



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 11.1e

**Meeting Date:** May 3, 2012

**Subject:** Sutter Middle School Field Trip to Boston, Massachusetts May 13 to 18, 2012

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- Conference/Action
- Action
- Public Hearing

**Division:** Accountability Office

**Recommendation:** Approve Sutter Middle School Field Trip to Boston, Massachusetts May 13 to 18, 2012

**Background/Rationale:** May 13 to 18, 2012 a group of 75 Sutter Middle School students in Mrs. Cooperman's and Ms. Miller's Language Arts and U.S. History Core classes chaperoned by 8 staff and parents will travel via United Airlines to visit Boston, Massachusetts. Included in the trip will be visits to historical sites like the Freedom Trail, Paul Revere's house, the Old North Church, Lexington and Concord, and the Boston Common. This trip highlights what the students are learning in 8<sup>th</sup> grade. Their educational experience will help them gain a more realistic view of where some of the "making of America" took place.

A local Boston bus company, Wilson is contracted with the travel agency, USA Student Travel, and will be providing the ground transportation on two busses. Students will be paired for all activities with chaperones in a 10:1 ratio. All parties will depart from the San Francisco International Airport May 13, 2012 and return to Sacramento International Airport May 18<sup>th</sup>. A chartered bus will transport students and chaperones from Sutter Middle School to San Francisco International Airport on May 13<sup>th</sup>. Parents are responsible for transporting their child to Sutter and from the Sacramento International Airport. Emergency information will accompany the students on the trip.

**Financial Considerations:** No cost to the district. Expenses paid through parent contribution and fundraising.

**Documents Attached:** Out of State Field Trip Documents

**Estimated Time of Presentation:** N/A

**Submitted by:** Sara Noguchi, Area Assistant Superintendent

**Approved by:** Mary Shelton, Chief Accountability Officer

**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 April 9, 2012

Teacher's Name Jody Cooperman/Katie Miller Room # 301/111 Telephone # 9162644150  
Fax # \_\_\_\_\_

Field Trip Destination Boston, Massachusetts

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

Out-of-State/Country  Involving Swimming or Wading  Unusual Activities  
Route United Airlines from SFO to Boston and from Boston to Sacramento International Airport

Educational nature of field trip/excursion We will be culminating our study of the making of America by visiting  
where it all happened including Bunker Hill.

Depart Date 5/13/12 Time 6 p.m. am/pm Return Date 5/18/12 Time 11 p.m. 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 Student funded Financial Assistance Available?  yes  no

Number of students participating: 75

Adult Supervisors/ Drivers: DRIVER DRIVER  
1) Pia Wong  yes  no 2) Dominique Ritley  yes  no  
3) Lauri Schwein  yes  no 4) Dan Axtell  yes  no

Teachers and Staff Attending:  
1) Jody Cooperman  yes  no 2) Katie Miller  yes  no  
3) Kathy Reeve  yes  no 4) Gary Faeth  yes  no

Principal Approval *Danni Red* Date 04-10-12

Risk Management Approval (Unusual Activities) *Michelle* Date 4/12/12

Segment Administrator Approval *Gary Cooperman* Date 4/12/12

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*

## TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

<b>Request to Attend:</b> <input type="checkbox"/> Conference/Workshop <input type="checkbox"/> Business Meeting	<b>Purpose for Attending:</b> <input type="checkbox"/> Professional Development <input type="checkbox"/> Continued Education Credits Earned	<b>Instructions:</b> 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 9, 2012

Date(s) of Event: May 13 - May 18 Location: Boston, Massachusetts

Event Title (attach brochure): 8th grade field trip to Boston, Massachusetts

Purpose\*: We will be culminating our study of U.S. history and the reading of The Crucible by going to where it all happened. Students will have the opportunity to walk on the grounds where the Boston Massacre occurred, climb the Bunker Hill Monument, and walk on the deck of the U.S.S. Constitution. We will also visit Salem, Massachusetts where the Salem Witch Trials occurred in 1692.  
 \*(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)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
Jody Cooperman	Core Teacher	No	5	<i>Teachers use Personal days - No budget code needed</i>
Katie Miller	Core Teacher	Yes	5	
Kathy Reeve	Math Teacher	Yes	5	
Gary Faeth	P.E. Teacher	Yes	5	
		No		

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

<b>Approvals:</b> <div style="margin-bottom: 10px;">                       Principal/Department Head Signature &amp; Print Name _____ Date: <u>04-10-12</u> </div> <div style="margin-bottom: 10px;">                       Cabinet Level or Designee Signature _____ Date: <u>4-12-12</u> </div> <div style="margin-bottom: 10px;">                       Chief Business Officer Signature _____ Date: <u>4/19/12</u> </div> <div style="margin-bottom: 10px;">                       Superintendent or Designee Signature _____ Date: <u>4/18/12</u> </div>	District cost for all attendees (estimate) Registration Fee *** <span style="float: right;">0.00</span> Meals included? <input checked="" type="checkbox"/> Yes B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging _____ Transportation _____ Meals _____ Other _____ <b>TOTAL \$ 0.00</b>
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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 ****	_____

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

School Name Sutter Middle School Date March 29, 2012  
Teacher's Name J. Cooperman/Katie Miller Room # 301/111 Telephone # 916-264-4150

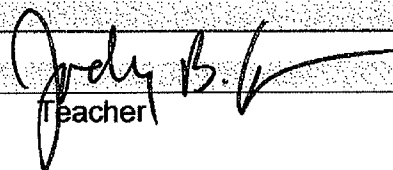
Field Trip Destination Boston, Massachusetts

Reason for travel As part of the 8th grade curriculum, we have been studying the making of America. Much of our early history is in Boston, Massachusetts. On top of that, we have also read The Crucible which took place in Salem, MA. We want to add some hands-on experience to our curriculum.


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 for review before signing. Risk management approval required.


Swimming at the hotel


Attach a detailed itinerary for each day: Itinerary Attached


Signed   
Teacher

**Approvals:**

 03-29-12  
Principal Date

 4/12/12  
Risk Management Dept. Date

 4-12-12  
Segment Administrator Date

 4/18/12  
Superintendent Date

Board Approval Date