



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.1d

Meeting Date: June 4, 2015

Subject: Sutter Middle School Field Trip to Washington, D. C. June 13 – 18, 2015

- 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. June 13 – 18, 2015

Background/Rationale: June 13 - 18, 2015, 35 students from Sutter Middle School will be accompanied by 3 teacher chaperones to Washington D.C. All parties will meet at the Sacramento International Airport. Students will experience American history in our Nation's Capital by touring National Museums and Monuments. Parents will meet their student at the Sacramento Airport upon their return.

Financial Considerations: No cost to the district. Expenses paid through parent contribution and fundraising.

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, Interim Deputy Superintendent
Mary Hardin Young, Area Assistant Superintendent

Approved by: José L. Banda, Superintendent

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

School Name Sutter Middle School Date May 5, 2015

Teacher's Name michael baradat Room # 205 Telephone # 264.4150

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

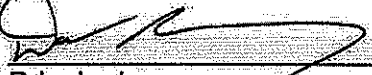
Reason for travel Students will experience our National Historic Sites, Monuments and Museums as a culminating activity for the eighth grade history curriculum.


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.

Attach a detailed itinerary for each day: itinerary attached

Signed _____
 Teacher

Approvals:

 _____ Date 05-05-15
 Principal

 _____ Date 5/13/15
 Risk Management Dept.

 _____ Date 5-12-15
 Segment Administrator

 _____ Date 5/13/15
 Superintendent

Board Approval Date _____

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 May 5, 2015

Date(s) of Event June 13-18, 2015 Location Washington, D.C., Gettysburg, Philadelphia

Event Title (attach brochure) Field Trip for U.S. History

Purpose* Culmination of eighth grade curriculum. Students will experience historic sites, battlefields, monuments, 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? _____

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)
Michael Baradat	teacher	No		
Kelly O'Neil	teacher	No		
Meena Jensen	teacher	No		
		No		
		No		

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

Approvals: <div style="margin-bottom: 10px;"> _____ Principal/Department Head Signature & Print Name </div> <div style="margin-bottom: 10px;"> _____ Cabinet Level or Designee Signature </div> <div style="margin-bottom: 10px;"> _____ Chief Business Officer Signature </div> <div style="margin-bottom: 10px;"> _____ Superintendent or Designee Signature </div>	<table style="width: 100%;"> <tr> <td colspan="2" style="text-align: center;">District cost for all attendees (estimate)</td> </tr> <tr> <td style="text-align: right;">Registration Fee ***</td> <td style="text-align: center;">0.00</td> </tr> <tr> <td colspan="2">Meals included? <input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>B <input checked="" type="checkbox"/></td> <td>L <input checked="" type="checkbox"/></td> </tr> <tr> <td>D <input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Lodging</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Transportation</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Meals</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">\$ 0.00</td> </tr> </table>	District cost for all attendees (estimate)		Registration Fee ***	0.00	Meals included? <input type="checkbox"/> Yes <input type="checkbox"/> No		B <input checked="" type="checkbox"/>	L <input checked="" type="checkbox"/>	D <input checked="" type="checkbox"/>		Lodging	0.00	Transportation	0.00	Meals	0.00	Other	0.00	TOTAL	\$ 0.00
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D <input checked="" type="checkbox"/>																					
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Transportation	0.00																				
Meals	0.00																				
Other	0.00																				
TOTAL	\$ 0.00																				

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 ****	_____

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 May 1, 2015

Teacher's Name Michael Baradat Room # 205 Telephone # 264.4150
Fax #

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 Itinerary attached

Educational nature of field trip/excursion Experience U.S. History--culmination of eighth grade curriculum

Depart Date 06/13/15 Time 5:00 a.m. am/pm Return Date 06/18/15 Time 9:00 p.m. 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 private funds Financial Assistance Available? yes no

Number of students participating: 35

Table with 2 columns: Adult Supervisors/ Drivers and DRIVER. Rows include Sylvia Gomez, Susan Louie, Nada Anasseri, and Michelle Galloway.

Table with 2 columns: Teachers and Staff Attending and DRIVER. Rows include michael baradat, Meena Jensen, Kelly O'Neil, and an empty row.

Principal Approval [Signature] Date 05-05-15
Risk Management Approval (Unusual Activities) [Signature] Date 5/13/15
Segment Administrator Approval [Signature] Date 5-12-15

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

- 1. Local Trip: (50 mile radius) - Submit to Principal for approval. Maintain all documents at site.
2. Out-Of-Town: (beyond 50 mile radius) - Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
3. Overnight Trip: Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
4. Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
5. 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.
6. 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