



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 11.1h

Meeting Date: May 19, 2022

Subject: Approve Sutter Middle School Field Trip to Washington, D.C.,
Gettysburg, Pennsylvania, and Williamsburg, Virginia from June 18 to
June 23, 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.,
Gettysburg, PA, Williamsburg, VA June 18-23, 2022

Background/Rationale: From June 18-23, 2022, 19 students from Sutter Middle School will be accompanied by 4 chaperones to Washington, D.C., Gettysburg, PA, and Williamsburg, VA to study the historical beginnings and development of our country, and its people, through museums, historical sites and memorials.

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

Estimated Time of Presentation: N/A
Submitted by: Christine Baeta, Chief Academic Officer
 Chad Sweitzer, Instructional Assistant
 Superintendent
Approved by: Jose 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 04 / 15 / 2022
 Teacher's Name Terri Brandt Room # 116 Telephone # 9163955370
 Fax # _____

Field Trip Destination Washington DC; Gettysburg, PA; Williamsburg, VA

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 Commercial Airline

Educational nature of field trip/excursion To study the historical beginnings and development of our country and its people through museums, historical sites, memorials, etc.

Depart Date 06 / 18 / 2022 Time 8 pm am/pm Return Date 06 / 23 / 2022 Time 11:53 pm 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: _____

Funding Source Student Funded Financial Assistance Available? Yes No

Number of students participating: 19

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

	DRIVER			DRIVER
1) <u>Damon Miles Antos</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	2) <u>Kathleen M. Levelier</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	
3) <u>Pang Vang</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	4) _____	<input type="checkbox"/> yes <input type="checkbox"/> no	

Teachers and Staff Attending: Use additional forms if more than 4 names

1) <u>Terri Brandt</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

Principal Approval [Signature] Date 4/22/22

Risk Management Approval (Unusual Activities) [Signature] Date 4/20/22

Instructional Assistant Superintendent Approval [Signature] Date 4.27.22

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 Instructional Assistant Superintendent for approval.
- 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.
- 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.
- 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.
- Overnight Trip: Submit to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip.
- Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Instructional Assistant Superintendent 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 Instructional Assistant Superintendent 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 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.
- Approved forms will be returned by Instructional Assistant Superintendent. Maintain a copy of all forms at site for 2 years
- Venue/Destination: Must comply with SCUSD COVID19 Mitigation Guidelines for all trips outside of district facilities.

Reviewed by Site Office Manager: [Signature] (Initials)

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

School Name Sutter Middle School Date 6 / 18-23 / 2022
Teacher's Name Terri Lee Brandt Room # 116 Telephone # 916-395-5370
Field Trip Destination Washington DC: Gettysburg, PA & Williamsburg, VA

Reason for travel

To study the historical beginnings and development of our country and its people through museums, historical sites, memorials. Students will also develop their social and emotional skills through building interpersonal relationships along the trip.

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] 4 / 21 / 22
Principal Date

[Signature] 4 / 20 / 22
Risk Management Dept. Date

[Signature] 4 / 27 / 22
Segment Administrator Date

[Signature] 5 / 4 / 22
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 April 15, 2022

Date(s) of Event June 18-23 2022 Location Washington DC; Gettysburg, PA; Williamsburg, VA

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

Purpose* To study the historical background of the government and its people in the US by touring historical sites, museums, and memorials

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

How does this travel align with the District's strategic plan? To build on historical background and history

How will this activity/event be used and shared? _____

Name of Attendee(s) <small>(attach sheet for additional attendees)</small>	Position	Substitute (Y/N)*	No. of Days Required	Budget Code (for substitute)
Terri Brandt	Teacher	No		
Damon Antos	Parent	No		
Pang Vang	Parent	No		
Kathleen Levelier		No		
		No		

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

Approvals:

[Signature] CRISTINA TARRERA / Chad Sweitzer 4/27/22
 Principal/Department Head Signature & Print Name Christine Baeta, CAO Date 5.2.22

[Signature] _____ Date 5/11/22
 Cabinet Level or Designee Signature _____ Date _____

[Signature] _____ Date 5/3/22
 Chief Business Officer Signature _____ Date _____

[Signature] _____ Date _____
 Superintendent or Designee Signature _____ Date _____

District cost for all attendees (estimate)

Registration Fee *** 0.00

Meals included? Yes No

B L D

Lodging 0.00

Transportation 0.00

Meals 0.00

Other 0.00

TOTAL \$ 0.00

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