



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 8.1i

Meeting Date: August 16, 2012

Subject: Alice Birney Waldorf Inspired Field Trip to Ashland, Oregon,
September 18 - 20, 2012 to attend the Shakespeare Festival

- 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 Alice Birney Waldorf Inspired Field Trip to Ashland, Oregon,
September 18 - 20, 2012 to attend the Shakespeare Festival.

Background/Rationale: September 18 – 20, 2012 a group of 30 students from Alice Birney Waldorf Inspired school will travel via private vehicles to Ashland, Oregon to see two plays, hear prologues of the plays and participate in an acting workshop about the plays at the Shakespeare Festival. Students will see the plays in a replica of the global theater and be immersed in the world of the Elizabethan theater. Parent drivers will provide transportation for the 30 students, 2 teacher chaperones, and 6 parent chaperones. Students will be accompanied by chaperones to all events. All parties will depart from Alice Birney Waldorf Inspired school on Tuesday, September 18th and return Thursday, September 20th. Emergency information will accompany the students with the drivers. Students and chaperones will stay at Emigrant campground, 5505 Highway 66 in Ashland.

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

Documents Attached: Out of State Field Trip Documents

<p>Estimated Time of Presentation: N/A</p> <p>Submitted by: Mary Hardin Young, Area Assistant Superintendent</p> <p>Approved by: Jonathan P. Raymond, Superintendent</p>

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 ALICE BIRNEY K-8 Date JULY 11, 2012

Teacher's Name TRISH RYAN Room # 16 Telephone # 616-5031
Fax # 433-5544

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 I-5 NORTH TO ASHLAND, RIGHT ON HWY 66 TO CAMPSITE

Educational nature of field trip/excursion VIEWING OF TWO SHAKESPEARE PLAYS & ACTORS' WORKSHOP

Depart Date 9/18 Time 8 am/pm Return Date 9/20 Time 5 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 PARENTS AND CLASS FUND Financial Assistance Available? yes no

Number of students participating: 30

- Adult Supervisors/ Drivers:
- | | DRIVER | | DRIVER |
|------------------------|---|------------------------|---|
| 1) SHAWN MCFETRIDGE | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no | 2) JONATHON MILLS | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no |
| 3) CATHY ANN INTEMANN | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no | 4) LINDA BERRY | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no |
| 6) <i>Brick Turner</i> | | 5) <i>John Machado</i> | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no |

- Teachers and Staff Attending:
- | | | | |
|---------------|--|-----------------|---|
| 1) TRISH RYAN | <input type="checkbox"/> yes <input type="checkbox"/> no | 2) KATIE AMODIO | <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 *Mecelle V...* Date 7-23-12
 Risk Management Approval (Unusual Activities) *Barbara Richardson* Date 7-27-12
 Segment Administrator Approval *M. Young* Date 7/24/12

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 ALICE BIRNEY WALDORF INSPIRED K-8 Date SEPTEMBER 18-20

Teacher's Name TRISH RYAN Room # 16 Telephone # 616-5031

Field Trip Destination OREGON SHAKESPEARE FESTIVAL, ASHLAND, OREGON

Reason for travel STUDENTS WILL SEE TWO PLAYS, HEAR PROLOGUES OF THE PLAYS AND PARTICIPATE IN AN ACTING WORKSHOP ABOUT THE PLAYS THEMSELVES; THEY WILL SEE THE PLAYS IN A REPLICA OF THE GLOBE THEATER AND BE IMMERSSED IN THE WORLD OF THE ELIZABETHAN THEATER.

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: ONE IS ATTACHED

Signed Trish Ryan
Teacher

Approvals:

Melissa [Signature] 7-23-12
Principal Date

Shild Richardson 7/27/12
Risk Management Dept. Date

[Signature] 7/29/12
Segment Administrator Date

[Signature] 8/8/12
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 # _____
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School/Department Alice Birney Waldorf-Inspired k-8 School Date July 23, 2012

Date(s) of Event September 18-20, 2012 Location ASHLAND, OREGON

Event Title (attach brochure) See Attached

Purpose* TO DEEPEN OUR STUDY OF THE RENAISSANCE PERIOD AND WILLIAM SHAKESPEARE.

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

What Board goal/priority does this travel support? _____

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)
Patricia Ryan	Teacher	No	<input type="checkbox"/>	
Katie Amodio	Instructional Aide	No	<input type="checkbox"/>	
		No	<input type="checkbox"/>	
		No	<input type="checkbox"/>	

****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 </div> <div style="margin-bottom: 10px;"> _____ Associate Superintendent/Assistant Superintendent </div> <div style="margin-bottom: 10px;"> _____ Deputy Superintendent/CFO (Finance) </div> <div style="margin-bottom: 10px;"> _____ Superintendent or Designee </div> <input type="checkbox"/> Categorical Budget Code(s): _____ <input type="checkbox"/> General Fund/Unrestricted	District cost for all attendees (estimate) Registration Fee *** 0.00 Meals included? B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging 0.00 Transportation 0.00 Meals 0.00 Other 0.00 TOTAL \$ 0.00
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NO COST TO THE DIST. \$ _____

***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 Emigrant Campground Date Reserved 7/10/12
Address 5505 Highway 66 City Ashland, OR zip 97520
Reservations Contact Person: Jill
Telephone # (541) 774-8183 Fax # (541) 774-6320

^{Tents}
Total ~~Rooms~~ Reserved 9
Room #s N/A

Signed Irish Ryan
Teacher

Approvals:

Merrill [Signature] 7-23-12
Principal Date
M. [Signature] 7/29/12
Segment Administrator Date