



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.1h

Meeting Date: March 1, 2012

Subject: C. K. McClatchy High School Field Trip to Ashland Oregon Shakespeare Festival April 24th to 26th, 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 C. K. McClatchy High School Field Trip to Ashland Oregon Shakespeare Festival April 24th to 26th, 2012

Background/Rationale: 36 C. K. McClatchy students and 4 adult chaperones will travel to the Shakespeare Festival in Ashland, Oregon. They will travel by chartered bus. Students will enhance their understanding, appreciation, and enjoyment of great dramatic works.

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: Lisa Allen, Area Assistant Superintendent</p> <p>Approved by: Mary Shelton, Chief Accountability Officer</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 C.K. McClatchy High School Date 1/21/12

Teacher's Name Tim Douglas Room # 32 Telephone # 264-4400
Fax # 264-4499

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

Educational nature of field trip/excursion Oregon Shakespeare Festival

Depart Date 4/24/12 Time 9am am/pm Return Date 4/26/12 Time 4pm 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 Financial Assistance Available? yes no

Number of students participating: 36

Adult Supervisors/ Drivers:	DRIVER		DRIVER
1) <u>Tim Douglas</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	2) <u>Lori Jablonski</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
3) <u>Teresa Oram</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	4) <u>Tim Griffin</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no

Teachers and Staff Attending:

1) <u>Tim Douglas</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	2) <u>Lori Jablonski</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
3) <u>Teresa Oram</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	4) <u>Tim Griffin</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no

Principal Approval [Signature] Date 1/20/12

Risk Management Approval (Unusual Activities) [Signature] Date 2/6/12

Segment Administrator Approval [Signature] Date 2-2-12

- 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

TRAVEL REQUEST FORM (ACC-F014)
Sacramento City Unified School District

Request to Attend: Conference/Workshop, Business Meeting
Purpose for Attending: Professional Development, 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 #

School/Department CKMHS Date Jan 21, 2012

Date(s) of Event 4/24-4/26 Location Ashland Oregon

Event Title (attach brochure) Oregon Shakespeare Festival

Purpose* Bring alive great dramatic works

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

What Board goal/priority does this travel support? Powerful teaching and learning

How will this activity/event be used and shared? Students and teachers will discuss plays viewed at the end of each play

Table with columns: Name of Attendee(s), Position, Substitute (Y/N), No. of Days Required, Budget Code (for substitute). Rows include Tim Douglas, Theresa Oram, Lori Jablonski, Tim Griffin.

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

Approval section with signatures and dates for Principal, Associate Superintendent, Deputy Superintendent, and Superintendent. Includes cost breakdown for Registration Fee, Meals, Lodging, Transportation, and Other, totaling \$ 0.00.

Budget Code(s): 01-0905-0-1102-10-1110-1000-151-0510-000

***If any meals are included in the cost of registration, how many of each: Breakfast Lunch Dinner

Prepayment Requested table with columns: Requisition #, Dollar Amount. Rows for Registration Fee, Hotel, Airfare, Car Rental.

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

School Name Cycloclatchy High School Date 01/21/12

Teacher's Name Douglas Room # 32 Telephone # 9165489558

Field Trip Destination Oregon Shakespeare Festival


Reason for travel See three plays at the Shakespeare Festival


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: 4/24/12 leave school at 9 am. See play in


evening. 4/25 see two plays. 4/26 depart at 10am return to school at 4pm

Signed  Teacher

Approvals:
 Principal Date 1/30/12

 Risk Management Dept. Date 2/6/12

 Segment Administrator Date 2.2.12

 Superintendent Date 2/14/12

_____ Board Approval Date