



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 11.1g

Meeting Date: May 19, 2022

Subject: Approve Sutter Middle School Field Trip to Washington, D.C. and New York, New York from June 17 to June 22, 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 Washington, D.C. and New York, NY from June 17-22, 2022.

Background/Rationale: From June 17-22, 2022, 75 students from Sutter Middle School will be accompanied by 14 chaperones to Washington, D.C. and New York, NY to visit historic sites, monuments, and museums as a culmination of 8th grade studies.

Financial Considerations: No cost to the district. Expenses paid by parents/students.

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: Christine Baeta, Chief Academic Officer Chad Sweitzer, Instructional Assistant Superintendent</p> <p>Approved by: Jose A. Aguilar, Superintendent</p>
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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: March 18, 2022

Teacher's Name: michael j. Baradat Room # 205 Telephone #916.395.5370 Fax #916.264.3436

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

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)
 X Overnight X Out-of-State/Country Involving Swimming or Wading Unusual Activities Route
 X Commercial Flight Sacramento to Washington, DC return to Sacramento via New York JFK _____

Educational nature of field trip/excursion: Visit historic sites, monuments, and museums as a culmination of Eighth Grade
 Depart Date: June 17, 2022 Time: 8:00 a.m. Return Date: June 22, 2022 Time: 11:00 p.m.

TRANSPORTATION will be provided by: Walking School Bus - contact Transportation Field Trip Office
 X Charter Bus Company (certified): X 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 X Commercial Airline Other: _____
 Funding Source: private Financial Assistance Available? XYes No

Number of students participating: 75

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

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

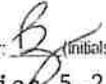
Principal Approval _____ Date 5/2/22

Risk Management Approval (Unusual Activities) _____ Date 5/4/22

Instructional Assistant Superintendent Approval _____ Date 5-4-22

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: (waling, 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)
 Recv'd. IAS Office 5.2.22

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 Apr 29, 2022

Date(s) of Event 6/17/22-6/22/22 Location Washington DC and New York City

Event Title (attach brochure) Field trip for CORE classes

Purpose* To visit monuments and historical spots that have been covered in class

*(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)

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)*	No. of Days Required	Budget Code (for substitute)
Michael Baradat	Teacher	No		
Kim Eselekhomhen	Teacher	No		
Elizabeth Henrikson	Teacher	No		
Jennifer Peters	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 _____ Date <u>5/12/22</u> Cabinet Level or Designee Signature _____ Date <u>5/15/22</u> Chief Business Officer Signature _____ Date <u>5-9-22</u> Superintendent or Designee Signature _____ Date <u>5/10/22</u>	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 _____ 0.00 Transportation _____ 0.00 Meals _____ 0.00 Other _____ 0.00 TOTAL \$ 0.00
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Categorical Budget Code(s): _____ \$ 0.00
 General Fund/Unrestricted _____ \$ 0.00

***If any meals are included in the cost of registration, how many of each: Breakfast 0 Lunch 0 Dinner 0

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

Sutter Middle School

Attachment:

Adults on Baradat Washington, D.C. and New York City Field Trip:

Teachers:

Elizabeth Augusta
Michael Baradat
Kim Eselekhomhen
Elizabeth Henrikson
Mark Henrikson
Kacy Kelley
Jennifer Peters
Angela Scripa

Parents:

Chesshuwa Beckett
Daniel Conway
Jana Fisher
Alannah Robinson
Colleen Toler
Joseph Toth

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

School Name: Sutter Middle School

Date 04/18/2022

Teacher's Name: michael j baradat

Room #205

Telephone #916.704.6865

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

Reason for travel: Eighth grade culminating field trip. Linked to history studies during the year. Visiting historic monuments, sites, and museums

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: None

Signed Michael J. Baradat
Teacher

Approvals:

[Signature] 5/2/22
Principal Date

[Signature] 5/4/22
Risk Management Dept. Date

[Signature] 5/4/22
Segment Administrator Date

_____/_____/_____
Superintendent Date

_____/_____/_____
Board Approval Date