



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 9.1g

Meeting Date:

Subject: Sutter Middle School Field Trip to Washington, D.C. April 15, 2011 to April 19, 2011

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

Learning Support Unit/Department: Accountability Office, Central – Area 2 Schools

Recommendation: Approve Sutter Middle School field trip to Washington D. C. April 15 to 19, 2011

Background/Rationale: From April 15 – 19, 2011, a group of students from Sutter Middle School 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 Capitol. 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 48 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 April 15th and will return on the night of April 19th to the Sacramento Airport where parents will be responsible for picking up their children. Emergency information will accompany the students on the airplane and busses. The students and chaperones will stay at the Courtyard by Marriot Hotel in Springfield, Virginia.

Financial Considerations: The cost to the students is \$1,775 which includes boarding for five nights, all entry fees to historical sites, a ticket to an evening event such as a play or baseball game, and a dinner cruise

Documents Attached:

Field Trip Request Form
Out-of-State Travel Request
Travel Request

Estimated Time of Presentation: NA

Submitted by: Mary Hardin Young, Area Assistant Superintendent

Approved by: Mary C. 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 February 24, 2011

Teacher's Name Michael J. 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 Sacramento to Washington, D.C. via Delta Airlines

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

Depart Date 4/15/2011 Time 6:00 a.m. am/pm Return Date 4/19/2011 Time 9:00 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 private funds Financial Assistance Available? yes no

Number of students participating: 48

Adult Supervisors/ Drivers:	DRIVER		DRIVER
1) <u>Michael Baradat</u>	<input type="checkbox"/> yes <input type="checkbox"/> no	2) <u>Claire Norris</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
3) <u>Nicole Baradat</u>	<input type="checkbox"/> yes <input type="checkbox"/> no	4) <u>Pamela Grady</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no

Teachers and Staff Attending:

1) <u>Steven Grady</u>	<input type="checkbox"/> yes <input checked="" 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 Erik Auman Date 2/24/11

Risk Management Approval (Unusual Activities) mel Date 3/9/11

Segment Administrator Approval M. M. Mung Date 3/4/11

- Distribution:** Refer to Field Trip Information Form RSK 106F for the forms and distribution required for each trip:
- Local Trip:** (50 mile radius) - Submit to Principal for approval. Maintain all documents at site.
 - Out-Of-Town:** (beyond 50 mile radius) - Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
 - Overnight Trip:** Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
 - Trip Involving Swimming or Wading:** Submit to Principal for approval then forward to Segment Administrator 10 days 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 Segment Administrator and Risk Management 6 weeks prior to trip. **Must purchase Special Event Liability Insurance.**
 - 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 02/22/2011

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.

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: attached

Signed *Michael Baradat*
 Teacher

Approvals:

Erik Sumner 2/24/11
 Principal Date

[Signature] 3/9/11
 Risk Management Dept. Date

[Signature] 3/9/11
 Segment Administrator Date

 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 03/04/2011

Date(s) of Event April 15-19, 2011 Location Washington, D.C.

Event Title (attach brochure) Washington, D.C. Field Trip

Purpose* Enhance the eighth grade curriculum by visiting our Nation's Capitol. Experience our shared history by visiting national monuments, museums, and historic sites in the District and Northern Virginia.

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

What Board goal/priority does this travel support? _____

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)
Michael Baradat	teacher	No	<input type="checkbox"/>	
Nicole Baradat	teacher	No	<input type="checkbox"/>	
Claire Norris	teacher	No	<input type="checkbox"/>	
		No	<input type="checkbox"/>	

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

Approvals: <u>G. B. [Signature]</u> <u>3/4/11</u> Principal/Department Head Date <u>M. [Signature]</u> <u>3/4/11</u> Associate Superintendent/Assistant Superintendent Date <u>P. [Signature]</u> <u>3/8/11</u> Deputy Superintendent/CFO (Finance) Date Superintendent or Designee _____ Date _____	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 <input type="checkbox"/> Lodging <u>0.00</u> Transportation <u>0.00</u> Meals <u>0.00</u> Other <u>0.00</u> TOTAL \$ 0.00
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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 ****	_____