



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1d

Meeting Date: September 7, 2017

Subject: Approve Alice Birney Waldorf Field Trip to Ashland, Oregon from
September 26 - 29, 2017

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Deputy Superintendent

Recommendation: Approve Alice Birney Waldorf Field Trip to Ashland, OR from
September 26, 2017 – September 29, 2017.

Background/Rationale: On September 26, 2017 – September 29, 2017, students from
Alice Birney Waldorf will travel by vehicles to Ashland, OR to participate in the Oregon
Shakespeare festival.

Financial Considerations: There is no cost to the District. Expenses are covered
by class fundraising and parent contributions.

LCAP Goal(s): College and Career Ready Students

Documents Attached:

1. Out-of-State field trip documents

Estimated Time of Presentation: N/A

Submitted by: Lisa Allen, Deputy Superintendent

Tu Carroz, Area Assistant Superintendent

Approved by: Jorge A. Aguilar, Superintendent

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Request to Attend: <input type="checkbox"/> Conference/Workshop <input checked="" type="checkbox"/> Class Field Trip <input type="checkbox"/> Business Meeting	Purpose for Attending: <input type="checkbox"/> Professional Development <input checked="" type="checkbox"/> Class Field Trip <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 # N/A
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School/Department Alice Birney Public Waldorf eK-8 School Date Aug 14, 2017

Date(s) of Event 9/26/17-9/29/17 Location Ashland, OR

Event Title (attach brochure) Class Field Trip to Shakespeare Festival in Ashland, OR

Purpose* Students will attend Theater Workshops and Plays to compliment our study of Shakespeare and Renaissance Literature. This is a classroom field trip. No students will be left behind, so no substitute is needed. NO District funds are being requested - all costs are being covered by class fundraising and parent contribution.

How does this travel align with the District's strategic plan? Students will attend Theater Workshops and Plays to compliment our study of Shakespeare and Renaissance Literature.

How will this activity/event be used and shared? Students will attend Theater Workshops and Plays to compliment our study of Shakespeare and Renaissance Literature.

Name of Attendee(s) <small>(attach sheet for additional attendees)</small>	Position	Substitute (Y/N)**	No. of Days Required	Budget Code <small>(for substitute)</small>
Nathaniel Enny Melman	Classroom Teacher, 8th grade	No	4	N/A
		No		
		No		
		No		
		No		

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

Approvals:

[Signature] 8/14/17
 Principal/Department Head Signature & Print Name Date

[Signature] 8/15/17
 Cabinet Level or Designee Signature Date

[Signature] 8/15/17
 Chief Business Officer Signature Date

[Signature] 8/14/17
 Superintendent or Designee Signature Date

District cost for all attendees (estimate)

N/A Registration Fee *** 0.00

Meals included?

B L D

Lodging _____

Transportation _____

Meals _____

Other _____

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
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 Public Waldorf EK-8 Date 8/11/17

Teacher's Name Nathaniel Melman Room # 22 Telephone # 395-4510
Fax # 433-5589

Field Trip Destination Southern Oregon University/Ashland Shakespear Festival, Ashland, OR

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, Oregon

Educational nature of field trip/excursion Shakespear, Theater, Literature study

Depart Date 9/26/17 Time 9:00 am am/pm Return Date 9/29/17 Time 4:00 pm 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 Class funds Financial Assistance Available? yes no

Number of students participating: 27

Adult Supervisors/ Drivers: DRIVER DRIVER
1) Sylvia Rodriguez; Shannon Tarter yes no 2) Christie Fernandez; Jill Correll yes no
3) Joyce Yerby; Nancy Bianchini yes no 4) Yihwin Huang yes no

Teachers and Staff Attending:

1) Enny Melman yes no 2) yes no
3) yes no 4) yes no

Principal Approval [Signature] Date 8/11/17

Risk Management Approval (Unusual Activities) [Signature] Date 8/12/17

Segment Administrator Approval [Signature] Date 8/13/17

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

1. Local Trip: (50 mile radius) - Submit to Principal for approval. Maintain all documents at site.
2. Out-Of-Town: (beyond 50 mile radius) - Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
3. Overnight Trip: Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
4. Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
5. 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.**
6. 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 Public Waldorf EK-8 School Date 8/11/17
Teacher's Name Nathaniel Enny Melman Room # 22 Telephone # 395-4510

Field Trip Destination Oregon Shakespeare Festival/Southern Oregon U, Ashland, OR

Reason for travel Our class puts on a play each year and we are excited to see a few professional performances. We will also take part in a behind-the-scenes workshop, getting in-depth explanations for Shakespeare.

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: see attached

Signed Nathaniel Melman
Teacher

Approvals:

Micelle A. J. 8/11/17
Principal Date

[Signature] 8/11/17
Risk Management Dept. Date

[Signature] 8/15/17
Segment Administrator Date

[Signature] 8/16/17
Superintendent Date

Board Approval Date