



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 8.1d

Meeting Date: May 2, 2013

Subject: Leonardo da Vinci EK-8 School Field Trip to Ashland, Oregon, May 29 – 31, 2013 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: Area Assistant Superintendents

Recommendation: Approve Leonardo da Vinci EK – 8 School Field Trip to Ashland, Oregon, May 29 – 31, 2013 to attend the Shakespeare Festival

Background/Rationale: May 29 – 31, 2013 students from Leonardo da Vinci EK - 8 School's Shakespeare Club, Ellen Chapman, Sponsor, will travel via private vehicles to Ashland, Oregon to see four plays at the Shakespeare Festival. This experience will allow club members to experience acclaimed literature performed professionally, allowing them to study and enjoy King Lear, Taming of the Shrew and My Fair Lady. Additionally, students will attend a student tour, and a workshop with one of the OSF actors. Parent drivers will provide transportation for the 25 students, 2 teacher chaperones, and 11 parent chaperones. Students will be accompanied by chaperones to all plays. All parties will depart from Leonardo da Vinci EK - 8 School on Wednesday, May 29, 2013 at 9:00 a.m. and return to Leonardo da Vinci EK - 8 School Friday, May 31, 2013, at approximately 4:00 p.m. Emergency information will accompany the students with the drivers. Students and chaperones will stay at Southern Oregon University.

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

Documents Attached: Out of State Field Trip Documents

Estimated Time of Presentation: N/A

Submitted by: Mary Hardin-Young, Area Assistant Superintendent

Approved by: Jonathan P. Raymond, Superintendent

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 Leonardo da Vinci EK - 8 School Date 4/1/13

Teacher's Name Mark Sirard Room # 35 Telephone # 6496
Fax # 6806

Field Trip Destination Ashland, Oregon: Shakespeare Festival

Local (50 mile radius) Out-of-Town (Beyond 50 mile radius) Overnight

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

Route see attached driver instructions - map

Educational nature of field trip/excursion English-Language Arts Curriculum

Depart Date 5/29/13 Time 9:00 am am/pm Return Date 5/31/13 Time 6:00 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: 35

Adult Supervisors/ Drivers: DRIVER DRIVER
1) see attached vehicle assignments yes no 2) _____ yes no
3) _____ yes no 4) _____ yes no

Teachers and Staff Attending:
1) Mark Sirard yes no 2) _____ yes no
3) _____ yes no 4) _____ yes no

Principal Approval [Signature] Date 4/3/13

Risk Management Approval (Unusual Activities) [Signature] Date 4/7/13

Segment Administrator Approval [Signature] Date 4/5/13

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

RECEIVED
Page 1 of 1
APR - 7 2013
CATH
8:35
SOUND
RISKMAN

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

School Name Leonardo da Vinci BK 8 School Date 4/1/13

Teacher's Name Mark Stuard Room # 35 Telephone # 6496

Field Trip Destination Ashland, Oregon, Shakespeare Festival

Reason for travel LdV Shakespeare Club members will travel to Ashland to see performances and to participate in drama related workshops.

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 [Signature]
Teacher

Approvals:

<u>[Signature]</u>	<u>4/3/13</u>
Principal	Date
<u>[Signature]</u>	<u>4/7/13</u>
Risk Management Dept.	Date
<u>[Signature]</u>	<u>4/5/13</u>
Segment Administrator	Date
<u>[Signature]</u>	<u>4/1/13</u>
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 # <u>n/a</u>

School/Department Leonardo Da Vinci EK - 8 School Date 4/1/13

Date(s) of Event 5/29/13 - 5/31/13 Location Ashland, Oregon

Event Title (attach brochure) Shakespeare Festival

Purpose* To accompany 8th Grade Shakespeare Club members to the Ashland Shakespeare Festival. The trip is fully funded through parent payment and fund raising. No expense to the District

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

How does this travel align with the District's strategic plan? Supports ELA Curriculum

How will this activity/event be used and shared? Presentations of the experience will be used as part of classroom instruction.

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)*	No. of Days Required	Budget Code (for substitute)
<u>Mark Sirard</u>	<u>Teacher, Middle School ELA</u>	<u>Yes</u>	<u>3</u>	<u>01-0000-0-1102-10-1110-1000-121-0151-000</u>
		No		
		No		
		No		
		No		

****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 Signature & Print Name </div> <div style="margin-bottom: 10px;"> _____ Cabinet Leader or Designee Signature </div> <div style="margin-bottom: 10px;"> _____ Chief Business Officer Signature </div> <div style="margin-bottom: 10px;"> _____ Superintendent or Designee Signature </div>	District cost for all attendees (estimate) Registration Fee *** <u>0.00</u> Meals included? <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging _____ Transportation _____ Meals _____ Other _____ TOTAL \$ <u>0.00</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 ****	_____

Sacramento City Unified School District
OVERNIGHT TRIPS HOTEL ACCOMMODATIONS INFORMATION (RSK-F106H)

Hotel Name Southern Oregon University Date Reserved 5/29-31/13
Address 1250 Stiskiyan Blvd City, Asland, Oregon zip 97520
Reservations Contact Person: Sue Hart
Telephone # 541/552-6375 Fax # 541/552-6380

Total Rooms Reserved 20
Room #s _____

Signed Allen M. Chapman
Teacher

Approvals:

<u>[Signature]</u>	<u>3/13/13</u>
Principal	Date
<u>[Signature]</u>	<u>4/5/13</u>
Segment Administrator	Date