



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 11.1j

Meeting Date: May 17, 2012

Subject: Sutter Middle School Field Trip to Washington, D.C. June 15 – 19, 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 Washington, D.C. June 15-19, 2012

Background/Rationale: June 15-19, 2012 a group of Sutter Middle School students in Mr. and Mrs. Baradat's U.S. History classes will travel via United Airlines to Washington, D.C. The students will experience American history at our Nation's Capital. Students will be touring our National Museums and Monuments, experiencing in person the documents and artifacts that make up our country's heritage. Students will also be visiting George Washington's home at Mt. Vernon and Arlington National Cemetery. This educational experience will help our students gain a more realistic view of where some of the "making of America" took place.

A chartered bus will provide the transportation for the 51 students and 5 teacher chaperones while in Washington, D.C. the students will be accompanied by chaperones to all locations. Students will meet the teachers at Sacramento International Airport on the morning of June 15th and we will return on the night of June 19th to the Sacramento Airport where parents will be responsible for pickup of their student. Parents are responsible for transporting their child to and from the Sacramento International Airport. Emergency information will accompany the airplane and busses. The students and chaperones will stay at the Sheraton-National Hotel in Arlington, VA.

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 26, 2012

Teacher's Name Michael and Nicole Baradat Room # 205 Telephone # 264-4150
Fax # _____

Field Trip Destination Washington, D.C.

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

Out-of-State/Country Involving Swimming or Wading Unusual Activities
Route Air Travel from Sacramento to Washington, D.C. via United Airlines

Educational nature of field trip/excursion Experience the National Capitol, its artifacts, and historic sites.
Culmination of eighth grade curriculum.

Depart Date 06/15/12 Time 6:00 am am/pm Return Date 06/19/12 Time 11:00 pm 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: 51

Adult Supervisors/ Drivers: DRIVER DRIVER
1) Michael Baradat yes no 2) Nicole Baradat yes no
3) Mark Henrickson yes no 4) Elizabeth Henrickson yes no

Teachers and Staff Attending:
1) Kathy Reeve yes no 2) _____ yes no
3) _____ yes no 4) _____ yes no

Principal Approval [Signature] Date 04-22-12

Risk Management Approval (Unusual Activities) [Signature] Date 05-08-12

Segment Administrator Approval [Signature] Date 4-5-1-12

- 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

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

School Name Sutter Middle School Date 04/26/2012
 Teacher's Name Michael Baradat Room # 205 Telephone # 264-4150

Field Trip Destination Washington, D.C.

Reason for travel Students will experience our Nation's heritage and history by
visiting our national monuments, historic sites, and museums. Culminating
event of eighth grade 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.

Attach a detailed itinerary for each day: _____

Signed _____
 Teacher

Approvals:

David R... 04-27-12
 Principal Date

[Signature] 5-8-12
 Risk Management Dept. Date

[Signature] 5-1-12
 Segment Administrator Date

[Signature] 5/9/12
 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 26, 2012

Date(s) of Event June 15-19, 2012 Location Washington, D.C.

Event Title (attach brochure) Field Trip for Eighth Grade History

Purpose* To experience the Nation's Capitol—Museums, Archives, Monuments, and Historic Sites. Students will experience our Nation's heritage through their experience in Washington, D.C.

*(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)
<u>Michael Baradat</u>	<u>teacher</u>	<u>No</u>	<u> </u>	<u> </u>
		<u>No</u>	<u> </u>	<u> </u>
		<u>No</u>	<u> </u>	<u> </u>
		<u>No</u>	<u> </u>	<u> </u>
		<u>No</u>	<u> </u>	<u> </u>

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

Approvals: <div style="margin-bottom: 10px;"> Principal/Department Head Signature & Print Name _____ Date <u>04-27-12</u> </div> <div style="margin-bottom: 10px;"> Cabinet Level or Designee Signature _____ Date <u>5-1-12</u> </div> <div style="margin-bottom: 10px;"> Chief Business Officer Signature _____ Date <u>5/7/12</u> </div> <div style="margin-bottom: 10px;"> Superintendent or Designee Signature _____ Date <u>5/8/12</u> </div>	District cost for all attendees (estimate) Registration Fee *** <u>0.00</u> Meals included? <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D Lodging <u>0.00</u> Transportation <u>0.00</u> Meals <u>0.00</u> none Other <u>0.00</u> TOTAL <u>\$ 0.00</u>
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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 **** _____	_____