



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1d

Meeting Date: May 3, 2018

Subject: Approve Albert Einstein Middle School Field Trip to Ashland, Oregon
June 5-June 7, 2018

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

Division: Academic Office

Recommendation: Approve Albert Einstein Middle School Field Trip to Ashland, Oregon from June 5-June 7, 2018.

Background/Rationale: On June 5, 2018 a group of 36 students and four teacher chaperones from Albert Einstein Middle School will travel via charter bus to Ashland, Oregon to see plays at the Oregon Shakespeare Festival. This will allow students to experience acclaimed literature and a series of plays performed professionally.

Financial Considerations: No cost to the district.

LCAP Goal(s): College and Career Ready Students

Documents Attached:

1. Out of State Field Trip Documents

Estimated Time of Presentation: N/A

Submitted by: Iris Taylor, Chief Academic Officer
Chad Sweitzer, Instructional Assistant Superintendent

Approved by: Jorge A. Aguilar, 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 Albert Einstein Middle School Date March 16, 2018

Teacher's Name Marie Rodriguez Room # 18 Telephone # 916-595-4854

Fax # 916-228-5813

Field Trip Destination Ashland, Oregon

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 6/5/18 Time 7:15am am/pm Return Date 6/7/18 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: _____

Funding Source Students Financial Assistance Available? yes no

Number of students participating: 36

Adult Supervisors/ Drivers:	DRIVER	DRIVER
1) _____	<input checked="" type="checkbox"/> yes <input 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

Teachers and Staff Attending:

1) <u>Marie Rodriguez</u>	<input type="checkbox"/> yes <input type="checkbox"/> no	2) <u>Anna Ruggiero</u>	<input type="checkbox"/> yes <input type="checkbox"/> no
3) <u>Gary Kretzschmar</u>	<input type="checkbox"/> yes <input type="checkbox"/> no	4) <u>Mick Graham</u>	<input type="checkbox"/> yes <input type="checkbox"/> no

Principal Approval *Michael Holt* Date 4-4-18

Risk Management Approval (Unusual Activities) *[Signature]* Date 4/13/18

Segment Administrator Approval *[Signature]* Date 4-16-18

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 Albert Einstein Middle School Date 3/16/18

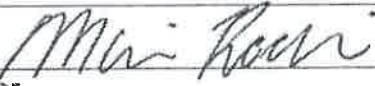
Teacher's Name Marie Rodriguez Room # 18 Telephone # 916-595-4854

Field Trip Destination Ashland, Oregon


Reason for travel Students will attend two plays and learn about theater, play production, 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:


Principal 4-4-18
Date


Risk Management Dept. 4/13/18
Date


Segment Administrator 4-16-18
Date


Superintendent 4/18/18
Date

Board Approval Date _____

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

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.

Request to Attend: <input checked="" type="checkbox"/> Conference/Workshop <input type="checkbox"/> Business Meeting	Purpose for Attending: <input type="checkbox"/> Professional Development <input type="checkbox"/> Continued Education Credits Earned	REQ # _____
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School/Department ALBERT EINSTEIN MIDDLE SCHOOL Date 04/04/2018

Date(s) of Event JUNE 5 - 7, 2018 Location SOUTHERN OREGON UNIVERSITY

Event Title (attach brochure) SHAKESPEARE FESTIVAL

Purpose* FIELD TRIP ---- SHAKESPEARE FESTIVAL, WORKSHOP, PLAY PRODUCTION - SCHOOL FIELD TRIP

*(what value does this activity give students, attendees, staff, department/site or community?)
 How does this travel align with the District's strategic plan? COLLEGE AND CAREER READY STUDENTS

How will this activity/event be used and shared? THEATRE, PLAY PRODUCTION AND SHAKESPEARE

Name of Attendee(s) <small>(attach sheet for additional attendees)</small>	Position	Substitute (Y/N)**	No. of Days Required	Budget Code <small>(for substitute)</small>
MARIE RODRIGUEZ	TEACHER	Yes	3	01-0000-0-1102-15-1110-1000-000-0410-000
ANNA RUGGIERO	TEACHER	Yes	3	01-0000-0-1102-15-1110-1000-000-0410-000
GARY KRETZSCHMAR	TEACHER	Yes	3	01-0000-0-1102-15-1110-1000-000-0410-000
MICHAEL (MICK) GRAHAM	TEACHER	Yes	3	01-0000-0-1102-15-1110-1000-000-0410-000
		No		

Additional Attendees Attached

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

Approval:	Date <u>4-4-18</u>
Principal/Department Head Signature & Print Name	Date <u>4-16-18</u>
Cabinet Level or Designee Signature	Date <u>4/17/18</u>
Chief Business Officer Signature	Date <u>4/18/18</u>
Superintendent or Designee Signature	Date

District cost for all attendees (estimate)

Registration Fee *** 0

Meals included? No Yes

B L D

Lodging _____

Transportation _____

Meals _____

Other _____

TOTAL 0

Categorical Budget Code(s): _____ \$ 0.00

General Fund/Unrestricted _____ \$ 0.00

***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 ****	_____