



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1h

**Meeting Date:** June 1, 2017

**Subject:** Approve Sutter Middle School Field Trip to Washington, D.C.,  
Gettysburg, Philadelphia, Pennsylvania from June 16-21, 2017

- 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 Sutter Middle School Field Trip to Washington, D.C.,  
Gettysburg and Philadelphia, PA June 16-21, 2017

**Background/Rationale:** June 16-21, 2017 a group of 26 students, two teacher chaperones and one parent chaperone from Sutter Middle School will travel via airplane to Washington, D.C., Gettysburg and Philadelphia, PA., to study various historical sites, museums, and monuments as they pertain to the growth and development of our country.

**Financial Considerations:** No cost to the district. Expenses paid through parent contribution. Associated Student Body funds were made available for students in need.

**LCAP Goal(s):** College and Career Ready Students

**Documents Attached:**

1. Out of State Field Trip Documents

**Estimated Time of Presentation:** N/A

**Submitted by:** Lisa Allen, Deputy Superintendent

Olga Simms, Area Assistant Superintendent

**Approved by:** José Banda, Superintendent

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

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

School Name Sutter Middle School Date March 21, 2017

Teacher's Name Terri Lee Brant Room # 116 Telephone # 995-5370  
Fax # 916-264-3436

Field Trip Destination Washington D.C., Gettysburg, Philadelphia

Local (50 mile radius)  Out-of-Town (Beyond 50 mile radius)  Overnight

Out-of-State/Country  Involving Swimming or Wading  Unusual Activities  
Route Commercial airline and chartered bus

Educational nature of field trip/excursion Study the foundation of the United States, civil war, and national historical sites and museums.

Depart Date 6/16/17 Time 9:00PM am/pm Return Date 6/21/17 Time 11:50PM am/pm

TRANSPORTATION will be provided by:  Walking  School Bus – Contact Transportation Field Trip Office  
 Chartered Bus Company Certified:  yes  no – Check Risk Management Web Site  
 Private Vehicle – Complete Volunteer Personal Automobile Use Form for each vehicle and driver.  
 Parent Driver – Must have fingerprint clearance, check with Volunteer Office.  
 Faculty Driver – Complete Volunteer Personal Automobile Use Form for each vehicle and driver.  
 Public Transportation  Train  Commercial Airline  Other: \_\_\_\_\_

Funding Source Student Financial Assistance Available?  yes  no

Number of students participating: 26

Adult Supervisors/ Drivers:	DRIVER	DRIVER
1) David Brandt	<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:

1) Terri Brandt	<input type="checkbox"/> yes <input type="checkbox"/> no	2) Christine Chavez	<input type="checkbox"/> yes <input checked="" 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 4/17/17

Risk Management Approval (Unusual Activities) [Signature] Date 5/2/17

Segment Administrator Approval [Signature] Date 5/4/17

Distribution: Refer to Field Trip Information Form RSK 106F for the forms and distribution required for each trip.

- Local Trip: (50 mile radius) - Submit to Principal for approval. Maintain all documents at site.
- Out-Of-Town: (beyond 50 mile radius) - Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
- Overnight Trip: Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
- Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator 10 days 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 Administrator and Risk Management 6 weeks prior to trip. **Must purchase Special Event Liability Insurance.**
- Out-of-State/Country: Submit to Principal for approval then forward to Segment Administrator and Risk Management **SIX (6) WEEKS** prior to trip. Must have Superintendent and Board approval prior to trip. Segment Administrator will submit for Board Agenda. Trips not submitted to Segment Administrator 6 weeks prior to trip will be considered automatically rejected by the Board.

Maintain a copy of all forms at site for 2 years. Approved forms will be returned by Segment Administrator

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

School Name Sutter Middle School Date June 16-21, 2017  
 Teacher's Name Mrs. Terri Brandt Room # 116 Telephone # 395-5370

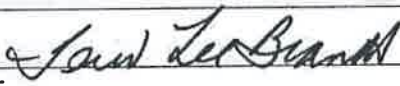
Field Trip Destination Washington D.C., Gettysburg, Philadelphia

Reason for travel To study the origins of the United States, historical monuments, museums, founding fathers and creation of the constitution. Students will tour museums such as the Smithsonian museums and the Holocaust museum. Activities will be educationally based with trained guides and docents to maximize learning potential. Students will also develop social skills as they learn how to room with other students and manage money.

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 for review before signing. Risk management approval required.

None

Attach a detailed itinerary for each day: See attached form.

Signed Terri Lee Brandt   
 Teacher

**Approvals:**

	<u>4/7/17</u>
Principal	Date
	<u>5/3/17</u>
Risk Management Dept.	Date
	<u>5/4/17</u>
Segment Administrator	Date
	<u>5/10/17</u>
Superintendent	Date

Board Approval Date \_\_\_\_\_

## 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 Sutter Middle School Date 4/7/2017

Date(s) of Event 6/16/2017-6/21/2017 Location Washington D.C., Gettysburg, Philadelphia

Event Title (attach brochure) School Tours of America--Washington D.C., Gettysburg and Historic Philadelphia

Purpose\* Study the foundation of the United States, our constitution, civil war sites, and national historian sites and museums.

\*(what value does this activity give students, attendees, staff, department/site or community?)  
 How does this travel align with the District's strategic plan? To give students hands on experiences as a culminating study of 8th grade history. Builds on core values of achievement to help students build a better understanding of the concepts learned and building equity as all students on campus were invited to attend.

How will this activity/event be used and shared? Used in the teaching of U.S. History an shared with other CORE teachers during collaboration time.

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
Terri Lee Brandt	Teacher	No		NA
Christine Chavez	Teacher	No		NA

Additional Attendees Attached

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

<b>Approvals:</b> Principal/Department Head Signature & Print Name <u>Chris Colston TAMERA-MARON</u> <u>4/7/17</u> Date Cabinet Level or Designee Signature <u>[Signature]</u> <u>5/4/17</u> Date Chief Business Officer Signature <u>[Signature]</u> <u>5/9/17</u> Date Superintendent or Designee Signature <u>[Signature]</u> <u>5/10/17</u> Date	District cost for all attendees (estimate) Registration Fee *** <u>0</u> Meals included? <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D Lodging _____ Transportation _____ Meals _____ Other _____ <b>TOTAL</b> <u>0.00</u>
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Categorical Budget Code(s): \_\_\_\_\_ \$ \_\_\_\_\_  
 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 ****	_____