



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.1j

Meeting Date: November 21, 2019

Subject: Approve C.K. McClatchy High School Debate Field Trip to Draper, UT
from December 4 through December 8, 2019

- 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 C.K. McClatchy High School Field Trip to Draper, Utah,
from December 4 through December 8, 2019.

Background/Rationale: On December 4, 2019, a group of six students, one teacher
and one community member chaperone from C.K. McClatchy will travel via commercial
airline to Draper, Utah, to participate in a 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 McClatchy High School Date 10 / 7 / 19
 Teacher's Name Stephen Goldberg Room # _____ Telephone # 916712078
 Fax # 9165512196

Field Trip Destination Corner Canyon High, Draper, Utah

- 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 Fly to South Lake City, Utah from Sacramento, then drive from airport to hotel

Educational nature of field trip/excursion Competing at debate tournaments provides education through teaching public speaking and critical thinking skills. Debate tournaments also provide education through discussion of the debate topic, which this is year United States arms sales. Debate tournaments also provide education through competition which increases strategic thinking and confidence

Depart Date 12 / 4 / 19 Time pm _____ am/pm Return Date 12 / 8 / 19 Time pm _____ 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 Debate Booster Financial Assistance Available? Yes No

Number of students participating: 6

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

- | | | | |
|-----------------------|---|----------|--|
| | DRIVER | | DRIVER |
| 1) <u>Erin Marcin</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 [Signature] Date 10/16/19

Risk Management Approval (Unusual Activities) [Signature] Date 10/28/19

Segment Administrator Approval [Signature] Date 10-28-19

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: (waling, 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]
 (Initials)

OCT 18 2019

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 checked="" 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 McClatchy High School Date 10/07/2019

Date(s) of Event 12/4/19-12/8/19 Location Corner Canyon High School, Draper, Utah

Event Title (attach brochure) Debate Tournament

Purpose* Define debate skills and further college readiness

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

How does this travel align with the District's strategic plan? _____

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>Teacher</u>	<u>No</u>	<u>4</u>	
<u>Erin Marcin</u>	<u>Comm. Member</u>	<u>No</u>		
		<u>No</u>		
		<u>No</u>		
		<u>No</u>		

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

Approvals: <u><i>Jessica Martin</i></u> <u>10/13/19</u> Principal/Department Head Signature & Print Name Date <u><i>Charles B</i></u> <u>10/21/19</u> Cabinet Level or Designee Signature Date <u><i>[Signature]</i></u> <u>11-4-19</u> Chief Business Officer Signature Date <u><i>[Signature]</i></u> <u>11/6/19</u> Superintendent or Designee Signature Date	District cost for all attendees (estimate) Registration Fee *** <u>0.00</u> Meals included? <input type="checkbox"/> No B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging <u>0.00</u> Transportation <u>0.00</u> Meals <u>0.00</u> Other <u>0.00</u> TOTAL \$ 0.00
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Categorical Budget Code(s): All costs covered by Debate \$ _____
 General Fund/Unrestricted Boosters. No cost to district. \$ _____

***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**



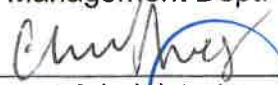

School Name McClatchy High School Date 12/4-8/ 2019
 Teacher's Name Stephen Goldberg Room # _____ Telephone # 9167120782
 Field Trip Destination Corner Canyon High Draper, Utah

Reason for travel Competing at debate tournaments provides education through teaching public speaking and critical thinking skills. Debate tournaments also provide education through discussion of the debate topic, which this is year United States arms sales. Debate tournaments also provide education through competition which increases strategic thinking and confidence.

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:

<u></u>	<u>10 / 16 / 19</u>
Principal	Date
<u></u>	<u>10 / 25 / 19</u>
Risk Management Dept.	Date
<u></u>	<u>10 / 28 / 19</u>
Segment Administrator	Date
<u></u>	<u>11 / 6 / 19</u>
Superintendent	Date

 / /
 Board Approval Date