



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 12.1f

Meeting Date: December 14, 2023

Subject: Approve C.K. McClatchy High School Gonzaga University Debate
in Spokane, WA from January 4-7, 2024

- 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 University Debate
in Spokane, WA from January 4-7, 2024

Background/Rationale: On January 4, four students, the debate coach, and one chaperones will travel by commercial airline to Spokane, WA 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: Mary Hardin Young, Interim Deputy Superintendent

Jerad Hyden, Assistant Superintendent

Approved by: Lisa Allen, Interim Superintendent

Sacramento City Unified School District
FIELD TRIP REQUEST FORM
 (USE A SEPARATE FORM FOR EACH TRIP)

Parent Permission Form is required for each student. See below reference distribution section for details concerning each type of trip.

School Name C.K McClatchy Date 11 / 09 / 23

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

Field Trip Destination Gonzaga University Spokane Washington

- Walking Local-50 mile radius Out-of-Town (Beyond 50 mile radius) Overnight Out-of-State/Country
 Involving Swimming or Wading Unusual Activities

Route (must provide written directions our map) Flight attached below

Educational nature of field trip/excursion Debate Tournament

Depart Date 1 / 04 / 24 Time 6 PM am/pm Return Date 1 / 07 / 24 Time 9 PM am/pm

- TRANSPORTATION** will be provided by: Walking School Bus - contact Transportation Field Trip Office Train
 Charter Bus Company (District Approved): Yes No (Check with Field Trip Office) Public Transportation
 Private Vehicle/Parent Driver/Faculty Driver - Complete Volunteer Personal Automobile Use Form for each vehicle and driver.
 Commercial Airline Other: _____

Number of students participating: 4 Funding Source SUDL Financial Assistance Available? Yes No

Adult Chaperones: (All clearances must be met prior to Field Trip Approval)

(Use a separate sheet if necessary)

	DRIVER					
1) <u>Serena Jones</u>	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no	<input checked="" type="checkbox"/> Driver	<input checked="" type="checkbox"/> Fingerprint	<input checked="" type="checkbox"/> Mandated Reporter Training	<input checked="" type="checkbox"/> TB
2) _____	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> Driver	<input type="checkbox"/> Fingerprint	<input type="checkbox"/> Mandated Reporter Training	<input type="checkbox"/> TB
3) _____	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> Driver	<input type="checkbox"/> Fingerprint	<input type="checkbox"/> Mandated Reporter Training	<input type="checkbox"/> TB
4) _____	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> Driver	<input type="checkbox"/> Fingerprint	<input type="checkbox"/> Mandated Reporter Training	<input type="checkbox"/> TB
5) _____	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> Driver	<input type="checkbox"/> Fingerprint	<input type="checkbox"/> Mandated Reporter Training	<input type="checkbox"/> TB
6) _____	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> Driver	<input type="checkbox"/> Fingerprint	<input type="checkbox"/> Mandated Reporter Training	<input type="checkbox"/> TB
7) _____	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> Driver	<input type="checkbox"/> Fingerprint	<input type="checkbox"/> Mandated Reporter Training	<input type="checkbox"/> TB
8) _____	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> Driver	<input type="checkbox"/> Fingerprint	<input type="checkbox"/> Mandated Reporter Training	<input type="checkbox"/> TB

Teachers and Staff Attending (Use a separate sheet if necessary)

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) _____	<input type="checkbox"/> yes <input type="checkbox"/> no	4) _____	<input type="checkbox"/> yes <input type="checkbox"/> no
5) _____	<input type="checkbox"/> yes <input type="checkbox"/> no	6) _____	<input type="checkbox"/> yes <input type="checkbox"/> no

Principal Approval [Signature] Date 11/17/23

Segment IAS/Department Head Approval [Signature] Date 11/17/23

Risk Management Approval (if applicable) [Signature] Date 11/17/23

Distribution: Refer to the Field Trip Information Form RSK 106F for the forms and distribution required for each trip. All field trips require a completed packet. Maintain all documents at site:

- Local Trip: (walking): Submit walking trips to Principal for approval two weeks prior to trip.
- Local Trip (school bus/charter bus/RT/Amtrak): (50-mile radius) - Submit to Principal for approval two weeks prior to trip.
- Local Trip: (50-mile radius; driver) - Submit driver led trips to Principal for approval 6 weeks prior to trip.
- Out-of-Town: (beyond 50-mile radius) - Submit to Principal for approval then forward to Segment IAS/Department Head for approval 6 weeks prior to trip.
- Overnight Trip: Submit to Principal for approval then forward to Segment IAS/Department Head for approval 6 weeks prior to trip.
- Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment IAS/Department Head 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 IAS/Department Head/Risk Management 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 IAS/Department Head for approval 6 weeks prior to trip. Must have Superintendent, Board of Education and Risk Management approval prior to trip. Segment IAS office will place field trip item on Board Agenda for final approval.
- Approved forms will be returned by Segment IAS/Department Head's Office. 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: _____ (Initials)

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

School Name: C.K. McClatchy High School _____ Date: 1/4/24-1/7/24

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

Stephen Goldberg

Approvals:

[Signature] _____ 11 / 17 / 23
Principal Date

[Signature] _____ 11 / 17 / 23
Risk Management Dept. Date

[Signature] _____ 11 / 15 / 23
Segment Administrator Date

[Signature] _____ 11 / 28 / 23
Superintendent Date

Board Approval Date

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Request to Attend:
 Conference/Workshop
 Business Meeting

Purpose for Attending:
 Professional Development
 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.

FEC#

School/Department: CK McClatchy

Date: 11/9/23

Date(s) of Event: 1/4/24 - 1/7/24

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? It 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)

(attach sheet for additional attendees)

Position

Substitute No. of Days (Y/N) Required

Budget Code (for substitute)

Name of Attendee(s)	Position	Substitute No. of Days (Y/N) Required	Budget Code (for substitute)
		No	
		No	
		No	
		No	
		No	

IF ATTENDEE IS NEEDED SEND A COPY OF THIS FORM TO PERSONNEL SOX 770

Additional Attendees Attached

Approvals:

Principal/Department Head Signature & Print Name

11/17/23
Date

Cabinet Level or Designee Signature

11/17/23
Date

Chief Business Officer Signature

11/23/23
Date

Superintendent or Designee Signature

11/28/23
Date

District cost for all attendees (estimate)

Registration Fee 0

Meals included?

B r L

Lodging

Transportation

Meals

Other

TOTAL 0

in Categorical

Budget

Funchesky Sac. Urban Debate League

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