



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 11.1c

Meeting Date: June 7, 2018

Subject: Approve Sutter Middle School Field Trip to Washington D.C. and New York June 16-21, 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. and New York from June 16 to June 21, 2018.

Background/Rationale: On June 16, 2018 a group of 59 students, seven parent chaperones and four teacher chaperones from Sutter Middle School will travel via commercial airline to Washington D.C. The students will experience American history in Washington D.C. by touring National Museums, Monuments, Mt. Vernon, Arlington Cemetery, and the Holocaust Museum. Then they will travel by charter bus to New York City where the students will tour the 9/11 monument, Lower Eastside Tenement Museum, and take part in a Broadway classroom associated with the show they are seeing.

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 required for each student field trip, See reference distribution section for details concerning each type of trip.
 School Name Sutter Middle School Date 04.23.2018

Teacher's Name Michael Baradat Room # 205 Telephone # 704.6865
 Fax # _____

Field Trip Destination Washington, D.C. and New York City

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

Out-of-State/Country Involving Swimming or Wading Unusual Activities
 Route Commercial Air to Washington, D.C. and return from Newark

Educational nature of field trip/excursion Culmination of U.S. History class. Experience history by visiting our
 National monuments, museums, and historic sites.

Depart Date 06.16.17 Time 4:30 am am pm Return Date 06.21.17 Time 10:00pm 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 private funds Financial Assistance Available? yes no

Number of students participating: 59

Adult Supervisors/ Drivers:	DRIVER		DRIVER
1) <u>Michael Pearson</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	2) <u>Kevin Murphy</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
3) <u>Brenda Ineichen</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	4) <u>Sadie Felton</u>	<input type="checkbox"/> yes <input type="checkbox"/> no

See attached list of parent chaperones

Teachers and Staff Attending:

1) <u>Michael Baradat</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	2) <u>Diane Bovy</u>	<input type="checkbox"/> yes <input type="checkbox"/> no
3) <u>Angela Scripa</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	4) <u>Kelly O'Neill</u>	<input type="checkbox"/> yes <input type="checkbox"/> no

Principal Approval [Signature] Date 5/3/18

Risk Management Approval (Unusual Activities) [Signature] Date 5/10/18

Segment Administrator Approval [Signature] Date 5/10/18

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**


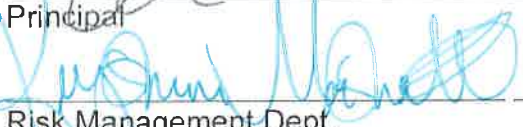


Sutter Middle School
 School Name _____ Date 04 / 22 / 2018
 Teacher's Name michael baradat Room # 205 Telephone # 916704686
 Field Trip Destination Washington, D.C./New York City

Reason for travel Culminative eighth grade field trip to experience the historical sites, monuments, museums, and culture that they have been learning this year.

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 
 Teacher

Approvals:

<u></u>	<u>5 / 3 / 18</u>
Principal	Date
<u></u>	<u>5 / 10 / 18</u>
Risk Management Dept.	Date
<u></u>	<u>5 / 11 / 18</u>
Segment Administrator	Date
<u></u>	<u>5 / 14 / 18</u>
Superintendent	Date

_____/_____/_____
 Board Approval Date

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

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 # _____

Request to Attend:
 Conference/Workshop
 Business Meeting

Purpose for Attending:
 Professional Development
 Continued Education Credits Earned

School/Department Sutter Middle School

Date 5/7/18

Date(s) of Event June 16-21, 2018

Location Washington, D.C. and New York City

Event Title (attach brochure) 8th Grade Washington, D.C./New York City Field Trip

Purpose* To experience the history that eighth grade students have learned this year through visiting museums, national monuments, and other historic sites

*(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)

Name of Attendee(s)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
Michael Baradat	teacher	No		
Diane Bovy	teacher	No		
Kelly O'Neil	teacher	No		
Angela Scripa	teacher	No		

Additional Attendees Attached

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

Approvals:

Principal/Department Head Signature & Print Name CRISTIN TAHARA-MARTIN

5/13/18
 Date

Cabinet Level or Designee Signature

5/11/18
 Date

Chief Business Officer Signature

5/14/18
 Date

Superintendent of Designee Signature

5/14/18
 Date

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>0.00</u>
Transportation	<u>0.00</u>
Meals	<u>0.00</u>
Other	<u>0.00</u>
TOTAL	<u>0</u>

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 ****	_____	_____

**** If airfare or car rental is requested, send a copy of this form to Purchasing, Box 830