



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1d

**Meeting Date:** April 21, 2016

**Subject:** Approve Sutter Middle School Field Trip to Washington, D.C., from June 17 - 22, 2016

- 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 17-22, 2016

**Background/Rationale:** June 17-22, 2016, a group of 21 students, one parent chaperone, and two teacher chaperones from Sutter Middle School will travel via airplane to Washington, D.C. to study various historical sites, museums, and monuments as they pertain to the growth and development of our country. The students will be picked up at Sutter Middle School, transported to Sacramento International Airport by a chartered bus, and returned to Sutter, via chartered bus, at the end of the trip. Their parents will meet the students at Sutter Middle School at the conclusion of the trip.

**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, Interim 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 15, 2016

Teacher's Name Terri Lee Brandt Room # 116 Telephone # 264-4150  
 Fax # 264-3436

Field Trip Destination Washington D.C., Williamsburg, Monticello and Gettysburg.

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

Out-of-State/Country  Involving Swimming or Wading  Unusual Activities  
 Route Flight via commercial airlines SMF to Washington, D.C.

Educational nature of field trip/excursion To study the historical sites, museums and monuments as they pertain to the growth and development of the United States

Depart Date 6/17/16 Time 8PM am/pm Return Date 6/22/16 Time 10PM 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 per student Financial Assistance Available?  yes  no

Number of students participating: 21

Adult Supervisors/ Drivers:	DRIVER	DRIVER
1) <u>Stanley Slavin, Jr.</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	<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) <u>Terri Brandt</u>	<input type="checkbox"/> yes <input type="checkbox"/> no	2) <u>Christine Chavez</u>	<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 3/31/16

Risk Management Approval (Unusual Activities) [Signature] Date 4/5/16

Segment Administrator Approval [Signature] Date 4/7/16

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 March 15, 2016  
 Teacher's Name Terri Lee Brant Room # 116 Telephone # 264-4150

Field Trip Destination Washington D.C., Williamsburg, VA and Gettysburg, PA.

Reason for travel To study the historical sites, museums, monuments and grounds of  
the capital and other important national leaders instrumental in the development of our country. Students  
will tour the homesites of Washington and Jefferson. Students will tour Gettysburg, historical site of the battle  
of the turning point for the Civil War. Tours of the Nation's Capital and other national buildings.

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.

NA

Attach a detailed itinerary for each day: See Attached Itinerary

Signed *Terri Lee Brant*  
 Teacher

**Approvals:**

<u><i>[Signature]</i></u>	<u>3/31/16</u>
Principal	Date
<u><i>[Signature]</i></u>	<u>4/5/16</u>
Risk Management Dept.	Date
<u><i>[Signature]</i></u>	<u>4/6/16</u>
Segment Administrator	Date
<u><i>[Signature]</i></u>	<u>4/6/16</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 3/30/16

Date(s) of Event 6/17/2016 - 6/22-2016 Location Washington D.C., Gettysburg, Colonial Williamsburg

Event Title (attach brochure) School Tours of American-Washingto D.C., Gettysburg and Colonial Williamsburg

Purpose\* To study the historical development of the United States, monuments, museums and places of historial interest. Visit home of Washington and Jefferson, House of Burgesses, various museums and the nation's capital buildings.

\*(what value does this activity give students, attendees, staff, department/site or community?)  
To give students hands on expeeriences as a culminating study of 8th grade history. Builds on the

How does this travel align with the District's strategic plan? core values of achievement to help students build a better understanding of concepts learned and equity as all students on campus were invited to attend.

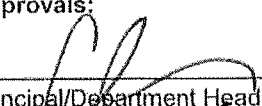
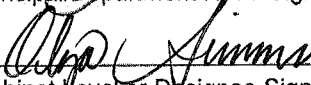

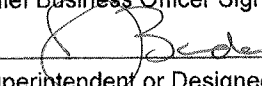
How will this activity/event be used and shared? It will be used in the teaching of United States History and to share with other CORE teachers during CPT.

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

Additional Attendees Attached

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

**Approvals:**

<u></u> <u>CRISN TAKARA-MARTIN</u>	<u>4/4/16</u>
Principal/Department Head Signature & Print Name	Date
<u></u>	<u>4/5/16</u>
Cabinet Level or Designee Signature	Date
<u></u>	<u>4/5/16</u>
Chief Business Officer Signature	Date
<u></u>	<u>4/6/16</u>
Superintendent or Designee Signature	Date

District cost for all attendees (estimate)

Registration Fee \*\*\*           

Meals included?

B  L  D

Lodging \_\_\_\_\_

Transportation \_\_\_\_\_

Meals \_\_\_\_\_

Other \_\_\_\_\_

TOTAL            *GC*

Categorical Budget Code(s): \* Per Shannon not cost to District

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 **** _____	_____