



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.1d

Meeting Date: May 5, 2022

Subject: Approve Sutter Middle School Field Trip to Boston, Massachusetts from May 15 to May 20, 2022

- 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 Boston, MA May 15-20, 2022

Background/Rationale: May 15-20, 2022, 110 students from Sutter Middle School will be accompanied by 4 teacher chaperones and 17 adult chaperones to Boston, MA. All parties will meet at Sutter Middle School, and will be taken by charter bus to San Francisco International Airport for plane transportation to Massachusetts. The trip is a culmination of student study in U.S. History. The students will experience American history by touring national museums, monuments and sites. Upon return, parents will meet their student at the Sacramento International 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: Christine Baeta, Chief Academic Officer
 Chad Sweitzer, Instructional Assistant
 Superintendent
Approved by: Jorge A. Aguilar, 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 field trip. See below reference distribution section for details concerning each type of trip.

School Name: Sutter Middle School **Date:** January 01, 2022
Teacher's Name: Jody Cooperman **Room #:** 301 **Telephone #:** 916-395-5370 **Fax #:** 916-264-3436
Field Trip Destination: Boston, Massachusetts

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: Plane flight from San Francisco International Airport to Logan Airport. **Return trip:** Logan Airport to SMF

Educational nature of field trip/excursion: This is a culmination of our year of study in American history.

Depart Date: May 15, 2022 **Time:** 4:00 a.m. **Return Date:** May 20, 2022 **Time:** 8:22 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: Parent-funded **Financial Assistance Available?** Yes No

Number of students participating: 110

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

1) **See attached** yes no 2) _____ yes no
 3) _____ yes no 4) _____ yes no

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

1) Jody Cooperman yes X no 2) Katie Poole yes X no
 3) Paula Turner yes X no 4) Andrea Zarate yes X no

Principal Approval _____ **Date:** 3/22/22 **Risk**
Management Approval (Unusual Activities) _____ **Date:** 4/5/22 **Instructional**
Assistant Superintendent Approval *Chad Sweitzer, IAS* **Date:** 4.5.22 **Distribution:** Refer to the Field Trip

Information Form RSK 106F for the forms and distribution required for each trip:

1. **Local Trip (school or charter bus):** (50-mile radius) - Submit to Principal for approval. Maintain all documents at site and forward a copy to Instructional Assistant Superintendent for approval.
2. **Local Trip:** (50-mile radius: driver led) - Submit driver led trips to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip.
3. **Local Trip:** (wading, RT, Amtrak): Submit walking trips to Principal for approval then forward to Instructional Assistant Superintendent for approval 2 weeks prior to trip.
4. **Out-of-Town:** (beyond 50-mile radius) - Submit to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip.
5. **Overnight Trip:** Submit to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip.
6. **Trip Involving Swimming or Wading:** Submit to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip.
7. **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 Instructional Assistant Superintendent for approval 6 weeks prior to trip. This may require **Special Event Liability Insurance**.
8. **Out-of-State/Country:** Submit to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip. Must have Superintendent, Board of Education and Risk Management approval prior to trip. Instructional Assistant Superintendent 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.
9. **Approved forms** will be returned by Instructional Assistant Superintendent. **Maintain a copy of all forms at site for 2 years**
10. **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: **Sutter Middle School**

Date: Completed: **02/07/202**

Teacher's Name: **Jody B. Cooperman** Room # **301** Telephone # **916-204-3226** (cell)

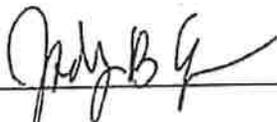
Field Trip Destination: **Boston, Massachusetts**

Reason for travel: This field trip is a culmination of our study in U.S. History. We will be visiting sites that directly correlate to our study: Bunker Hill, Lexington and Concord, the USS Constitution, the Black Heritage Trail, the Freedom Trail and Salem.

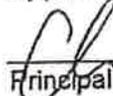
List unusual activities, water activities or high risk activities (examples: rafting, snorkeling, rock climbing, skiing, etc.) as a special parent waiver may be required.

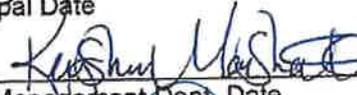
Submit copy of contract or waiver to Risk Management for review before signing.

Attach a detailed itinerary for each day: **Itinerary attached**

Signed  Teacher

Approvals:

 3 / 4 / 22
Principal Date

 4 / 5 / 22
Risk Management Dept. Date

Chad Sweitzer, JAS 4 / 5 / 22

Segment Administrator Date

 4 / 22 / 22
Superintendent Date

/ /
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: Feb 14, 2022

Date(s) of Event: 5/15/22-5/20/22 Location: Boston, Massachusetts

Event Title (attach brochure): _____

Purpose*: U. S. History field trip with 8th grade students

*(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)
Jody Coopeman	Teacher	No		
Katie Poole	Teacher	No		
Paula Turner	Teacher	No		
Andrea Zarate	Teacher	No		
		No		

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

Approvals: Chad Sweitzer, JAS 4.5.22

Crisay TAHARA 3/17/22

Principal/Department Head Signature & Print Name: Erin Hanson for Christine Baeta, CAO Date: 4.18.22

Cabinet Level or Designee Signature: _____ Date: 4-21-22

Chief Business Officer Signature: _____ Date: 4/22/22

Superintendent or Designee Signature: _____ Date: _____

District cost for all attendees (estimate)

Registration Fee *** 0.00

Meals included? B L D

Lodging 0.00

Transportation 0.00

Meals 0.00

Other 0.00

TOTAL \$ 0.00

Categorical Budget Code(s): _____ \$ 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	0.00
Hotel	0.00
Airfare ****	0.00
Car Rental ****	0.00

Adult Chaperones
 Boston, Massachusetts
 Sutter Middle School
 May 15 -20, 2022

Cooperman.	Jody	Head Teacher
Poole .	Katie	Teacher
Turner .	Paula	Teacher
Campa-Rodriguez	Mercedes	Teacher
Payne	Michele	SCUSD Employee
Cooperman-Earl	Joshua	Adult
Brocchini	Samuel	Adult
Broderick	Rosemary	SCUSD Substitute
Norbutas	Catherine	Adult
Zarate .	Andrea	Teacher
Florence	Susan	Adult
Fletcher	Patricia	Adult
Taniguchi	Kimberly Young	Adult
Pugh	Jade	Adult
DeWald	Jennifer	Adult
Ng	Yvonne	Adult
O'Ray	Myaisha	Adult
Wall-Parillo	Denise	Adult
Todd	Ryan	Adult
Landini	Jenny	Adult
Helfrich	Earl	Adult