



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1h

**Meeting Date:** May 3, 2018

**Subject:** Approve Sutter Middle School Field Trip to Boston, Massachusetts  
May 14-19, 2018

- 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 Boston, MA May 14-May 19, 2018.

**Background/Rationale:** On May 14, 2018 a group of 108 students, 15 parent chaperones and four teacher chaperones from Sutter Middle School will travel via commercial airline to Boston, MA. This experience will allow students to experience where the making of America happened. They will be seeing the sites of the Boston Massacre, Bunker Hill, Boston Common, the Old State House, the Holocaust Memorial, Lexington, and Concord.

**Financial Considerations:** No cost to the district.

**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:** Iris Taylor, Chief Academic Officer  
Mary Hardin Young, 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 05 / 14 / 2018  
 Teacher's Name Jody Cooperman/Katie Miller Room # 301/302 Telephone # 204-3226  
 Fax # \_\_\_\_\_

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 Southwest Airlines to Boston

Educational nature of field trip/excursion Culmination of American history study

Depart Date 05 / 14 / 18 Time 6:45 am/pm Return Date 05 / 19 / 18 Time 10:15 am/pm

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: Chartered bus

Funding Source Parent funded Financial Assistance Available?  Yes  No

Number of students participating: 108

Adult Chaperones/Drivers:	DRIVER		DRIVER
1) <u>see attached</u>	<input type="checkbox"/> yes <input type="checkbox"/> no	2) _____	<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>Jody Cooperman</u>	<input type="checkbox"/> yes <input type="checkbox"/> no	2) <u>Katie Miller</u>	<input type="checkbox"/> yes <input type="checkbox"/> no
3) <u>Andrea Zarate</u>	<input type="checkbox"/> yes <input type="checkbox"/> no	4) <u>Shelley Takaha</u>	<input type="checkbox"/> yes <input type="checkbox"/> no

Principal Approval [Signature] Date 3/20/18

Risk Management Approval (Unusual Activities) [Signature] Date 4/10/18

Segment Administrator Approval [Signature] Date 4/13/18

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.
- Local Trip: (50-mile radius: driver led, walking trip) - Submit driver led-trips to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. 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.

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

School Name Sutter Middle School Date May 14, 2018- May 19, 2018  
 Teacher's Name Jody Cooperman/Katie Miller Room # 301/302 Telephone # 916-204-3226

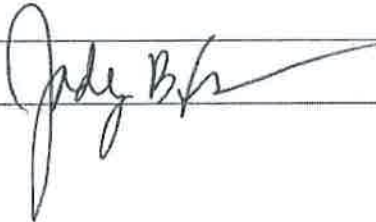
Field Trip Destination Boston, Massachusetts

Reason for travel This is a culmination of our year long study on the making of America. We will be visiting  
historical sites like: spot of the Boston Massacre, Bunker Hill Monument, USS Constitution, Lexington, Concord,  
Salem, Gloucester, Old State House, Massachusetts 54th and more.

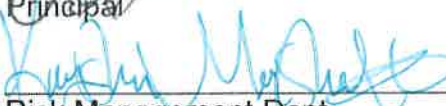
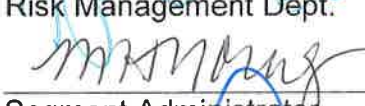

List unusual activities, water activities or high risk activities (examples: rafting, snorkeling, rock climbing, skiing, etc.) as a special parent waiver may be required. Submit copy of contract or waiver for review before signing. Risk management approval required.

Water park at hotel (lifeguards incl.) \_\_\_\_\_

Attach a detailed itinerary for each day: Itinerary attached

Signed Jody B. Cooperman   
 Teacher

**Approvals:**

	<u>3/20/18</u>
Principal	Date
	<u>4/10/18</u>
Risk Management Dept.	Date
	<u>4/13/18</u>
Segment Administrator	Date
	<u>4/12/18</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 March 5, 2018

Date(s) of Event May 14-May19, 2018 Location Boston, Massachusetts

Event Title (attach brochure) U.S. history trip to Boston

Purpose\* Students will be culminating their study of American history by visiting sites where it actually happened.


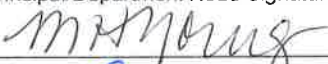


\*(what value does this activity give students, attendees, staff, department/site or community?) \_\_\_\_\_

How does this travel align with the District's strategic plan? College and career ready students.

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)
Katie Miller	Teacher			
Jody B. Cooperman	Teacher			
Andrea Zarate	Teacher			
Shelley Takaha	Speech Therapist			

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

<b>Approvals:</b> <div style="margin-bottom: 10px;">  <u>KRISTIN TAYLOR-MASON</u> <u>3/20/18</u>            Principal/Department Head Signature &amp; Print Name Date         </div> <div style="margin-bottom: 10px;">  _____ <u>4/3/18</u>            Cabinet Level or Designee Signature Date         </div> <div style="margin-bottom: 10px;">  _____ <u>4/10/18</u>            Chief Business Officer Signature Date         </div> <div style="margin-bottom: 10px;">  _____ <u>4/12/18</u>            Superintendent or Designee Signature Date         </div>	<b>District cost for all attendees (estimate)</b> Registration Fee *** <input type="text"/> Meals included? <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging _____ Transportation _____ Meals _____ Other _____ <b>TOTAL</b> <input type="text" value="0"/>
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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 ****	_____