



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.1g

Meeting Date: January 16, 2020

Subject: Approve West Campus High School Debate Team Field Trip to
Las Vegas, Nevada, January 31 to February 3, 2020

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

Division: Academic Office

Recommendation: Approve West Campus High School Field Trip to Las Vegas, Nevada from January 31 – February 3, 2020.

Background/Rationale: On January 31, 2020, a group of 2 students and two adult chaperones from West Campus will travel via commercial airline to Las Vegas, Nevada, to participate in the UNLV Golden Desert Debate Tournament.

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: Christine Baeta, Chief Academic Officer Chad Sweitzer, Instructional Assistant Superintendent</p> <p>Approved by: Jorge A. Aguilar, Superintendent</p>

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 West Campus HS Date 12 / 15 / 2019

Teacher's Name Zachary Pasillas/ Stephen Goldberg Room # 3 Telephone # 9162005094

Field Trip Destination UNLV Golden Desert Debate Tournament (4505 S Maryland Pkwy, Las Vegas, NV 89154)

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

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

Route Flight from Sacramento to Las Vegas, NV, rental car to/from airport/venue.

Educational nature of field trip/excursion Speech and Debate tournament. NOTE: the participants just recently qualified for the event, otherwise the forms would have been submitted earlier. Flight tickets were also only purchased recently.

Depart Date 1/ 31/ 20 Time 6am Return Date 2 / 3 / 20 Time 6:55pm

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 (RENTAL CAR)**- Complete Volunteer Personal Automobile Use Form for each vehicle and driver, must have fingerprint clearance (check with Human Resources for fingerprint clearances)

☐ Train ☒ **Commercial Airline (see included tickets)** ☐ Other: _____

Funding Source Sacramento Urban Debate League Financial Assistance Available? ☒ **Yes** ☐ No

Number of students participating: No Cost to SCUSD
2

Adult Chaperones/Drivers: Use additional forms if more than 4 names

		DRIVER				DRIVER	
		yes	no			yes	no
1)	_____	<input type="checkbox"/>	<input type="checkbox"/>	2)	_____	<input type="checkbox"/>	<input type="checkbox"/>
3)	_____	<input type="checkbox"/>	<input type="checkbox"/>	4)	_____	<input type="checkbox"/>	<input type="checkbox"/>

Teachers and Staff Attending: Use additional forms if more than 4 names

1) Stephen Goldberg* (Cred. Teacher SCUSD) yes ☒ NO ☐ 2) Kristi Morioka (level 3 fingerprinted Vol) YES ☐ no ☐
 3) _____ ☐ yes ☒ NO ☐ 4) _____ ☐ yes ☐ no ☐

Principal Approval [Signature] Date 12/19/2019

Risk Management Approval (Unusual Activities) [Signature] Date 12.19.2019

Segment Administrator Approval [Signature] Date 12.19.2019

*Stephen Goldberg will arrive in Las Vegas, NV on a different flight.

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 for approval
- Local Trip: (50-mile radius: driver led) - Submit driver led trips to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- Local Trip: (walking, RT, Amtrak): 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.

Reviewed by Site Office Manager: [Signature]

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 # <u>N/A</u>
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School/Department West Campus High School Date Dec 16, 2019

Date(s) of Event 01/31/20- 02/03/20 Location UNLV - Las Vegas, NV

Event Title (attach brochure) Golden State Desert Debate Tournament

Purpose* Regional Speech & Debate tournament - qualifying students will participate and compete in a regional event. (Students participating in this tournament must qualify based on previous events)

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

How does this travel align with the District's strategic plan? It supports students academic growth and personal development.

How will this activity/event be used and shared? Outcomes from this event will be shared with other team members for future events.

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)* *	No. of Days Required	Budget Code (for substitute)
Kristi Morioka	Parent Volunteer	No		
		No		
		No		
		No		
		No		

☒ Additional Attendees Attached

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

Approvals:

Cheryl V. Smith / Chatterbox 12/19/2019
 Principal/Department Head Signature & Print Name Date
Chadwick R. B. 1/6/20
 Cabinet Level or Designee Signature Date
[Signature] 1-9-20
 Chief Business Officer Signature Date
[Signature] 1/9/20
 Superintendent or Designee Signature Date

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) NO COST TO SCUSD: NO REIMB. WILL BE SOUGHT BY ATTENDEES. ALL COSTS AND ANY REIMB. WILL BE HANDLED BY SACTO. URBAN DEBATE LEAGUE. \$ 0.00
☐ General Fund/Unrestricted \$ 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	XXXX	0.00
Hotel	XXXX	0.00
Airfare ****	XXXX	0.00
Car Rental ****	XXXX	0.00

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

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

School Name WEST Campus HS Date 12 / 15 / 19

Teacher's Name Zachary Pasillas/Stephen Goldberg (advisors) Room # 3
Telephone # 9162005094

Field Trip Destination UNLV Golden Desert Debate Tournament (4505 S Maryland Pkwy, Las Vegas, NV 89154)

Reason for travel This is a tournament for those who qualify from past competitions.
SPEECH AND DEBATE CLUB (WCHS)

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 **NO UNUSUAL ACTIVITIES, NO SWIMMING!**

Signed _____

Teacher

Approvals:

Principal

Date

Risk Management Dept.

Date

Segment Administrator

Date

Superintendent

Date

Board Approval Date