



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.11

**Meeting Date:** March 15, 2012

**Subject:** Sacramento New Technology High School field trip to Puerto Rico  
May 30, to June 6, 2012

- 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 Sacramento New Technology High School field trip to Puerto Rico  
May 30, to June 6, 2012

**Background/Rationale:** Five students from Ms. Liliana Lozano's Spanish class along with two teachers and one additional chaperone will travel by plane to Puerto Rico. This field trip will take place during summer break for Sacramento New Technology High School.

Students will visit El Yunque Rainforest, Old San Juan, Fajardo, Rincon, and Rio Grande where they will experience museums, cathedrals, Spanish Forts.

Learning objectives include Spanish-language immersion, studying the history and culture of Puerto Rico, journaling reflecting their experiences. Students will also provide public service to the Sierra Club at El Yunque Rainforest.

Parents will transport students to and from Sacramento International Airport. Ground transportation in Puerto Rico will be two rented vehicles driven by teachers. A rental home provides accommodations.

**Financial Considerations:** No cost to the district. Expenses paid through parent contribution and fundraising.

**Documents Attached:** Out of State/Country Field Trip Documents

<p><b>Estimated Time of Presentation:</b> N/A</p> <p><b>Submitted by:</b> Lisa Allen, Area Assistant Superintendent</p> <p><b>Approved by:</b> Mary Shelton, Chief Accountability Officer</p>
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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 Sacramento New Technology High School Date 1/25/12

Teacher's Name Christine Coit, Liliana Lozano-Vera Room # 8 Telephone # 916-433-2939  
 Fax # 916-433-2840

Field Trip Destination Puerto Rico

Local (50 mile radius)  Out-of-Town (Beyond 50 mile radius)  Overnight

Out-of-State/Country  Involving Swimming or Wading  Unusual Activities

Route American Airlines Flight: SMF to LAX to MIA to San Juan, Puerto Rico

Educational nature of field trip/excursion Spanish-language immersion, history/culture, service learning

Depart Date 5/30/12 Time 7 am/pm Return Date 6/6/12 Time 10:05 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 fundraising, scholarships, grants Financial Assistance Available?  yes  no

Number of students participating: 5

Adult Supervisors/ Drivers:	DRIVER		DRIVER
1) <u>Aaron Vera</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

Teachers and Staff Attending:

1) <u>Christine Coit</u>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	2) <u>Liliana Lozano-Vera</u>	<input checked="" 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 Paula M. Hanzel Date 1/25/12

Risk Management Approval (Unusual Activities) [Signature] Date 2/21/12

Segment Administrator Approval [Signature] Date 2/16/12

**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 Sacramento New Technology High School Date 8/25/11  
 Teacher's Name Christine Coit Room # 8 Telephone # 916-433-2839

Field Trip Destination Puerto Rico

Reason for travel See attached form.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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.

None. \_\_\_\_\_

Attach a detailed itinerary for each day: See attached.

\_\_\_\_\_

Signed \_\_\_\_\_  
 Teacher

**Approvals:**

Paula M. Wanzel 2-14-12  
 Principal Date

Muler 2/21/12  
 Risk Management Dept. Date

[Signature] 2/16/12 [Signature]  
 Segment Administrator Date

[Signature] 2/22/12  
 Superintendent 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.

REQ # \_\_\_\_\_

<b>Request to Attend:</b> <input 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
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School/Department Sacramento New Technology High School Date Feb 14, 2012

Date(s) of Event 05/30/12 - 06/06/12 Location Puerto Rico

Event Title (attach brochure) Spanish-language immersion, history/culture, service learning

Purpose\* same as above

\*(what value does this activity give students, attendees, staff, department/site or community?)  
 What Board goal/priority does this travel support? \_\_\_\_\_

How will this activity/event be used and shared? History/culture, service learning

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
Christine Coit	Teacher	No	<input type="checkbox"/>	
Liliana Lozano-Vera	Teacher	No	<input type="checkbox"/>	
Aaron Vera	Parent	No	<input type="checkbox"/>	
		No	<input type="checkbox"/>	

Additional Attendees Attached \_\_\_\_\_

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

**Approvals:**

Paula M. Wanzel 2/14/12  
 Principal/Department Head Date

Myra Cuevas 2/16/12  
 Associate Superintendent/Assistant Superintendent Date

[Signature] 2/23/12  
 Deputy Superintendent/CFO (Finance) Date

[Signature] 2/16/12  
 Superintendent or Designee 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): \_\_\_\_\_

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 ****	_____

Sacramento City Unified School District  
**OVERNIGHT TRIPS HOTEL ACCOMMODATIONS INFORMATION (RSK-F106H)**

Hotel Name Hacienda Margarita - Private Home Date Reserved 10/27/11

Address 48 Calle Ingenio City, Luquillo, Puerto Rico zip 00773

Reservations Contact Person: Connie Feikes

conmike@aol.com

Telephone # 206-240-8554 Fax # \_\_\_\_\_

Total Rooms Reserved 4 bedroom home, sleeps 10

Room #s \_\_\_\_\_

Signed Christine Coit  
Teacher

Approvals:

Paula M. Nanzel 10/27/11  
Principal Date

[Signature] 2/16/12  
Segment Administrator Date

[Signature]