



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 11.1g

**Meeting Date:** December 19, 2019

**Subject:** Approve West Campus 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 West Campus High School Debate Team 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 West Campus 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 Chad Sweitzer, 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 West Campus HS Date 10 / 5 / 2019

Teacher's Name (Zachary Pasillas) \*\*Stephen Goldberg Room # 3 Telephone # 9162005094  
 Fax # \_\_\_\_\_

Field Trip Destination Conway Classic Tournament Gonzaga University, 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 Flight from Sacramento to Spokane, WA, then public transportation to and from airport.

Educational nature of field trip/excursion Speech and Debate tournament. NOTE: the participants only recently qualified for the event.

Depart Date 1 / 9 / 20 Time 3:45pm Return Date 1 / 12 / 20 Time 12:20pm

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 (see included tickets)**  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

	DRIVER			DRIVER
1) <u>Stephen Goldberg</u>	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no	2) _____	<input type="checkbox"/> yes <input type="checkbox"/> no
3) <u>Kristi Morioka</u>	<input type="checkbox"/> yes	<input checked="" 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) \_\_\_\_\_  yes  no 2) \_\_\_\_\_  yes  no  
 3) \_\_\_\_\_  yes  no 4) \_\_\_\_\_  yes  no

Principal Approval [Signature] Date 11-12-19

Risk Management Approval (Unusual Activities) [Signature] Date 11-18-19

Segment Administrator Approval [Signature] Date 11-18-19

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.

Reviewed by Site Office Manager [Signature]  
 (Initials)

**\*\*Justification – Students participating in high academic level competition will benefit their academic progress and development. 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:</b> This form must be completed and received in Accounts Payable at least <b>30 days</b> prior to the proposed trip- <b>60 days</b> if out-of-state.  REQ # _____
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School/Department West Campus High School Date 11/12/2019

Date(s) of Event 1/9 – 1/12/2020 Location Conway Classic Tournament, Gonzaga University

Event Title (attach brochure) 70th Conway Classic - Gonzaga University Debate Program

Purpose\* Students on the Speech and Debate team will participate in a two day competition.

\*(what value does this activity give students, attendees, staff, department/site or community?)  
 How does this travel align with the District's strategic plan? Prepare for college and career

How will this activity/event be used and shared? Students will share their experiences with students that are unable to attend or did not qualify.

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

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

**Approvals:**

[Signature] John McMeekin 11-12-19  
 Principal/Department Head Signature & Print Name Date

[Signature] 11-18-19  
 Cabinet Level or Designee Signature Date

[Signature]  
 Chief Business Officer Signature Date 12-4-19

[Signature]  
 Superintendent or Designee Signature Date 12/10/19

District cost for all attendees (estimate)

Registration Fee \*\*\* 0.00

Meals included?

B  L  D

Lodging 0.00

Transportation 0.00

Meals 0.00

Other 0.00

**TOTAL \$ 0.00**

Categorical Budget Code(s): Sacramento Urban Debate League \$ 0.00  
 General Fund/Unrestricted No Cost to SCUSD \$ \_\_\_\_\_

\*\*\*If any meals are included in the cost of registration, how many of each: Breakfast 0 Lunch 0 Dinner 0

**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	0.00
Hotel	0.00
Airfare ****	0.00
Car Rental ****	0.00

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

School Name WEST Campus HS Date 11 / 5 / 19

Teacher's Name Zachary Pasillas Room # 3 Telephone # 9162005094

Field Trip Destination Conway Classic Tournament Gonzaga University, Spokane, WA 99258

Reason for travel This is a tournament for those who qualify from past competitions.  
SPEECH AND DEBATE CLUB (WCHS)

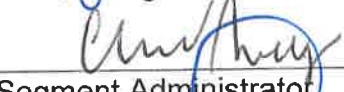
List unusual activities, water activities or high risk activities (examples: rafting, snorkeling, rock climbing, skiing, etc.) as a special parent waiver may be required. Submit copy of contract or waiver to Risk Management for review before signing. Attach a detailed itinerary for each day **NO UNUSUAL ACTIVITIES, NO SWIMMING!**


Signed   
 Teacher

**Approvals:**

 11, 12, 19  
 Principal Date

 11, 18, 19  
 Risk Management Dept. Date

 11, 18, 19  
 Segment Administrator Date

 12, 10, 19  
 Superintendent Date

/ /  
 Board Approval Date