



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1j

Meeting Date: February 15, 2018

Subject: Approve Sutter Middle School Field Trip to Washington D.C.,
March 22-27, 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 Washington, D. C. from March 22, 2018 to March 27, 2018.

Background/Rationale: On March 22, 2018 a group of 42 students, three parent chaperones and two teacher chaperones from Sutter Middle School will travel via commercial airline to Washington D.C. This trip will give students hands on experiences as a culminating study of 8th grade history. Builds on the core values of achievement to help students build a better understanding of concepts learned. Also addresses key issues towards tolerance through Holocaust and African-American Smithsonian museums.

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 Aguilar, 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 1/9/2018

Teacher's Name Terri Lee Brandt Room # 116 Telephone # 395-5370
Fax # 264-3436

Field Trip Destination Washington DC, Williamsburg, Gettysburg

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

Out-of-State/Country Involving Swimming or Wading Unusual Activities

Route Commercial airline and commercial bus

Educational nature of field trip/excursion Study historical sites, monuments, memorials and museums as they
to the birth and development of the United States

Depart Date 3/22/18 Time 10:00 am/pm Return Date 3/27/18 Time 11:00 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 students Financial Assistance Available? yes no

Number of students participating: 42

Adult Supervisors/ Drivers: DRIVER DRIVER
1) Michael Brandt yes no 2) Michele Schmeb yes no
3) Dawn Santos yes no 4) _____ yes no

Teachers and Staff Attending:
1) Terri Brandt yes no 2) Chris Chavez yes no
3) _____ yes no 4) _____ yes no

Principal Approval [Signature] Date 1/24/18

Risk Management Approval (Unusual Activities) [Signature] Date 1/29/18

Segment Administrator Approval [Signature] Date 1/30/18

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 01 / 09 / 2018
 Teacher's Name Terri Lee Brandt Room # 116 Telephone # 395-5370
 Field Trip Destination Washington DC, Williamsburg, Gettysburg

Reason for travel To study the historical sites, museum, government buildings, memorials and monuments as they pertain to the development and growth of the United States.

Students will also study and explore various laws and policies as they relate to tolerance though the Holocaust museum and Smithsonian museum.

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

Signed *Terri Lee Brandt*
 Teacher

Approvals:

[Signature] 1 / 24 / 18
 Principal Date

[Signature] 1 / 29 / 18
 Risk Management Dept. Date

[Signature] 1 / 30 / 18
 Segment Administrator Date

[Signature] 2 / 2 / 18
 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 1/23/2018

Date(s) of Event 3/22/2018 to 3/27/2018 Location Washington DC, Williamsburg, & Gettysburg

Event Title (attach brochure) School Tours of America--Washington DC, Gettysburg and Colonial Williamsburg

Purpose* To give students hands on experiences as a culminating study of 8th grade history. Builds on the 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. Also address key issues towards tolerance through Holocaust and African-American Smithsonian museums.

*(what value does this activity give students, attendees, staff, department/site or community?)
It will be used in the teaching of United States History and to share with other CORE teacher's during CPT.

How does this travel align with the District's strategic plan?
It will be used in the teaching of United States History and to share with other CORE teacher's during CPT.

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)
Terri Lee Brandt	Teacher	Yes	1	
Christine Chavez	Teacher	Yes	1	
		No		
		No		
		No		

Additional Attendees Attached

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

Approvals: <div style="margin-bottom: 10px;"> Cristina TAKARA-MARTIN 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> Superintendent or Designee Signature </div>	District cost for all attendees (estimate) Registration Fee *** <u>\$0.00</u> Meals included? <input checked="" type="checkbox"/> Yes B <input checked="" type="checkbox"/> L <input checked="" type="checkbox"/> D <input checked="" type="checkbox"/> Lodging <u>included</u> Transportation <u>included</u> Meals <u>included</u> Other <u>included</u> TOTAL <u> </u>
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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 ****	_____