



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 8.1i

Meeting Date: May 1, 2025

Subject: Approve Miwok Middle field trip to Europe (Bruges, Amsterdam & Paris)
June 14-22, 2025

- ☐ 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 Miwok Middle field trip to Europe June 14-22, 2025

Background/Rationale: On June 14, eight students and three teachers will travel via commercial airline to Amsterdam to begin ELA History tour.

Financial Considerations: There is no cost to the district. Expenses will be paid by parents.

LCAP Goal(s): College preparedness, increasing communication and critical thinking skills.

Documents Attached:

1. Out-of-state field trip documents

Estimated Time of Presentation: N/A

Submitted by: Mary Hardin Young, Deputy Superintendent
Jerad Hyden, Assistant Superintendent

Approved by: Lisa Allen, 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 Miwok Middle School Date 3 / 24 / 25
 Teacher's Name Kim Eselekhomhen Room # 105 Telephone # 916-335-2376
 Fax # _____

Field Trip Destination Europe: Explorica Tours to Bruges, Amsterdam, Paris

☐ 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 Explorica Tours

Educational nature of field trip/excursion "Close" Activity, Mona Lisa Vanishes + Diary of Anne Frank reading + history Connection (Revolutionary War)

Depart Date 06/14/25 Time 6 am/pm Return Date 6/22/25 Time 12 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: Explorica Tours

Funding Source Students Financial Assistance Available? ☒ Yes ☐ No

Number of students participating: 8

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

		DRIVER				DRIVER	
1)	<u>Kim Eselekhomhen</u>	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no	2)	<u>Brooke Sasser</u>	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no
3)	<u>Sunny Eselekhomhen</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>SAME AS Above</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 3/27/25

Risk Management Approval (Unusual Activities) [Signature] Date 4/2/25

Instructional Assistant Superintendent Approval [Signature] Date 4/1/25

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: (walking, 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 Miwok Middle School Date 12 / 12 / 24
Teacher's Name Kim Eselek homhon Room # 105 Telephone # 916 335-2386
Field Trip Destination EUROPE: PARIS BRUGES AMSTERDAM
Reason for travel ELA / HISTORY

Students read the novel: Anna Lisa Vanishes in ELA,
and studied how the French king, ^{and government} influenced
Thomas Jefferson + "founding Fathers" and Early Colonial Life


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:

 3 / 27 / 25
Principal Date

 4 / 2 / 25
Risk Management Dept. Date

 4 / 1 / 25
Segment Administrator Date

 4 / 11 / 25
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

Minsk Middle School

Date

Date(s) of Event

June 14-22 2005

Location

Brux, Amsterdam, Paris

Event Title (attach brochure)

Explorica travels Tour to Europe

Purpose:

"Close" activity for reading novels in Language Arts + History

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

How does this travel align with the District's strategic plan?

Culminating project for Adv. ELA student novel study + history

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)

Kim Esekikhonh	Teacher Minsk	No	N	
Sunny Esekikhonh	Teacher Minsk	No	N	
Brooke Sassen	TRANSPORTATION	No	N	
		No		
		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

3/27/25

Date

Cabinet Level or Designee Signature

4/8/25

Date

Chief Business Officer Signature

04/10/25

Date

Superintendent or Designee Signature

4/11/25

Date

District cost for all attendees (estimate)

Registration Fee ***

Meals included? ☐

B ☒

L ☐

D ☒

Lodging

Transportation

Meals

Other

TOTAL

☐ Categorical

Budget Code(s):

paid for by students

☐ 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