SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

Agenda Item 10.1c

Meeting Date: May 16, 2019

Subject: Approve California Middle School Shakespeare Festival Field Trip to Ashland, Oregon June 5-7, 2019

- ☐ 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 California Middle School Field Trip to Ashland, Oregon to experience a live Shakespeare festival from June 5, 2019 to June 7, 2019.

Background/Rationale: On June 5, 2019 a group of 90 students, 8 parent chaperones, and 2 teacher chaperones from California Middle School will travel via charter bus to Ashland, Oregon to experience live Shakespeare theater. The students will be watching 2 different plays and participate 3 workshops.

Financial Considerations: 6 days of substitute teacher cost to be paid from California Middle School general funds. No other cost to the district.

LCAP Goal(s): College, Career and Life Ready Graduates

Documents Attached:
1. Out of State Field Trip Documents

Estimated Time of Presentation: N/A

Submitted by: Dr. 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 is required for each student field trip. See below reference distribution section for details concerning each type of trip.

School Name California Middle School Date 02 / 12 / 18

Teacher's Name Rebecca Long / Juan Valdes Room # 31 / 34 Telephone # 395-5302

Fax #

Field Trip Destination: Ashland, Oregon. Shakespeare Theater

☐ Local-50 mile radius (bus/walking) (forward directly to Field Trip Office) ☐ Local-50 mile radius (driver led trips) ☐ Out-of-Town (Beyond 50 mile radius)

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

Route: See Attached

Educational nature of field trip/excursion: ELA / Theater

Depart Date: 06 / 05 / 19 Time: 9:30 ☐ am ☐ pm Return Date: 06 / 07 / 19 Time 3:30 ☐ 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: Parents Financial Assistance Available? ☒ Yes ☐ No

Number of students participating: 90

Adult Chaperones/Drivers:	DRIVER			DRIVER	
1) See Attached	☐ yes	☒ no	2)	☐ yes	☐ no
3)	☐ yes	☐ no	4)	☐ yes	☐ no

Teachers and Staff Attending:					
1) Rebecca Long	☐ yes	☐ no	2) Juan Valdes	☐ yes	☒ no
3)	☐ yes	☐ no	4)	☐ yes	☐ no

Principal Approval Date 3/18/19

Risk Management Approval (Unusual Activities) Date 4/1/19

Segment Administrator Approval Date 4/1/19

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

1. **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.
2. **Local Trip:** (50-mile radius: driver led, walking trip) – Submit driver led trips to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Submit walking trips to Principal for approval then forward to Segment Administrator for approval 2 weeks prior to trip.
3. **Out-of-Town:** (beyond 50-mile radius) – Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
4. **Overnight Trip:** Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
5. **Trip Involving Swimming or Wading:** Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
6. **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.**
7. **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.
8. **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: California Middle School Date 06 / 5,6,7 / 2019

Teacher's Name : Rebecca Long / Juan Valdes Room # 31 / 34 Telephone # 395-5302

Field Trip Destination : Ashland, Oregon

Reason for travel : 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 to Risk Management for review before signing. Attach a detailed itinerary for each day

Signed Juan D Valdes
Teacher

Approvals:

Principal 3/18/19 Date

Risk Management Dept. 4/1/19 Date

Segment Administrator 4/1/19 Date

Superintendent 4/12/19 Date

/ / Board Approval Date

Substitute costs will be paid by General Funds. Field trip costs paid by parents.

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Request to Attend:	Purpose for Attending:	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.
☐ Conference/Workshop	☐ Professional Development	
☐ Business Meeting	☐ Continued Education Credits Earned	REQ #

School/Department: California Middle School — Date: 03/28/19

Date(s) of Event: June 5, 6, 7, 2019 — Location: Ashland, Oregon

Event Title (attach brochure): Shakespheare Theater

Purpose*: 8th Grade Field Trip to Ashland, Oregon for the Shakespheare Festival

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

How does this travel align with the District's strategic plan? ELA / Theater / Drama

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)
Rebecca Long	Teacher	Yes	3	01-0000-0-1102-15-1110-1000-000-0415-000
Juan Valdes	Teacher	Yes	3	01-0000-0-1102-15-1110-1000-000-0415-000
		No		
		No		
		No		

☐ Additional Attendees Attached

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

Approvals:

Principal/Department Head Signature & Print Name — Date: 3/28/19

Cabinet Level or Designee Signature — Date: 4/1/19

Chief Business Officer Signature — Date:

Superintendent or Designee Signature — Date: 4/11/19

District cost for all attendees (estimate)

Registration Fee *** N/A

Meals included? Yes

B ☒ L ☒ D ☒

Lodging

Transportation

Meals

Other

TOTAL 0

☐ 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	N/A	0.00
Hotel		
Airfare ****		
Car Rental ****		

**** If airfare or car rental is requested, send a copy of this form to Purchasing, Box 830