Field Trip Destination_ University of Nevada Las Vegas
Local-50 mile radius (bus/walking) Local-50 mile radius (driver led trips) Out-of-Town (Beyond 50 mile radius)
Overnight Out-of-State/Country Involving Swimming or Wading Unusual Activities
Route See attached flight schedule and itinerary.
Educational nature of field trip/excursion_Debate Tournament
Depart Date 02 / 03 / 23 Time 4:30 ampm Return Date 02 / 06 / 23 Time 11:00 ampm
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: shuttles
Funding Source Sacramento Urban Debate League Financial Assistance Available? Yes No
Number of students participating:
Adult Chaperones/Drivers: Use additional forms if more than 4 names
1) Julia Green □ yes □ no 2) □ yes □ no 3) □ yes □ no 4) □ yes □ no
Teachers and Staff Attending: Use additional forms if more than 4 names
1) Stephen Goldberg yes no 2) yes no yes no 2) yes no 4) Principal Approval
Risk Management Approval (Unusual Activities) (Unusual Activities) Date 1 10 2023
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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 Instructional Assistant Superintendent for approval 6 weeks prior to trip. Local Trip: (50-mile radius: driver led) - Submit driver led trips to Principal for approval then forward to Instructional Assistant Superintendent for approval 2 weeks prior to trip. Local Trip: (waling, RT, Amtrak): Submit walking trips to Principal for approval then forward to Instructional Assistant Superintendent for approval 2 weeks prior to trip. Out-of-Town: (beyond 50-mile radius) - Submit to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip. Overnight Trip: Submit to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip. Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Instructional Assistant Superintendent 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 Instructional Assistant Superintendent for approval 6 weeks prior to trip. Must have Superintendent, Board of Out-of-State/Country; Submit to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip. Must have Superintendent, Board of Education and Risk Management approval prior to trip. Instructional Assistant Superintendent will place field trip item on Board Agenda. Trips not submitted to Segment Administration for weeks prior to trip will be considered automatically rejected by the Board of Education. Approved forms will be returned by Instructional Assistant Superintendent. Maintain a copy of all forms at site for 2 years
10. Venue/Destination: Must comply with SCUSD COVID19 Mitigation Guidelines for all trips outside of district facilities. Reviewed by Site Office Manager:

TRAVEL REQUEST FORM (ACC-F014) Sacramento City Unified School District

Request to Attend:	Purpose for Attending:			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.			
Conference/Workshop	☐ Professio		proposed	nib- on gay	יו טענייטוי-פומנס,		
Business Meeting	Continued	ed	REQ#				
chool/Department C.K. McC	Clatchy High Sch	nool			— Date	12/12/2022	
Pate(s) of Event 02-03-06-23	3	Location Unive	ersity of Nev	ada Las Ve	egas		
vent Title (attach brochure)		t Debate Tournamen	t				
for students to partinetwork with other (what value does this activity give st	student groups.	urnament. It gives studes	y?)			speaking skills and	
ow does this travel align with the D	district's strategic plans	prepares students for	college and car	reer readines	SS		
low will this activity/event be used Name of Attendee(s (attach sheet for additional)	Position		lo. of Days Required		dget Code substitute)	
Stephen Goldberg		teacher	(Nó)	0			
Julia Green		parent chaperone	(No)				
			No				
			No				
**IF A SUBSTITUTE IS NEEDED	SEND A COPY OF T	THIS FORM TO PERSONNE	L. BOX 770	Γ,	Additional At	tendees Attached	
Approvals:	JULIO A CO. I C.		Dis	trict cost for			
()	00	an 12/1	2/24		Registration	Fee	
Principal/Department Head Sig	gnature & Print Nam	ne/ Date		Meals in	Claded		
1200	1	12/13	5/22	ВГ	Lļ	٥٢	
Cabinet Level or Designee Sig	euteng	Date		Lodging Transportation	\$0 on \$0		
Chief Business Officer Signatu	те	Date		Meals	\$0		
		12/22	22	Other	\$0		
Superintendent or Designee	Signature	Date		TOTAL	\$0		
Categorical	Budget Code(s):		l		\$		
General Fund/Unrestricte	d				- \$ —		
***If any meals are included in i		n how many of each: B	reakfast	Lunch	C	Dinner	
Prepayment Requested; All ch	necks will be sent to i	the site/department unless					
Prepayment Requested; All Cr	lenus will no serit (o i	Requisition #	•	Dollar Amou	int		
Registration Fee							
Hotel	-						
Airfare ****	=						
Car Rental ****	; -11						
**** If airfare or car rental is re	equested, send a co		ing, Box 830		54	Pag	
Rev F 3-22-11		ACC-F014				ray	

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

School Name C.K. McClatchy High School Date 02 /03-06/2023
Teacher's Name Stephen Goldberg Room # D8 Telephone # 9167120782
Field Trip Destination University of Nevada Las Vegas
Reason for travel
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 to Risk Management for review before signing. Attach a detailed itinerary for each day
Signed Teacher
Approvals: 12 12 12 12 12 12 12 1
Segment Administrated Date
Segment Administrator Date 12 22 22 Superintendent Date
Board Approval Date