



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.1g

**Meeting Date:** February 20, 2020

**Subject:** Approve Albert Einstein Middle School Field Trip to Washington, D. C.  
from March 29 through April 2, 2020

- 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 School Field Trip to Washington, D. C.  
from March 29-April 2, 2020.

**Background/Rationale:** On March 29, 2020, a group of 12 students and two adult chaperones from Albert Einstein will travel via commercial airline to Washington DC, to study US history and receive curriculum enrichment.

**Financial Considerations:** No cost to the district.

**LCAP Goal(s):** College and Career Ready Students

**Documents Attached:**

1. Out of State Field Trip Documents

<p><b>Estimated Time of Presentation:</b> N/A</p> <p><b>Submitted by:</b> Christine Baeta, Chief Academic Officer Mary Hardin Young, Instructional Assistant Superintendent</p> <p><b>Approved by:</b> Jorge A. Aguilar, Superintendent</p>
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# TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

<b>Request to Attend:</b> <input checked="" type="checkbox"/> Conference/Workshop  <input type="checkbox"/> Business Meeting	<b>Purpose for Attending:</b> <input type="checkbox"/> Professional Development  <input type="checkbox"/> Continued Education Credits Earned	<b>Instructions:</b> This form must be completed and received in Accounts Payable at least <b>30 days</b> prior to the proposed trip- <b>60 days</b> if out-of-state.  REQ # _____
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School/Department Albert Einstein Middle School Date Jan 16, 2020

Date(s) of Event 3/29/20 to 4/2/20 Location Washington D.C.

Event Title (attach brochure) 8th Grade Washington DC Experience

Purpose\* 8th grade US History curriculum enrichment opportunity

\*(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? \_\_\_\_\_

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)* *	No. of Days Required	Budget Code (for substitute)
Thomas McKenna	Teacher	No		
Anna Ruggiero	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] [Signature] 1-17-20  
 Principal/Department Head Signature & Print Name Date

[Signature] 1/24/20  
 Cabinet Level or Designee Signature Date

[Signature] 1-28-20  
 Chief Business Officer Signature Date

[Signature] 1/29/20  
 Superintendent or Designee Signature Date

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 Budget Code(s): ZERO COSTS TO SCUSD - ZERO REIMB. \$ \_\_\_\_\_

General Fund/Unrestricted .TO BE SOUGHT BY PARTICIPANTS \$ \_\_\_\_\_

\*\*\*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 ****	_____

Sacramento City Unified School District  
**FIELD TRIP REQUEST FORM**  
 (USE A SEPARATE FORM FOR EACH TRIP)

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

School Name Albert Einstein Middle School Date March 29 – April 2, 2020  
 Teacher's Name Anna Ruggiero and Thomas McKenna Room #67 Telephone # 395-5310  
 Fax # \_\_\_\_\_

Field Trip Destination Washington DC

- Local-50 mile radius (bus/walking)  Local-50 mile radius (driver led trips)  Out-of-Town (Beyond 50 mile radius)  
(forward directly to Field Trip Office)
- Overnight  Out-of-State/Country  Involving Swimming or Wading  Unusual Activities

Route Sacramento International Airport to Baltimore International Airport

Educational nature of field trip/excursion 8th grade US History curriculum enrichment opportunity

Depart Date 03/29 / 2020 Time 5:30 am/pm Return Date 04 / 02 / 2020 Time 11:15 am/pm

- TRANSPORTATION will be provided by:  Walking  School Bus - contact Transportation Field Trip Office  
 Charter Bus Company (certified):  Yes  No - Check with Field Trip Office  
 Private Vehicle/Parent Driver/Faculty Driver - Complete Volunteer Personal Automobile Use Form for each vehicle and driver, must have fingerprint clearance (check with Human Resources for fingerprint clearances)  
 Public Transportation  Train  Commercial Airline  Other: \_\_\_\_\_

Funding Source Parent and Student Paid Financial Assistance Available?  Yes  No

Number of students participating: 12

Adult Chaperones/Drivers: Use additional forms if more than 4 names

		DRIVER				DRIVER	
1) _____	<input 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: Use additional forms if more than 4 names

1) <u>Anna Ruggiero</u>	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no	2) <u>Thomas McKenna</u>	<input type="checkbox"/> yes	<input checked="" 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 1/17/20  
 Risk Management Approval (Unusual Activities) [Signature] Date 1-21-2020  
 Segment Administrator Approval [Signature] Date 1-24-2020

Distribution: Refer to the Field Trip Information Form RSK 106F for the forms and distribution required for each trip:

- Local Trip (school or charter bus): (50-mile radius) - Submit to Principal for approval. Maintain all documents at site and forward a copy to Segment Administrator for approval.
- Local Trip: (50-mile radius: driver led) - Submit driver led trips to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- Local Trip: (waling, RT, Amtrak): Submit walking trips to Principal for approval then forward to Segment Administrator for approval 2 weeks prior to trip.
- Out-of-Town: (beyond 50-mile radius) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- Overnight Trip: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks 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 for approval 6 weeks prior to trip. This may require Special Event Liability Insurance.
- Out-of-State/Country: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Must have Superintendent, Board of Education and Risk Management approval prior to trip. Segment Administrator will place field trip item on Board Agenda. Trips not submitted to Segment Administrator 6 weeks prior to trip will be considered automatically rejected by the Board of Education.
- Approved forms will be returned by Segment Administrator. Maintain a copy of all forms at site for 2 years.

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

School Name Albert Einstein Middle School Date 01/17/2020

Teacher's Name Anna Ruggiero Room # 67 Telephone # 916-395-5310

Field Trip Destination Washington DC

Reason for travel: Annual 8<sup>th</sup> grade US History curriculum enrichment opportunity.

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 *Anna Ruggiero*  
 Teacher

**Approvals:**

*[Signature]* 1/17/20  
 Principal Date

*[Signature]* 1/21/20  
 Risk Management Dept. Date

*[Signature]* 1/24/20  
 Segment Administrator Date

*[Signature]* 2/6/20  
 Superintendent Date

/ /  
 Board Approval Date