



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.1c

Meeting Date: March 5, 2020

Subject: Approve Sutter Middle School Field Trip to Washington, D. C. and New York, New York from April 3 through April 8, 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 Sutter Middle School Field Trip to Washington, D. C. and New York, New York from April 3 through April 8, 2020.

Background/Rationale: On April 3, 2020, a group of 70 students and 12 adult chaperones from Sutter Middle School will travel via commercial airline to Washington, D. C. and New York, New York to tour historic museums and monuments, adding to their educational experience, and gain a more realistic view of where some of the “making of America” took place.

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 Sutter Middle School Date 02 / 03 / 20
 Teacher's Name michael baradat Room # 205 Telephone # 704-6865
 Fax # _____

Field Trip Destination Washington, D.C./New York City

- 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 See Itinerary—Commercial Airline to D.C., charter bus on east coast, commercial airline home from NY

Educational nature of field trip/excursion Extension of 8th grade US History curriculum

Depart Date 04/03/20 Time 7:00 a.m. Return Date 04 / 08 / 20 Time 8:00 p.m.

- 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: _____

Funding Source private NO COST TO SCUSD Financial Assistance Available? Yes No

Number of students participating: 70

Adult Chaperones/Drivers: Use additional forms if more than 4 names

- | | | | | |
|---------------------|--|-----------------|--|--------|
| | DRIVER | | | DRIVER |
| 1) Daniel O'Connell | <input type="checkbox"/> yes <input type="checkbox"/> no | 2) Dahlia Lee | <input type="checkbox"/> yes <input type="checkbox"/> no | |
| 3) Katherine Kokkos | <input type="checkbox"/> yes <input type="checkbox"/> no | 4) Andrea Brown | <input type="checkbox"/> yes <input type="checkbox"/> no | |

Teachers and Staff Attending: Use additional forms if more than 4 names

- | | | | |
|--------------------|--|-------------------|--|
| 1) michael baradat | <input type="checkbox"/> yes <input type="checkbox"/> no | 2) Tracy Feickert | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 3) Heidi Gaynor | <input type="checkbox"/> yes <input type="checkbox"/> no | 4) Andrea Zazoski | <input type="checkbox"/> yes <input type="checkbox"/> no |

Principal Approval Date 2/13/2020

Risk Management Approval (Unusual Activities) Date 2-21-2020

Segment Administrator Approval Date 2.20.2020

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: (waling, 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, 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
- 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:
 (Initials)

Sutter Middle School
Washington DC/New York City
Add'l. Adult Chaperones

Chow, Sheri
Feickert, Robert
Laird, Brian
Matchell, Jennifer

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 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 Sutter Middle School Date 02/14/2020

Date(s) of Event April 3-8, 2020 Location Washington, D.C., New York City

Event Title (attach brochure) Eighth Grade Field Trip

Purpose* To experience historic monuments and landmarks to add to students' experience of learning American History. It is an extension of the US History Curriculum

*(what value does this activity give students, attendees, staff, department/site or community?)
All sites chosen align to the different topics and units studied in 8th grade US History.

How does this travel align with the District's strategic plan?
Student experiences will connect students to the values of being a citizen and studying history.

How will this activity/event be used and shared?
Student experiences will connect students to the values of being a citizen and studying history.

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)*	No. of Days Required	Budget Code (for substitute)
Michael Baradat	teacher	No		
Tracy Feickert	office tech 3	No		
Robert Feickert	teacher	No		
Heidi Gaynor	teacher	No		
Andrea Zasoski	teacher	No		

Additional Attendees Attached

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

Approvals:

Cristin Tahara / Chad Switzer, IAS
 Principal/Department Head Signature & Print Name Date 2/24/20

[Signature]
 Cabinet Level or Designee Signature Date 2/25/20

[Signature]
 Chief Business Officer Signature Date 2/18/20

[Signature]
 Superintendent or Designee Signature Date 2/18/20

District cost for all attendees (estimate)

Registration Fee *** 0.00

Meals included? Yes

B L D

Lodging 0.00

Transportation 0.00

Meals 0.00

Other 0.00

TOTAL 0.00

Categorical Budget Code(s): NO COSTS TO SCUSD: NO REIMB. WILL BE SOUGHT BY ATTENDEES. \$ 0.00

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 ****	_____

Travel Request Form Additional Attendees
Travel Destination: Washington, DC, New York City, NY
Travel Date(s): 4.3 – 8. 2020
School: Sutter Middle School

Name of Attendee	Position	Sub	No. of Days	Budget Code
Laird, Brian	Parent			
Lee, Dahlia	Parent			
Matchell, Jennifer	Parent			
O'Connell, Daniel	Parent			
Kokkos, Katherine	Parent			
Brown, Andrea	Parent			
Chow, Sheri	Parent			

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


School Name Sutter Middle School Date 04/ 03/ 20

Teacher's Name michael baradat Room # 205 Telephone # 704.6865

Field Trip Destination Washington D.C./New York City

Reason for travel Extension of 8th Grade Curriculum. We will be visiting historic sites, monuments, and museums that are essential to understanding our Nation's history.

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:

 2 / 13 / 2020
 Principal Date

 2 / 21 / 2020
 Risk Management Dept. Date

 2 / 20 / 2020
 Segment Administrator Date

 2 / 28 / 20
 Superintendent Date

/ /
 Board Approval Date