



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 11.1e

Meeting Date: December 15, 2022

Subject: Approve C.K. McClatchy High School Gonzaga Debate
Tournament in Spokane, WA from Jan 5-8, 2023

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

Division: Deputy Superintendent

Recommendation: Approve C.K. McClatchy High School Gonzaga Debate
Tournament in Spokane, WA from Jan 5-8, 2023

Background/Rationale: On January 5, six students, the debate coach, and one chaperone will travel by commercial airline to Spokane for 3 nights to participate in The Gonzaga University Debate Tournament.

Financial Considerations: There is no cost to the district. Expenses will be paid by the Sacramento Urban Debate League.

LCAP Goal(s): 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
Vanessa Buitrago, Assistant Superintendent

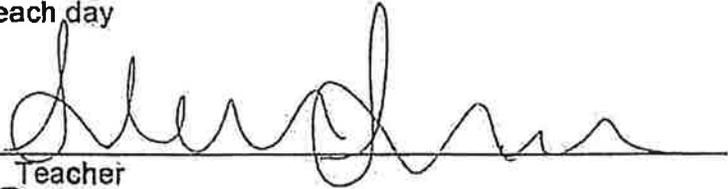
Approved by: Jorge A. Aguilar, Superintendent

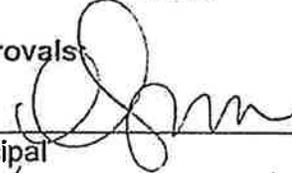
Sacramento City Unified School District
**OUT-OF-STATE OR OUT-OF-COUNTRY
 TRAVEL REQUEST**

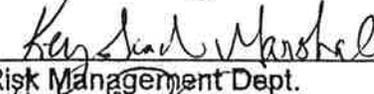
School Name C.K. McClatchy High School Date 11 / 08 / 2022
 Teacher's Name Stephen Goldberg Room # D10 Telephone # _____
 Field Trip Destination Gonzaga University Spokane, WA

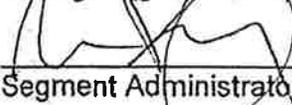
Reason for travel Debate Tournament. Prepare students for college and career readiness.

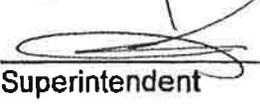
List unusual activities, water activities or high risk activities (examples: rafting, snorkeling, rock climbing, skiing, etc.) as a special parent waiver may be required. Submit copy of contract or waiver to Risk Management for review before signing. Attach a detailed itinerary for each day

Signed 
 Teacher

Approval:  11 / 10 / 22
 Principal Date

 12 / 1 / 22
 Risk Management Dept. Date

 11 / 14 / 22
 Segment Administrator Date

 12 / 5 / 22
 Superintendent Date

 / /
 Board Approval Date

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 10 / 30 / 2022
 Teacher's Name Stephen Goldberg Room # _____ Telephone # 916-712-0782
 Fax # _____

Field Trip Destination Gonzaga University Spokane, Washington

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 from Sacramento to Spokane. see attached flight route

Educational nature of field trip/excursion Debate Tournament

Depart Date 01 / 05 / 23 Time 3:30 am/pm Return Date 01 / 08 / 23 Time 1:20 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: shuttles

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

Number of students participating: 6

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

1) <u>Elizabeth Fenton</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 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

Principal Approval [Signature] Date 11/8/22

Risk Management Approval (Unusual Activities) [Signature] Date 12/1/22

Instructional Assistant Superintendent Approval [Signature] Date 11/14/22

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.
- Local Trip: (50-mile radius; driver led) - Submit driver led trips to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip.
- Local Trip: (walking, 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 to Instructional Assistant Superintendent 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 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 Administrator 6 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.
- Venue/Destination: Must comply with SCUSD COVID19 Mitigation Guidelines for all trips outside of district facilities.

Reviewed by Site Office Manager: [Signature] (initials)
 Page 1 of 1

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 C.K. McClatchy High School Date 10/30/2022

Date(s) of Event 01/05/23-01/08/23 Location Gonzaga University Spokane, WA

Event Title (attach brochure) Conway Classic debate tournament

Purpose* For students to participate in debate tournament. It gives students an opportunity to build their public speaking skills and network with other student groups.

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

How does this travel align with the District's strategic plan? prepares students for college and career readiness

How will this activity/event be used and shared? students participating will share their experience with other students in the group

Name of Attendee(s) <small>(attach sheet for additional attendees)</small>	Position	Substitute (Y/N)**	No. of Days Required	Budget Code <small>(for substitute)</small>
Stephen Goldberg	teacher	No	0	
Elizabeth Penton	parent chaperone	No	0	
		No		
		No		
		No		

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

Additional Attendees Attached

Approvals:

Principal/Department Head Signature & Print Name _____

11/8/22
Date

Cabinet Level or Designee Signature _____

11/15/22
Date

Chief Business Officer Signature _____

12.1.22
Date

Superintendent or Designee Signature _____

12/5/22
Date

District cost for all attendees (estimate)

Registration Fee *** \$ 0

Meals included? B L D

Lodging \$ 0

Transportation \$ 0

Meals \$ 0

Other \$ 0

TOTAL \$ 0

Categorical Budget Code(s): No cost \$ _____

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 ***** _____	_____

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