



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 11.1f

Meeting Date: May 5, 2011

Subject: Leonardo da Vinci K – 8 School Field Trip to Ashland, Oregon,
June 1-3, 2011 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

Learning Support Unit/Department: Accountability Office, Central – Area 2 Schools

Recommendation: Board approval of this request

Background/Rationale: From June 1 – 3, 2011 a group of students from Leonardo da Vinci K – 8 School in Mr. Mark Sirard's Shakespeare Club will travel via Private Vehicle/Parent Driver to Ashland, Oregon to see four plays at the Shakespeare Festival. This experience will allow students to experience acclaimed literature performed professionally, allowing students to study and enjoy *The Pirates of Penzance*, *Measure for Measure*, *Julius Caesar*, and *The Imaginary Invalid*. Additionally, students will attend three classes presented by members of the theater group and attend two prologue discussions.

Parent drivers will provide the transportation for the 30 students, 2 teacher chaperone s and parent chaperones. The students will be accompanied by chaperones to all plays, and all parties will depart from Leonardo da Vinci K – 8 School on Wednesday, June 1, at 9:00 a.m. and return to Leonardo da Vinci K – 8 School on Friday, June 3, at approximately 11:00 p.m. Emergency information will accompany the students on the bus. The students and chaperones will stay at Ashland Commons.

Financial Considerations: The cost per student is \$200.00, which includes boarding for two nights, tickets for 4 plays, transportation, prologues, & workshop fees. Costs for this field trip are covered by fund raising and donations for students in need.

Documents Attached:

Field Trip Request Form
Out-of-State Travel Request
Travel Request

Estimated Time of Presentation: NA

Submitted by: Devon Davis, Principal

Approved by: Mary Hardin Young

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 K - 8 School

Date 3/1/11

Teacher's Name Mark Sirard (Shakespeare Club)

Room # 30

Telephone # 6496

Fax # 6806

Field Trip Destination Ashland Oregon

☐ 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

Educational nature of field trip/excursion Language Arts Curriculum

Depart Date 6/1/11 Time 9:00 am am/pm

Return Date 6/3/11 Time 11:00 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 classroom funds

Financial Assistance Available? ☐ yes ☐ no

Number of students participating: 30

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 *Diana Davis*

Date 3-28-11

Risk Management Approval (Unusual Activities) *Michelle*

Date 4/13/11

Segment Administrator Approval *MAHONG*

Date 4/16/11

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 Leonardo da Vinci K-8 School Date 6/1-3/11

Teacher's Name Mark Sirard Room # 30 Telephone # 6496

Field Trip Destination Ashland, Oregon

Reason for travel Shakespeare Club members will attend the Ashland, Oregon

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 for review before signing. Risk management approval required.

Attach a detailed itinerary for each day: see attached

Signed [Signature]
Teacher

Approvals:

[Signature] 3/28/11
Principal Date

[Signature] 4/13/11
Risk Management Dept. Date

[Signature] 4/16/11
Segment Administrator Date

Superintendent Date

Board Approval Date

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

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 #

Request to Attend:

☒ Conference/Workshop

☐ Business Meeting

Purpose for Attending:

☐ Professional Development

☐ Continued Education Credits Earned

School/Department Leonardo da Vinci K - 8 School

Date Apr 5, 2011

Date(s) of Event June 1 - 3, 2011

Location Ashland, Oregon

Event Title (attach brochure) Shakespeare Festival

Purpose*

To attend Shakespeare Festival in Ashland, Oregon with Shakespear Club at LdV

*(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

How will this activity/event be used and shared?

students will participate in workshops and attend several theater performances

Name of Attendee(s)

(attach sheet for additional attendees)

Position

Substitute

(Y/N)*

No. of Days

Required

Budget Code

(for substitute)

Mark Sirard

Teacher, Middle School ELA

No

No

No

No

No

☐ Additional Attendees Attached

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

Approvals:

[Signature]
Principal/Department Head Signature & Print Name

Date

4/4/11

[Signature]
Cabinet Level or Designee Signature

Date

4/6/11

[Signature]
Chief Business Officer Signature

Date

4/9/11

Superintendent or Designee Signature

Date

District cost for all attendees (estimate)

Registration Fee ***

Meals included? ☐

B ☐

L ☐

D ☐

Lodging

Transportation

Meals

Other

TOTAL

☐ 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 ****

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