



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 11.1h

Meeting Date: December 19, 2019

Subject: Approve C. K. McClatchy High School Debate Team Field Trip to
Spokane, Washington, January 9–12, 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 C. K. McClatchy High School Debate Team Field Trip to
Spokane, Washington from January 9 – January 12, 2020.

Background/Rationale: On January 9, 2020, a group of 6 students and two adult
chaperones from C.K. McClatchy will travel via commercial airline to Spokane,
Washington, to participate in Conway Classic Tournament at Gonzaga University.

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 C.K. McClatchy High School Date 11 / 17 / 2019

Teacher's Name Stephen Goldberg Room # _____ Telephone # 916-712-0782
 Fax # 916-551-2196

Field Trip Destination Gonzaga University

- 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 Washington, then take a hotel shuttle from airport to hotel-see attached

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 1 / 9 / 2020 Time 5:45pm am/pm Return Date 1 / 12 / 2020 Time 10:25am 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: Hotel shuttle

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>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 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 11/20/19

Risk Management Approval (Unusual Activities) [Signature] Date 11-21-19

Segment Administrator Approval [Signature] Date 11-21-19

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: (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, snorkelling, 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)

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 C.K. McClatchy High School Date 11/16/2019

Date(s) of Event 01/09/2020-1/12/2020 Location Gonzaga University

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> </u>	<u> </u>
<u>Kristi Morioka</u>	<u>Parent</u>	<u>No</u>	<u> </u>	<u> </u>
		<u>No</u>	<u> </u>	<u> </u>
		<u>No</u>	<u> </u>	<u> </u>
		<u>No</u>	<u> </u>	<u> </u>

Additional Attendees Attached

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

Approvals: <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 80%;"> Principal/Department Head Signature & Print Name _____ </div> <div style="width: 15%; text-align: center;"> <u>11/20/19</u> Date </div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 80%;"> Cabinet Level or Designee Signature _____ </div> <div style="width: 15%; text-align: center;"> <u>11/21/19</u> Date </div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 80%;"> Chief Business Officer Signature _____ </div> <div style="width: 15%; text-align: center;"> <u>12.4.19</u> Date </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> Superintendent or Designee Signature _____ </div> <div style="width: 15%; text-align: center;"> <u>12/10/19</u> Date </div> </div>	District cost for all attendees (estimate) Registration Fee *** <u>0.00</u> Meals included? <input type="checkbox"/> No <input type="checkbox"/> Yes 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 <u> </u>
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Categorical Budget Code(s): All costs covered by CKM Debate \$ 0.00
 General Fund/Unrestricted Boosters - No Cost to SCUSD \$

***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 C.K. McClatchy High School Date 1 / 9-12/2020

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

Field Trip Destination Gonzaga University, Spokane, WA

Reason for travel Debate Tournament

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:

 11 / 20 / 19
 Principal Date

 11 / 21 / 19
 Risk Management Dept. Date

 11 / 21 / 19
 Segment Administrator Date

 12 / 10 / 19
 Superintendent Date

 / /
 Board Approval Date