



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 11.1c

Meeting Date: February 2, 2012

Subject: Albert Einstein Field Trip to Washington D.C. and Williamsburg, VA

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

Division: Accountability Office

Recommendation: Approve Albert Einstein Field Trip to Washington D.C. and Williamsburg, VA March 29, 2012 to April 2, 2012.

Background/Rationale: Nine 8th grade students from Albert Einstein Middle School will be accompanied by ELA/Art teacher Mrs. Rodriguez and parents Mr. and Mrs. Bortolazzo on a trip to Washington D.C. and Williamsburg, VA. The trip begins Thursday, March 29th and ends Monday, April 2, 2012. The trip is arranged through World Stride for flights and motor coach ground transportation as well as hotel arrangements. Students will learn and explore historical points of interest in Washington D.C. area including museums and memorials on guided tours with World Strides. Parents are responsible for transporting their student to and from the Sacramento International airport.

Financial Considerations: None. Trip paid for by student fundraising.

Documents Attached: Field Trip Documents

Estimated Time of Presentation: N/A

Submitted by: Mary Hardin Young, Area Assistant Superintendent

Approved by: Mary Shelton, Chief Accountability Officer

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

School Name Albert Einstein Middle School Date January 17, 2012
 Teacher's Name Marie Rodriguez Room # 15 Telephone # 228-5800

Field Trip Destination Washington DC & Williamsburg, VA

Reason for travel Students will learn and explore historical points of interest
in the Washington DC area including museums and memorials. The tours and
lodging are organized by World Strides.

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: See attached page

Signed Mrs. Marie Rodriguez
 Teacher

Approvals:

[Signature] 1/17/12
 Principal Date

[Signature] 1/20/12
 Risk Management Dept. Date

[Signature] 1/19/12
 Segment Administrator Date

[Signature] 1/24/12
 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 # <u>no expense</u>
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School/Department Albert Einstein Middle School Date Jan 17, 2012

Date(s) of Event 3/29/12-4/12/12 Location Washington DC

Event Title (attach brochure) World Strides- Washington DC and Williamsburg, VA

Purpose* Students will learn and explore historical points of interest in the Washington DC area including museums and memorials.

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

How does this travel align with the District's strategic plan? US History instruction and exploration.

How will this activity/event be used and shared? Students will be able to present and share their experience when returning to school.

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
<u>Marie Rodriguez</u>	<u>Teacher</u>	<u>Yes</u>	<u>2</u>	<u>01-3010-0-1102-10-1110-2140-141-0410-000</u>
		No		
		No		
		No		
		No		

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

Approvals:

[Signature] 1/18/12
 Principal/Department Head Signature & Print Name Date

[Signature] 1/19/12
 Cabinet Level or Designee Signature Date

[Signature] 1/23/12
 Chief Business Officer Signature Date

[Signature] 1/24/12
 Superintendent or Designee Signature Date

District cost for all attendees (estimate)

Registration Fee *** 0.00

Meals included? Yes

B L D

Lodging 0.00

Transportation 0.00

Meals 0.00

Other 0.00

TOTAL \$ 0.00

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	Complimentary Chaperone <u>0.00</u>
Hotel	trip provided by World <u>0.00</u>
Airfare ****	Strides <u>0.00</u>
Car Rental ****	N/A

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 Middle School Date January 17, 2012

Teacher's Name Marie Rodriguez Room # 15 Telephone # 228-5800
 Fax # 228-5813

Field Trip Destination Washington DC & Williamsburg, VA

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

Route Sacramento Airport

Educational nature of field trip/excursion Students will learn and explore historical points of interest in the Washington DC area including museums and memorials.

Depart Date 3/29 Time TBA am/pm Return Date 4/2 Time TBA 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 Student families & fundraising Financial Assistance Available? yes no

Number of students participating: 9

Adult Supervisors/ Drivers:	DRIVER		DRIVER
1) <u>Robert Frank Bortolazzo</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	2) _____	<input type="checkbox"/> yes <input type="checkbox"/> no
3) <u>Dawne Marie Bortolazzo</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	4) _____	<input type="checkbox"/> yes <input type="checkbox"/> no

Teachers and Staff Attending:

1) <u>Marie Rodriguez</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 *[Signature]* Date 1/17/12
 Risk Management Approval (Unusual Activities) *[Signature]* Date 1/20/12
 Segment Administrator Approval *[Signature]* Date 1/19/12

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