



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.1e

Meeting Date: June 4, 2015

Subject: Sutter Middle School Field Trip to Washington, D. C. June 12 - 17, 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 12 – 17, 2015

Background/Rationale: 11 students and two chaperones from Sutter Middle School will travel by commercial airline to Washington, D. C. and Williamsburg to study historical sites, monuments, and museums pertaining to the founding of our country. All parties will depart from and return to Sacramento Metropolitan Airport.

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

<p>Estimated Time of Presentation: N/A</p> <p>Submitted by: Lisa Allen, Interim Deputy Superintendent Mary Hardin Young, Area Assistant Superintendent</p> <p>Approved by: José L. Banda, Superintendent</p>

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 4/20/2015

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

Field Trip Destination Washington D.C. and Williamsburg

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

Out-of-State/Country Involving Swimming or Wading Unusual Activities
Route Fly US Air to Charlotte and on to Dulles. See itinerary

Educational nature of field trip/excursion To study historical sites, monuments and museums pertaining to the founding of our country.

Depart Date 6/12/15 Time 10:50PM am/pm Return Date 6/17/15 Time 12:15AM 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: 11

Adult Supervisors/ Drivers: DRIVER DRIVER
1) David M. Brandt yes no 2) yes no
3) yes no 4) yes no

Teachers and Staff Attending:
1) Terri Lee Brandt yes no 2) yes no
3) yes no 4) yes no

Principal Approval [Signature] Date 04-27-15

Risk Management Approval (Unusual Activities) [Signature] Date 5/11/15

Segment Administrator Approval [Signature] Date 4-30-15

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

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

School Name Sutter Middle School Date April 20, 2015
 Teacher's Name Terri Lee Brandt Room # 116 Telephone # 264-4150

Field Trip Destination Washington D.C. and Williamsburg

Reason for travel To study historical sites, museums and monuments as they relate to the
founding of our country.

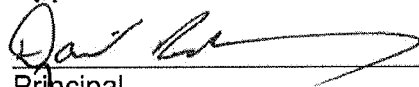

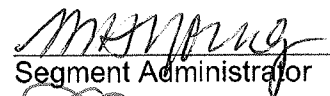

List unusual activities, water activities or high risk activities (examples: rafting, snorkeling, rock climbing, skiing, etc.) as a special parent waiver may be required. Submit copy of contract or waiver for review before signing. Risk management approval required.

NA

Attach a detailed itinerary for each day: See attached itinerary

Signed Terri Lee Brandt
 Teacher

Approvals:

	<u>04-27-15</u>
Principal	Date
	<u>5/11/15</u>
Risk Management Dept.	Date
	<u>4-30-15</u>
Segment Administrator	Date
	<u>5/11/15</u>
Superintendent	Date

Board Approval Date _____

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Request to Attend: <input checked="" type="checkbox"/> Conference/Workshop <input type="checkbox"/> Business Meeting	Purpose for Attending: <input checked="" 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 4/27/15

Date(s) of Event 6/12-17/2015 Location Washington D.C., Gettysburg, PA and Williamsburg, VA

Event Title (attach brochure) School Tours of America--Washington D.C. and Colonial Williamsburg

Purpose* To tour monuments, museums and parks of historical significance to the development of the United States.

*(what value does this activity give students, attendees, staff, department/site or community?)
 How does this travel align with the District's strategic plan? Brings practical experiences into the classroom by helping students make connections with their community and country.

How will this activity/event be used and shared? Shared with students in 8th grade core History segment, parents and teachers through various meetings and professional development.

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>		

Additional Attendees Attached

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

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>	District cost for all attendees (estimate) Registration Fee *** <input style="width: 50px;" type="text"/> Meals included? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging _____ Transportation _____ Meals _____ Other _____ TOTAL <input style="width: 50px;" type="text"/>
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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 **** _____	_____