



_____ : Approve Leonardo da Vinci K -8 School Field Trip to Ashland, Oregon from June 5-7, 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 Leonardo da Vinci K-8 School Field Trip to Ashland, Oregon from June 5 to June 7, 2018.

Background/Rationale: On June 5, 2018 a group of 30 students, 14 parent chaperones, and two teacher chaperones from Leonardo da Vinci K-8 School will travel via rental vehicles to Ashland, Oregon to see plays at the Oregon Shakespeare Festival. This will allow students to experience acclaimed literature and 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)

Field Trip See reference distribution section for details concerning each type of trip

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 MAP

DA VINCI EK-8

Date

Teacher's Name

Room # 35

Telephone

Fax # 277-6806

ASHLAND OREGON SHAKESPEARE FESTIVAL

Submit
Event

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

School Name **LEONARDO DA VINCI EK-8** te **03 / 15 / 2018**
Teacher's Name **MARK SIRARD** Room # **35** one # **395-4635**
Field Trip Destination **ASHLAND, OREGON**
Reason for travel **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 to Risk Management for review before signing. Attach a detailed itinerary for each day

Signed

Approvals:

4 / 23 / 18

25 / 18

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.

Request to Attend:

- Conference/Workshop
- Business Meeting

Purpose for Attending:

- Professional Development
- Continued Education Credits Earned

REQ

School/Department DA VINCI EK-8

Date Mar 15, 2018

Date(s) of Event JUNE 5-7, 2018

Location ASHLAND, OREGON

Event Title (attach brochure)

FESTIVAL

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atte staff.

How does this travel align with the District's strategic

College and Career Ready Students

How will this activity/event be used and shared?

Name of Attendee(s) [REDACTED]
[REDACTED]
[REDACTED] 15-1110-1000-000-0151-000

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

4/23/18

4/25/18

MARK SIRARD

MS ELA TEACHER

Yes 3 -0000-0-11
No
No
No
No

Additional Attendees Attached

Approvals:

District cost for all attendees