



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.1i

Meeting Date: January 16, 2020

Subject: Approve Rosemont 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 Rosemont 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 Rosemont 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 Rosemont High School Date 1/31/20 / 2/1/20 / 2/2/20 / 2/3/20

Teacher's Name Stephen Goldberg Room # _____ Telephone # 916-712-0782
 Fax # _____

Field Trip Destination Golden Desert Debate Tournament at UNLV 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 SMF Airport to Las Vegas Airport, Rental car to Hotel and UNLV directions attached

Educational nature of field trip/excursion Debate Team Tournament

Depart Date 1 / 31 / 2020 Time 4:45 am Return Date 2 / 3 / 2020 Time 10:30 am

- 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) Rental car details attached
 Public Transportation Train Commercial Airline Other _____

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

Number of students participating: 2

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

- | | | | | | |
|--------------------------|------------------------------|----------------------------------------|----------|------------------------------|-----------------------------|
| 1) <u>Kristi Morioka</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 |

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

- | | | | | | |
|----------------------------|-----------------------------------------|-----------------------------|----------|------------------------------|-----------------------------|
| 1) <u>Stephen Goldberg</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 |

Principal Approval *Elybeth [Signature]* Date 12/19/19

Risk Management Approval (Unusual Activities) *[Signature]* Date 12-19-19

Segment Administrator Approval *[Signature]* Date 12-19-19

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

- 1 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.
- 2 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.
- 3 Local Trip: (walking, RT, Amtrak): Submit walking trips to Principal for approval then forward to Segment Administrator for approval 2 weeks prior to trip.
- 4 Out-of-Town: (beyond 50-mile radius) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- 5 Overnight Trip: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- 6 Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- 7 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.
- 8 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.
- 9 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]
 12-18-19

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Request to Attend: <input 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 # _____
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School/Department Rosmont High School Date Dec 15, 2019

Date(s) of Event 1/31/20 - 2/3/20 Location University of Nevada, Las Vegas

Event Title (attach brochure) Debate Tournament

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? College and Career Ready Students

How will this activity/event be used and shared?

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)* *	No. of Days Required	Budget Code (for substitute)
<u>Stephen Goldberg</u>	<u>Debate Coach</u>	<u>No</u>	<u> </u>	<u> </u>
<u>Kristi Morioka</u>	<u>Attendee</u>	<u>No</u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u>No</u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u>No</u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u>No</u>	<u> </u>	<u> </u>

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

Approvals: <div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <p><u>[Signature]</u> Principal/Department Head Signature & Print Name</p> <p><u>[Signature]</u> Cabinet Level or Designee Signature</p> <p><u>[Signature]</u> Chief Business Officer Signature</p> <p><u>[Signature]</u> Superintendent or Designee Signature</p> </div> <div style="width: 15%;"> <p><u>12/19/19</u> Date</p> <p><u>1/6/20</u> Date</p> <p><u>1-9-20</u> Date</p> <p><u>1/10/20</u> Date</p> </div> </div>	District cost for all attendees (estimate) Registration Fee *** <u>0.00</u> Meals included? <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging <u>0</u> Transportation <u>0</u> Meals <u>0</u> Other <u>0</u> TOTAL \$ <u>0.00</u>
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Categorical Budget Code(s): Sacramento Urban Debate League no cost to district \$ 0

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 **** _____	_____

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

School Name Rosemont High School Date 12 / 15 / 2019

Teacher's Name Stephen Goldberg Room # _____ Telephone # 916-712-0782

Field Trip Destination UNLV 4505 S Maryland Pkwy, Las Vegas, NV 89154

Reason for travel Golden Desert Debate Tournament 1/31/20 - 2/3/20

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 Stephen Goldberg MC
 Teacher

Approvals:

Elyse Vigil 12, 19, 19
 Principal Date

Karen Shumway 12, 19, 19
 Risk Management Dept. Date

Karen Shumway 12, 19, 19
 Segment Administrator Date

[Signature] 1, 10, 20
 Superintendent Date

1 / 1
 Board Approval Date