



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 8.1d

Meeting Date: May 1, 2014

Subject: Albert Einstein Middle School Field Trip to Ashland, Oregon May 30 to June 1, 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 Albert Einstein Middle School Field Trip to Ashland, Oregon May 30 to June 1, 2014

Background/Rationale: May 30 to June 1, 2014 31 students, and 5 adult chaperones will be transported from Albert Einstein to Ashland, Oregon via Amador Stage Lines charter bus. Students will attend two plays at the Shakespeare Festival and learn about theater. Students will be accompanied at all times by adult chaperones.

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 Albert Einstein Middle School Date 3/14/14

Teacher's Name Marie Rodriguez Room # 18 Telephone # 225-5800

Field Trip Destination Ashland, Oregon

Reason for travel Students will attend two plays, learn more about theater and Shakespeare

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 *Marie Rodriguez*
 Teacher

Approvals:

<u><i>[Signature]</i></u>	
Principal	Date
<u><i>[Signature]</i></u>	<u>3/20/14</u>
Risk Management Dept.	Date
<u><i>[Signature]</i></u>	<u>3/25/14</u>
Segment Administrator	Date
<u><i>[Signature]</i></u>	
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 Albert Einstein Date March 14, 2014

Teacher's Name Marie Rodriguez Room # 18 Telephone # 595-4854
Fax # 228-5813

Field Trip Destination Ashland, Oregon - Southern Oregon University

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

Route Interstate 5

Educational nature of field trip/excursion Students will be attending two plays and staying in college dorms

Depart Date May 30 Time 7:15 am am/pm Return Date June 1st Time 2pm 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: Bus

Funding Source Students Financial Assistance Available? yes no

Number of students participating: ~~46 Max~~ 31

- Adult Supervisors/ Drivers: DRIVER DRIVER
1) Chartered Bus Driver yes no 2) _____ yes no
3) _____ yes no 4) Scott Combrink yes no

- Teachers and Staff Attending:
1) Marie Rodriguez yes no 2) Anna Ruggiero yes no
3) Gary Kretzschmar yes no 4) Gio Boone yes no

Principal Approval [Signature] Date 3/14/14

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:
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

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Request to Attend: <input checked="" type="checkbox"/> Conference/Workshop <input type="checkbox"/> Business Meeting	Purpose for Attending: <input checked="" 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 # <u>N/A</u>
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School/Department ALBER EINSTEIN MIDDLE SCHOOL Date 3/20/2014

Date(s) of Event 5/30/2014- 6/1/2014 Location SOUTHERN OREGON UNIVERSITY, ASHLAND, OREGON

Event Title (attach brochure) OREGON SHAKESPEARE FESTIVAL

Purpose* TO EXPERIENCE LIVE PRODUCTIONS OF SHAKESPEARE'S PLAYS STUDENTS HAVE STUDIED THROUGHTOUT THE SCHOOL YEAR WHILE ON A COLLEGE CAMPUS WITH EXPOSURE TO COLLEGE LIFE.

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

How does this travel align with the District's strategic plan? PILLAR I COLLEGE AND CAREER READY STUDENTS

How will this activity/event be used and shared? THROUGH DIRECT PRESENTATION

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
MARIE RODRIGUEZ	TEACHER	Yes	1	01-7090-0-1102-10-1110-2140-141-0410-000
GARY KRETZSCHMAR	TEACHER	Yes	1	01-7090-0-1102-10-1110-2140-141-0410-000
GIOVANNI BOONE	TEACHER	Yes	1	01-7090-0-1102-10-1110-2140-141-0410-000
SCOTT COMBRINK	TEACHER	Yes	1	01-7090-0-1102-10-1110-2140-141-0410-000
ANNA RUGGIERO	TEACHER	Yes	1	01-7090-0-1102-10-1110-2140-141-0410-000

**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 <u>3/20/14</u> Date </div> <div style="margin-bottom: 10px;"> Cabinet Level or Designee Signature <u>3/25/14</u> Date </div> <div style="margin-bottom: 10px;"> Chief Business Officer Signature <u>3/28/14</u> Date </div> <div style="margin-bottom: 10px;"> Superintendent or Designee Signature <u>4-1-14</u> Date </div>	District cost for all attendees (estimate) Registration Fee *** 0.00 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 **** _____	_____