



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 8.1c

Meeting Date: May 1, 2014

Subject: Sutter Middle School Field Trip to Boston, MA May 18 – 23, 2014

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

Division: Chief of Schools

Recommendation: Approve Sutter Middle School Field Trip to Boston, MA May 18-23, 2014

Background/Rationale: May 18 – 23, 2014 students from Sutter Middle School in Mrs. Cooperman's and Ms. Miller's Core will travel via commercial airline to Boston, MA to see the historical places where our country first began. Charter busses will provide ground transportation for 112 students and 12 adult chaperones from Sutter Middle School to San Francisco for United Airlines flight to Boston.

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: Lisa Allen, Chief of Schools

Mary Hardin Young, Area Assistant Superintendent

Approved by: Sara Noguchi, Ed. D., Interim Superintendent

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

School Name Sutter Middle School Date February 17, 2014
 Teacher's Name Jody Cooperman Room # 301 Telephone # 264-4150

Field Trip Destination Boston, Massachusetts

Reason for travel This is a U.S. history trip to culminate our study. We will visit many historical sites including the U.S.S. Constitution, Bunker Hill, Holocaust Memorial, Boston Massacre, Harvard University, and an old colonial village, Sturbridge Village.

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: USA Student Travel itinerary attached.

Signed _____
 Teacher

Approvals:

[Signature] 03-14-14
 Principal Date

[Signature] 3/26/14
 Risk Management Dept. Date

[Signature] 3/25/14
 Segment Administrator Date

[Signature] _____
 Superintendent Date

Board Approval Date _____

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 17, 2014

Teacher's Name Jody B. Cooperman/Katie Miller Room # 301/302 Telephone # 264-4150
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 We will take a chartered bus to S.F. then a plane to Boston, Massachusetts

Educational nature of field trip/excursion This will be a culmination trip of our U.S. history study, as well as our study on the Holocaust.

Depart Date 5/18/14 Time 6:00 am/pm Return Date 5/23/14 Time 11:00 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 Parent funded Financial Assistance Available? yes no

Number of students participating: 112

Adult Supervisors/ Drivers: DRIVER DRIVER
1) Doug Hamilton yes no 2) Brian Schlaak yes no
3) Pat Kuske yes no 4) Dominique Ritley yes no

Teachers and Staff Attending:
1) Katie Miller yes no 2) Jody Cooperman yes no
3) Darcy Pacheco yes no 4) Betsy Ronsheimer yes no

Principal Approval [Signature] Date 03-14-14

Risk Management Approval (Unusual Activities) [Signature] Date 03/20/14

Segment Administrator Approval [Signature] Date 3/25/14

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

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 # _____ |
|--|---|--|

School/Department Sutter Middle School Date February 17, 2014

Date(s) of Event May 18-23, 2014 Location Boston, Massachusetts

Event Title (attach brochure) Field trip to Boston, Massachusetts

Purpose* This is a trip to culminate our U.S. history study. We will visit several historical sites including the Boston Massacre, Harvard University, Gloucester, U.S.S. Constitution, Old Sturbridge Village, Bunker Hill, and the Boston Common.

*(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 B. Cooperman | 8th grade Core Teacher | No | | |
| Katie Miller | 8th grade Core Teacher | No | | |
| | | No | | |
| | | No | | |
| | | No | | |

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

Approvals:

[Signature] 03-14-14
 Principal/Department Head Signature & Print Name Date

[Signature] 3/25/14
 Cabinet Level or Designee Signature Date

[Signature] 3/28/14
 Chief Business Officer Signature Date

[Signature] 4-1-14
 Superintendent or Designee Signature Date

District cost for all attendees (estimate)

Registration Fee ***

Meals included? B L D

Lodging _____

Transportation _____

Meals _____

Other _____

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 **** | _____ |