



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 13.1i

**Meeting Date:** June 8, 2023

**Subject:** Approve California Middle field trip to Ashland, OR from June 9-11, 2023

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- Conference/Action
- Action
- Public Hearing

**Division:** Deputy Superintendent

**Recommendation:** Approve California Middle field trip to Ashland, OR from June 9-11, 2023

**Background/Rationale:** On June 9, 38 students and four teachers will travel via charter bus to Ashland, OR to the Shakespeare Festival. Students will enhance their knowledge about theater production and acting methods.

**Financial Considerations:** There is no cost to the district. Expenses will be paid by student fundraising.

**LCAP Goal(s):** College preparedness, increasing communication and critical thinking skills.

**Documents Attached:**

1. Out-of-state field trip documents

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

**Submitted by:** Lisa Allen, Deputy Superintendent

Vanessa Buitrago, 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 California Middle School Date 4 / 13 / 2023

Teacher's Name Rebecca Long Room # \_\_\_\_\_ Telephone # 916-395-5302  
 Fax # \_\_\_\_\_

Field Trip Destination Ashland Oregon - Shakespeare Festival

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 I-5 North, 297 Miles to Ashland Oregon - See attached route/map

Educational nature of field trip/excursion Theater

Depart Date 6 / 9 / 2023 Time 9:30 am/pm Return Date 6 / 11 / 23 Time 3:30 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: \_\_\_\_\_

Funding Source Student and PTO Financial Assistance Available?  Yes  No

Number of students participating: 38

Adult Chaperones/Drivers: Use additional forms if more than 4 names

|   |        |   |        |
|---|--------|---|--------|
| 1) <u>Megan Jones</u> <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | DRIVER | 2) <u>Meggan McCall</u> <input type="checkbox"/> yes <input checked="" type="checkbox"/> no   | DRIVER |
| 3) _____ <input type="checkbox"/> yes <input type="checkbox"/> no                         |        | 4) <u>Jessica Escobar</u> <input type="checkbox"/> yes <input checked="" type="checkbox"/> no |        |

Teachers and Staff Attending: Use additional forms if more than 4 names

|  |  |
|--|--|
| 1) <u>Rebecca Long</u> <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 2) <u>Michael Holt</u> <input type="checkbox"/> yes <input checked="" type="checkbox"/> no |
| 3) _____ <input type="checkbox"/> yes <input type="checkbox"/> no                          | 4) _____ <input type="checkbox"/> yes <input type="checkbox"/> no                          |

Principal Approval [Signature] Date 4/17/23

Risk Management Approval (Unusual Activities) [Signature] Date 5/22/23

Instructional Assistant Superintendent Approval [Signature] Date 5/11/23

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 Instructional Assistant Superintendent for approval.
- Local Trip: (50-mile radius: driver led) - Submit driver led trips to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip.
- Local Trip: (walking, RT, Amtrak): Submit walking trips to Principal for approval then forward to Instructional Assistant Superintendent for approval 2 weeks prior to trip.
- Out-of-Town: (beyond 50-mile radius) - Submit to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip.
- Overnight Trip: Submit to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip.
- Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip.
- Trip Involving Unusual Activities (Water sports or high risk activities such as rafting, snorkelling, rock climbing, skiing, etc.) - Submit to Principal for approval then forward to Instructional Assistant Superintendent 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 Instructional Assistant Superintendent for approval 6 weeks prior to trip. Must have Superintendent, Board of Education and Risk Management approval prior to trip. Instructional Assistant Superintendent 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 Instructional Assistant Superintendent. Maintain a copy of all forms at site for 2 years
- Venue/Destination: Must comply with SCUSD COVID-19 Mitigation Guidelines for all trips outside of district facilities.


Reviewed by Site Office Manager: [Signature] (Initials)

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

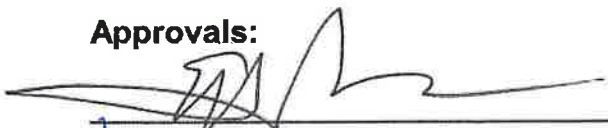



School Name California Middle School Date 4 / 17 / 23  
Teacher's Name Rebecca Long Room # 32 Telephone # 916-395-5302  
Field Trip Destination Ashland, Oregon - Shakespeare Festival

Reason for travel Theatre group going to see theatre productions and  
engage in theatre 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 to Risk Management for review before signing. Attach a detailed itinerary for each day

Signed   
Teacher

**Approvals:**

 4, 26, 23  
Principal Date  
 5, 22, 23  
Risk Management Dept. Date  
 5, 11, 23  
Segment Administrator Date  
 6, 1, 23  
Superintendent Date

    /    /      
Board Approval Date

# TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

|   |   |  |
|---|---|--|
| <b>Request to Attend:</b><br><input checked="" type="checkbox"/> Conference/Workshop<br><br><input type="checkbox"/> Business Meeting | <b>Purpose for Attending:</b><br><input type="checkbox"/> Professional Development<br><br><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.<br><br>REQ # _____ |
|---|---|--|

School/Department California Middle School Date 5/10/2023

Date(s) of Event June 9-11, 2023 Location Ashland Oregon

Event Title (attach brochure) Shakespeare Festival

Purpose\* Engage in theatre workshops and attend theatre productions.

\*What value does this activity give students, attendees, staff, department/site or community?  
 How does this travel align with the District's strategic plan? Field trip for theatre students

How will this activity/event be used and shared? Enhance knowledge of theatre production and acting methods.

| Name of Attendee(s)<br><small>(attach sheet for additional attendees)</small> | Position | Substitute (Y/N)* | No. of Days Required | Budget Code<br><small>(for substitute)</small> |
|---|----------|-------------------|----------------------|--|
| Rebecca Long  | Teacher  | No                | 1                    |  |
| Michael Holt  | Teacher  | No                | 1                    |  |
|   |          | No                |                      |  |
|   |          | No                |                      |  |
|   |          | No                |                      |  |

Additional Attendees Attached

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

|   |  |
|---|--|
| <b>Approvals:</b><br>_____<br>Principal/Department Head Signature & Print Name <span style="float: right;">Date <u>5/10/23</u></span><br>_____<br>Cabinet Level or Designee Signature <span style="float: right;">Date <u>5/11/23</u></span><br>_____<br>Chief Business Officer Signature <span style="float: right;">Date <u>5/30/23</u></span><br>_____<br>Superintendent or Designee Signature <span style="float: right;">Date <u>6/1/23</u></span> | District cost for all attendees (estimate)<br>Registration Fee *** <input type="text"/><br>Meals included? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/><br>B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/><br>Lodging _____<br>Transportation _____<br>Meals _____<br>Other _____<br>TOTAL <input type="text"/> |
|---|--|

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

| Requestion #     | Dollar Amount |
|------------------|---------------|
| Registration Fee | _____         |
| Hotel            | _____         |
| Airfare ****     | _____         |
| Car Rental ****  | _____         |