



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 11.1i

**Meeting Date:** December 19, 2019

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

**Background/Rationale:** On January 9, 2020, a group of 2 students and two adult chaperones from Rosemont 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><b>Estimated Time of Presentation:</b> N/A</p> <p><b>Submitted by:</b> Christine Baeta, Chief Academic Officer Mary Hardin Young, Instructional Assistant Superintendent</p> <p><b>Approved by:</b> Jorge A. Aguilar, Superintendent</p>
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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 1/9/20 1/10/20 1/11/20 1/12/20  
 Teacher's Name Stephen Goldberg Room # \_\_\_\_\_ Telephone # 916-712-0782  
 Fax # \_\_\_\_\_

Field Trip Destination Gonzaga University Conway Classic Debate Tournament 502 East Boone Ave Spokane, WA 99258

- 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 Spokane International Airport, Ruby River Hotel Shuttle to Ruby River Hotel, walk to/from hotel to Gonzaga University. directions attached

Educational nature of field trip/excursion Debate Team Tournament

Depart Date 1 / 9 / 2020 Time 3:30 am Return Date 1 / 12 / 2020 Time 12:45 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)  
 Public Transportation  Train  Commercial Airline  Other: \_\_\_\_\_  
hotel shuttle to/from airport

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

- |                          |   |          |  |
|--------------------------|---|----------|--|
|                          | 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 *Elizabeth Vigil* Date 11/13/19

Risk Management Approval (Unusual Activities) *Judith Vasquez* Date 11-20-19

Segment Administrator Approval *Mrs. [Signature]* Date 11-20-19

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: (wading, 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.

Approved by Site Office Manager  


**TRAVEL REQUEST FORM (ACC-F014)**  
Sacramento City Unified School District

<b>Request to Attend:</b> <input type="checkbox"/> Conference/Workshop <input type="checkbox"/> Business Meeting	<b>Purpose for Attending:</b> <input type="checkbox"/> Professional Development <input type="checkbox"/> Continued Education Credits Earned	<b>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.</b>  REQ # _____
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School/Department Rosemont High School Date 11/6/19

Date(s) of Event 1/9/20-1/12/20 Location Gonzaga University Spokane, WA

Event Title (attach brochure) Debate Tournament

Purpose\* Debate tournament

\*(what value does this activity give students, attendees, staff, department/site or community?)  
College and career ready students

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>	<input type="checkbox"/>	
<u>Kristi Morioka</u>	<u>Volunteer</u>	<u>No</u>	<input type="checkbox"/>	
		<u>No</u>	<input type="checkbox"/>	
		<u>No</u>	<input type="checkbox"/>	
		<u>No</u>	<input type="checkbox"/>	

Additional Attendees Attached

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

<b>Approvals:</b> <div style="margin-bottom: 10px;"> <u><i>Elyse H. Vogel</i></u> <u>11/18/19</u>            Principal/Department Head Signature &amp; Print Name Date         </div> <div style="margin-bottom: 10px;"> <u><i>[Signature]</i></u> <u>11/20/19</u>            Cabinet Level or Designee Signature Date         </div> <div style="margin-bottom: 10px;"> <u><i>[Signature]</i></u> <u>12.5.19</u>            Chief Business Officer Signature Date         </div> <div style="margin-bottom: 10px;"> <u><i>[Signature]</i></u> <u>12/10/19</u>            Superintendent or Designee Signature Date         </div>	District cost for all attendees (estimate) Registration Fee *** <u>0.00</u> Meals included? <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 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> <b>TOTAL</b> <input type="text"/>
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Categorical Budget Code(s): Sacramento Urban Debate League \$ 0.00

General Fund/Unrestricted No cost to SCUSD \$ 0.00

\*\*\*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 11/1/19 / /  
 Teacher's Name Stephen Goldberg Room # \_\_\_\_\_ Telephone # 916-712-0782  
 Field Trip Destination Gonzaga University Conway Classic Speech and Debate Tournament 502 East Boone Ave Spokane, WA 99258  
 Reason for travel Conway Classic Speech and Debate Tournament 1/9/20 - 1/12/20

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:**

Elizabeth Vigil 11/12/19  
 Principal Date  
Kurtis Madson 11/20/19  
 Risk Management Dept. Date  
Mary Ann 11/20/19  
 Segment Administrator Date  
[Signature] 12/10/19  
 Superintendent Date

/ /  
 Board Approval Date