



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1d

Meeting Date: June 16, 2016

Subject: Approve Sutter Middle School Field Trip to Washington, D.C.
June 18 - 23, 2016

- 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.
June 18-23, 2016

Background/Rationale: June 18-23, 2016, a group of 47 students, two teachers, and four chaperones from Sutter Middle School will travel via airplane to Philadelphia, Gettysburg, and Washington, D.C. to study various historical sites, museums, monuments, and the nation’s capital, as they pertain to the growth and development of our country. The students will be dropped off at Sacramento International Airport by their parents at the beginning of the trip, picked up by their parents at Sacramento International Airport at the conclusion of the trip.

Financial Considerations: No cost to the district. Expenses paid through parent contribution. Associated Student Body funds were made available for students in need.

LCAP Goal(s): College and Career Ready Students

Documents Attached:

1. Out of State Field Trip Documents

Estimated Time of Presentation:

Submitted by: Lisa Allen, Interim Deputy Superintendent
 Olga Simms, Area Assistant Superintendent
Approved by: José Banda, Superintendent

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 June 2, 2016

Teacher's Name Michael Baradat Room # 205 Telephone # 264.4150
 Fax # _____

Field Trip Destination Washington, D.C., Gettysburg, Philadelphia

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

Out-of-State/Country Involving Swimming or Wading Unusual Activities

Route Commercial Airline from Sacramento to Washington, D.C. return via Philadelphia

Educational nature of field trip/excursion Experience historic sites, monuments, and museums of the Capitol and East Coast as a culmination of eighth grade.

Depart Date 06.18.16 Time 6:00 am am/pm Return Date 06.23.16 Time 11:00pm 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 Financial Assistance Available? yes no

Number of students participating: 47

Adult Supervisors/ Drivers:	DRIVER	DRIVER
1) <u>Veronica Moser</u>	<input type="checkbox"/> yes <input type="checkbox"/> no	2) <u>Patricia Castleberry</u> <input type="checkbox"/> yes <input type="checkbox"/> no
3) <u>Soujada Chounlamontry</u>	<input type="checkbox"/> yes <input type="checkbox"/> no	4) _____ <input type="checkbox"/> yes <input type="checkbox"/> no

Teachers and Staff Attending:

1) <u>Michael Baradat</u>	<input type="checkbox"/> yes <input type="checkbox"/> no	2) <u>David Becker</u>	<input type="checkbox"/> yes <input type="checkbox"/> no
3) <u>Braunwyn Juhlin</u>	<input type="checkbox"/> yes <input type="checkbox"/> no	4) _____	<input type="checkbox"/> yes <input type="checkbox"/> no

Principal Approval *Adh* Date _____
 Risk Management Approval (Unusual Activities) *Michael Baradat* Date 6/2/16
 Segment Administrator Approval *Alpa Jimms* Date 6/2/16

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 May 15, 2016
 Teacher's Name Michael Baradat Room # 205 Telephone # 264.4150

Field Trip Destination Washington, D.C., Gettysburg, Philadelphia


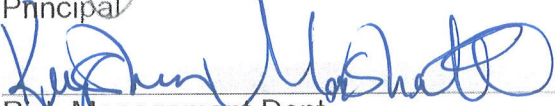

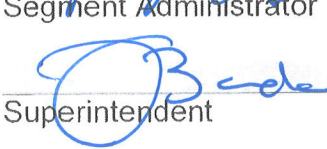
Reason for travel Stuents will experience our Nation's battlefields, monuments, and museums in our nation's
capital and other locations where history happened. This is a culminating event for the eighth grade history
curriculum.

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:

	<u>5/15/16</u>
Principal	Date
	<u>6/2/16</u>
Risk Management Dept.	Date
	<u>6/2/16</u>
Segment Administrator	Date
	<u>6/3/16</u>
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 May 15, 2016

Date(s) of Event June 18-23, 2016 Location Washington, D.C., Philadelphia, Gettysburg

Event Title (attach brochure) Field Trip Eighth Grade

Purpose* To experience the history, monuments, and museums of our country. Students will relate to eighth grade history curriculum.
 *(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)
Michael Baradat		No		
David Becker		No		
Braunwyn Juhlin		No		

Additional Attendees Attached

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

Approvals:

Cristin Tahara-Martin 5/15/16
 Principal/Department Head Signature & Print Name Date

Alvin J. Jimenez 6/2/16
 Cabinet Level or Designee Signature Date

[Signature] 6/2/16
 Chief Business Officer Signature Date

[Signature] 6/2/16
 Superintendent or Designee Signature Date

District cost for all attendees (estimate)

Registration Fee *** 0.00

Meals included?

B L D

Lodging 0.00

Transportation 0.00

Meals 0.00

Other 0.00

TOTAL

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 ****	_____