SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

Agenda Item# 8.1f

Meeting Date: March 5, 2026

Subject: Approve Miwok Middle field trip to Washington, DC March 26-31, 2026

- ☐ 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 Miwok Middle field trip to Washington, DC March 26-31, 2026

Background/Rationale: On March 26, 70 students, 4 staff, and 4 chaperones will travel via commercial airline to Washington, DC to gain knowledge about US Government and history.

Financial Considerations: There is no cost to the district. Expenses will be paid by parents and guardians.

LCAP Goal(s): College preparedness, increasing communication and critical thinking skills.

Documents Attached:
1. Out-of-state field trip documents

Estimated Time of Presentation: N/A
Submitted by: Mary Hardin Young, Deputy Superintendent
Jerad Hyden, Assistant Superintendent
Approved by: Cancy McArn, Interim Superintendent

Sacramento City Unified School District

FIELD TRIP REQUEST FORM

(USE A SEPARATE FORM FOR EACH TRIP)

Parent Permission Form is required for each student. See below reference distribution section for details concerning each type of trip.

School Name Miwok Middle School Date 01 / 08 / 2026

Teacher's Name Chris Gomez Room # 115 Telephone # 916-395-5370 Fax # _____

Field Trip Destination Washington DC/ Virginia

☐ Walking ☐ Local-50 mile radius ☐ Out-of-Town (Beyond 50 mile radius) ☐ Overnight ☒ Out-of-State/Country
☐ Involving Swimming or Wading ☐ Unusual Activities

Route (must provide written directions our map) Airline

Educational nature of field trip/excursion US History/Government

Depart Date 03/26/2026 Time 09:55 am/pm Return Date 03/31/2026 Time 09:20 am/pm

TRANSPORTATION will be provided by: ☐ Walking ☐ School Bus - contact Transportation Field Trip Office ☐ Train
☐ Charter Bus Company (District Approved): ☐ Yes ☐ No (Check with Field Trip Office) ☐ Public Transportation
☐ Private Vehicle/Parent Driver/Faculty Driver - Complete Volunteer Personal Automobile Use Form for each vehicle and driver.
☒ Commercial Airline ☐ Other: _____

Number of students participating: 70 Funding Source Self-Pay Financial Assistance Available? ☒ Yes ☐ No

Adult Chaperones: (Use a separate sheet if necessary) (All clearances must be met prior to Field Trip Approval)

	DRIVER					
1) Christopher Wood	☐ yes	☒ no	☐ Driver	☒ Fingerprint	☒ Mandated Reporter Training	☒ TB
2) Ryan Tash	☐ yes	☒ no	☐ Driver	☒ Fingerprint	☒ Mandated Reporter Training	☒ TB
3) Sarah Magana	☐ yes	☒ no	☐ Driver	☒ Fingerprint	☒ Mandated Reporter Training	☒ TB
4) Eric Davis	☐ yes	☒ no	☐ Driver	☒ Fingerprint	☒ Mandated Reporter Training	☒ TB
5)	☐ yes	☐ no	☐ Driver	☐ Fingerprint	☐ Mandated Reporter Training	☐ TB
6)	☐ yes	☐ no	☐ Driver	☐ Fingerprint	☐ Mandated Reporter Training	☐ TB
7)	☐ yes	☐ no	☐ Driver	☐ Fingerprint	☐ Mandated Reporter Training	☐ TB
8)	☐ yes	☐ no	☐ Driver	☐ Fingerprint	☐ Mandated Reporter Training	☐ TB

Teachers and Staff Attending (Use a separate sheet if necessary)

	DRIVER			DRIVER	
1) Chris Gomez	☐ yes	☒ no	2) Aaron Fajardo	☐ yes	☒ no
3) Michelle Payne	☐ yes	☒ no	4) Jessica Kunisaki	☐ yes	☒ no
5)	☐ yes	☐ no	6)	☐ yes	☐ no

