



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 9.1e

**Meeting Date:** March 6, 2014

**Subject:** John F. Kennedy High School Field Trip to Ashland, Oregon, March 7-9, 2014 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:** Chief of Schools

**Recommendation:** Approve John F. Kennedy High School Field Trip to Ashland, Oregon, March 7-9, 2014

**Background/Rationale:** March 7-9, 2014 students from John F. Kennedy High School PACE will travel to Ashland, Oregon to see two plays at the Shakespeare Festival. A chartered bus will provide transportation for the 30 students, 1 teacher chaperone, and 2 parent chaperones. Students will be accompanied by chaperones to all plays. Students and chaperones will stay at Southern Oregon University dorms.

**Financial Considerations:** No cost to the district. Expenses paid through parent contribution and fundraising.

**Documents Attached:** Out of State Field Trip Documents

**Estimated Time of Presentation:** N/A

**Submitted by:** Lisa Allen, Chief of Schools

**Approved by:** Sara Noguchi, Ed. D., Interim 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 John F. Kennedy/PACE Date February 4, 2014

Teacher's Name Ms. Emily Sommer Room # 303 Telephone # 433-5200  
 Fax # 433-5511

Field Trip Destination Oregon Shakespeare 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-5N to Or-66 exit to Ashland St/Right on Siskiyou Blvd

Educational nature of field trip/excursion performing art/drama

Depart Date 3/7/14 Time 8:15am am/pm Return Date 3/9/14 Time 4:00pm 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 private donations Financial Assistance Available?  yes  no

Number of students participating: 30

Adult Supervisors/ Drivers:	DRIVER	DRIVER
1) <u>Bridget Parsh</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	2) _____ <input type="checkbox"/> yes <input type="checkbox"/> no
3) <u>David Reynen</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	4) _____ <input type="checkbox"/> yes <input type="checkbox"/> no

Teachers and Staff Attending:

1) <u>Emily Sommer</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	2) _____ <input type="checkbox"/> yes <input type="checkbox"/> no
3) _____	<input type="checkbox"/> yes <input type="checkbox"/> no	4) _____ <input type="checkbox"/> yes <input type="checkbox"/> no

Principal Approval Cheryl Smith Date 2/6/14

Risk Management Approval (Unusual Activities) [Signature] Date 2/13/14

Segment Administrator Approval [Signature] Date 2/6/14

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

<b>Request to Attend:</b> <input type="checkbox"/> Conference/Workshop <input type="checkbox"/> Business Meeting	<b>Purpose for Attending:</b> <input type="checkbox"/> Professional Development <input type="checkbox"/> Continued Education Credits Earned	<b>Instructions:</b> 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 John F. Kennedy/PACE Date February 4, 2014

Date(s) of Event March 7,8,9, 2014 Location SOU Ashland, Oregon

Event Title (attach brochure) \_\_\_\_\_

Purpose\* Attend Oregon Shakespeare Festival and attend Shakespeare plays and workshops

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

How does this travel align with the District's strategic plan? Performing art/drama

How will this activity/event be used and shared? \_\_\_\_\_

Name of Attendee(s) <small>(attach sheet for additional attendees)</small>	Position	Substitute (Y/N)* **	No. of Days Required	Budget Code (for substitute)
<u>Emily Sommer</u>	<u>Teachers</u>	<u>Yes</u>	<u>1</u>	<u>Please bill JFK/PACE</u>
		No		<u>6715 Gloria Drive</u>
		No		<u>Sacramento, CA 95831</u>
		No		
		No		

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

<b>Approvals:</b> <div style="margin-bottom: 10px;"> <u><i>Chad Smith</i></u> <span style="float: right;"><u>2/5/14</u></span>            Principal/Department Head Signature &amp; Print Name <span style="float: right;">Date</span> </div> <div style="margin-bottom: 10px;"> <u><i>[Signature]</i></u> <span style="float: right;"><u>2/16/14</u></span>            Cabinet Level or Designee Signature <span style="float: right;">Date</span> </div> <div style="margin-bottom: 10px;"> <u><i>[Signature]</i></u> <span style="float: right;"><u>2/18/14</u></span>            Chief Business Officer Signature <span style="float: right;">Date</span> </div> <div style="margin-bottom: 10px;"> <u><i>[Signature]</i></u> <span style="float: right;"><u>2/19/14</u></span>            Superintendent or Designee Signature <span style="float: right;">Date</span> </div>	<b>District cost for all attendees (estimate)</b> Registration Fee *** <span style="float: right;">_____</span> Meals included? <input type="checkbox"/> <span style="margin-left: 20px;"><input type="checkbox"/></span> <span style="margin-left: 20px;"><input type="checkbox"/></span> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging _____ Transportation _____ Meals _____ Other _____ <b>TOTAL</b> <span style="float: right;"><u>0</u></span>
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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 ****	_____

Print Form

Submit by Email

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

School Name John F. Kennedy High School Date March 7-9, 2014  
 Teacher's Name Emily Sommer Room # 303 Telephone # 433-5200

Field Trip Destination Ashland, Oregon

Reason for travel Students will gain a greater understanding of Shakespeare  
writings by seeing a live performance of his novel

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: \_\_\_\_\_

Signed \_\_\_\_\_  
 Teacher

**Approvals:**

Chad Smith 2/5/14  
 Principal Date

[Signature] \_\_\_\_\_  
 Risk Management Dept. Date

[Signature] 2/6/14  
 Segment Administrator Date

[Signature] 2/19/14  
 Superintendent Date

Board Approval Date \_\_\_\_\_