



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1k

Meeting Date: March 15, 2018

Subject: Approve George Washington Carver High School Field Trip to Ashland, Oregon from March 26-29, 2018

- 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 George Washington Carver High School Field Trip to Ashland, Oregon from March 26, 2018 to March 29, 2018.

Background/Rationale: On March 26, 2018 a group of 13 students, one adult chaperone, and two teacher chaperones from George Washington Carver High School will travel via rental vehicles to Ashland, Oregon to see five plays at the Oregon Shakespeare Festival. This will allow students to experience acclaimed literature and see a series of plays performed professionally.

Financial Considerations: No cost to the district.

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: Iris Taylor, Chief Academic Officer

Mary Hardin Young, 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 George Washington Carver High School Date 02 / 04 / 2018
 Teacher's Name Jennifer R Fain Room # 501 Telephone # 916 395-5266
 Fax # 916 228-5760

Field Trip Destination Ashland Oregon

- Local-50 mile radius (bus/walking) Local-50 mile radius (driver led trips) Out-of-Town (Beyond 50 mile radius)
(Forward directly to Field Trip Office)
 Overnight Out-of-State/Country Involving Swimming or Wading Unusual Activities

Route Hwy 50 to Interstate 5

Educational nature of field trip/excursion Arts/Literature/History Students will see 5 plays at the Oregon Shakespeare Festival, participate in talks and workshops with the actors and tour the facility.

Depart Date 3 / 26 / 18 Time 11:30A am/pm Return Date 3 / 29 / 18 Time 10pm 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: Rental Vans

Funding Source Students' Families Financial Assistance Available? Yes No

Number of students participating: 13

Adult Chaperones/Drivers:	DRIVER	DRIVER
1) <u>Barrett Drawdy</u>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	2) <u>Dorothy Michelle Drawdy</u> <input checked="" type="checkbox"/> yes <input type="checkbox"/> no
3) _____	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	4) _____ <input type="checkbox"/> yes <input type="checkbox"/> no

Teachers and Staff Attending:
 1) Jennifer Fain yes no 2) _____ yes no
 3) _____ yes no 4) _____ yes no

Principal Approval [Signature] Date 2/13/18

Risk Management Approval (Unusual Activities) [Signature] Date 2/20/18

Segment Administrator Approval [Signature] Date 2-28-18

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

- 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.
- 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.
- Out-of-Town: (beyond 50-mile radius) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- Overnight Trip: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks 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 for approval 6 weeks prior to trip. This may require Special Event Liability Insurance.
- 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.
- 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 George Washington Carver High School Date 2 / 4 / 2018

Teacher's Name Jennifer R Fain Room # 501 Telephone # 916 395-5266

Field Trip Destination Ashland Oregon

Reason for travel Students will experience the Oregon Shakespeare Festival.

They will see five plays, participate in two pre-show talks and a workshop

with Oregon Shakespeare Actors as well as tour the facility.

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 
Teacher

Approvals:

 2/13/18
Principal Date

 2/28/18
Risk Management Dept. Date

 2/28/18
Segment Administrator Date

 3/2/18
Superintendent Date

/ /
Board Approval Date

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Request to Attend: <input checked="" type="checkbox"/> Conference/Workshop <input type="checkbox"/> Business Meeting	Purpose for Attending: <input checked="" 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 George Wahington Carver High School Date □ □ □ □ □ □

Date(s) of Event 3/26 - 29/ 18 Location Ashland, Oregon

Event Title (attach brochure) Field Trip to the Oregon Shakespeare Festival

Purpose* Visual and Performing Arts intensive with the Oregon Shakespeare 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? College and Career Ready Students

How will this activity/event be used and shared? On going partnership with OSF and Carver Students

Name of Attendee(s) <small>(attach sheet for additional attendees)</small>	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
Jennifer Fain	Resource Teacher	No		
Barrett Drawdy	Math Teacher	No		
Dorothy Michelle Drawdy	Chaperone	No		
		No		
		No		

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

Approvals: <u>Allegria Alessandri</u> Principal/Department Head Signature & Print Name <u>2-28-18</u> Date	District cost for all attendees (estimate) Registration Fee *** <u>0.00</u> Meals included? <input checked="" type="checkbox"/>
<u>[Signature]</u> Cabinet Level or Designee Signature <u>2-28-18</u> Date	B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging <u>□ □ □ □</u>
<u>[Signature]</u> Chief Business Officer Signature <u>3/2/18</u> Date	Transportation <u>□ □ □ □</u> Meals <u>□ □ □ □</u>
<u>[Signature]</u> Superintendent or Designee Signature Date	Other <u>□ □ □ □</u> TOTAL <u>0</u>

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 ****	_____