Principal Approval _____ Date 1/9/26

Segment IAS/Department Head Approval _____ Date 1/9/26

Risk Management Approval (if applicable) _____ Date 2/3/26

Distribution: Refer to the Field Trip Information Form RSK 106F for the forms and distribution required for each trip. All field trips require a completed packet. Maintain all documents at site:

1. **Local Trip**: (walking): Submit walking trips to Principal for approval two weeks prior to trip.
2. **Local Trip** (school bus/charter bus/RT/Amtrak): (50-mile radius) - Submit to Principal for approval two weeks prior to trip.
3. **Local Trip**: (50-mile radius: driver) – Submit driver led trips to Principal for approval 6 weeks prior to trip.
4. **Out-of-Town**: (beyond 50-mile radius) – Submit to Principal for approval then forward to Segment IAS/Department Head for approval 6 weeks prior to trip.
5. **Overnight Trip**: Submit to Principal for approval then forward to Segment IAS/Department Head for approval 6 weeks prior to trip.
6. **Trip Involving Swimming or Wading**: Submit to Principal for approval then forward to Segment IAS/Department Head for approval 6 weeks prior to trip.
7. **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 IAS/Department Head/Risk Management for approval 6 weeks prior to trip. This may require **Special Event Liability Insurance**.
8. **Out-of-State/Country**: Submit to Principal for approval then forward to Segment IAS/Department Head for approval 6 weeks prior to trip. Must have Superintendent, Board of Education and Risk Management approval prior to trip. Segment IAS office will place field trip item on Board Agenda for final approval.
9. **Approved forms will be returned by Segment IAS/Department Head's Office. Maintain a copy of all forms at site for 2 years.**
10. **Venue/Destination: Must comply with SCUSD COVID19 mitigation guidelines for all trips outside of district facilities.**

Reviewed by Site Office Manager: _____ (Initials)

Sacramento City Unified School District

OUT-OF-STATE OR OUT-OF-COUNTRY TRAVEL REQUEST

School Name Miwok Middle School Date 01 / 08 / 26

Teacher's Name Chris Gomez Room # 115 Telephone # 916-743-9977

Field Trip Destination Washington DC

Reason for travel US History field trip touring major historical and memorial sites including: Jamestown, Colonial Williamsburg, Monticello, Mount Vernon, Gettysburg U.S. Captial, Smithsonian, Holocaust Museum, Museum of African American History, Lincoln Memorial, White House, Vietnam Memorial, 9/11 memorial, and Ford's Theater.

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 to Risk Management for review before signing. Attach a detailed itinerary for each day

Signed _____
Teacher

Approvals:

_____ 1/9/26
Principal Date

_____ 2/3/26
Risk Management Dept. Date

_____ 1/9/26
Segment Administrator Date

_____ 2/6/26
Superintendent Date

___/___/___
Board Approval Date

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Request to Attend:
☐ Conference/Workshop
☐ Business Meeting

Purpose for Attending:
☐ Professional Development
☐ 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: Miwok Middle — Date: 1/8/2026

Date(s) of Event: 3/26/26 - 3/31/26 — Location: Washington DC. / Virginia

Event Title (attach brochure): Washington DC Trip

Purpose*: US History field trip touring major historical and memorial sites.

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

How does this travel align with the District's strategic plan? Provides opportunity for students to be responsible, and productive citizens in a competitive world while fostering students to be lifelong learners.

How will this activity/event be used and shared? Students attend.

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
Chris Gomez	Teacher	No		
AJ Fajardo	Teacher	No		
Jessica Kunisaki	Staff	No		
Michelle Payne	Staff	No		
		No		

☐ Additional Attendees Attached

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

Approvals:

CRISTIN TAHARA — Principal/Department Head Signature & Print Name — Date: 1/9/26

Cabinet Level or Designee Signature — Date: 2/5/26

Chief Business Officer Signature — Date: 2/5/26

Superintendent or Designee Signature — Date: 2/6/26

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	0.00

☐ Categorical
☐ General Fund/Unrestricted

Budget Code(s): NO cost to district — $ 0

$ 0

***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 ****		

**** If airfare or car rental is requested, send a copy of this form to Purchasing, Box 830

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