



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 8.1f

Meeting Date: March 2, 2017

Subject: Approve Sutter Middle School Field Trip to Ashland, Oregon, from
March 15 – 17, 2017

- 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 Sutter Middle School Field Trip to Ashland, Oregon, from
March 15-17, 2017

Background/Rationale: From March 15-17, 2017, a group of 150 students, 33 parent chaperones, and two teacher chaperones from Sutter Middle School will travel via chartered bus to Ashland, Oregon, to see plays at the Oregon Shakespeare Festival. Students will experience acclaimed literature and plays performed professionally, allowing them to study and enjoy Shakespeare's "*Julius Caesar*" and "*Shakespeare in Love*". Additionally, students will attend four hours of workshops presented by members of the theater group, and attend prologue discussions. The students and chaperones will be housed in the dorms at Southern Oregon University.

Financial Considerations:

No cost to the district. Expenses paid through parent contribution. Associated Student Body funds were made available for students in need.

LCAP Goal(s): College, Career and Life Ready Graduates

Documents Attached:

1. Out of State Field Trip Documents

Estimated Time of Presentation: N/A

Submitted by: Lisa Allen, Deputy Superintendent
Olga Simms, Area Assistant Superintendent

Approved by: José Banda, 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 Sutter Middle School Date March 15-17, 2017

Teacher's Name Peters/Henrikson Room # 208/210 Telephone # 395-5370
Fax # _____

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 I-5

Educational nature of field trip/excursion Students will build upon their learning in Language Arts by watching 2 plays and attending workshops at Shakespeare Festival.

Depart Date 3-15-17 Time 8:30am am/pm Return Date 3-17-17 Time 3:30pm 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 Students pay their own way. Financial Assistance Available? yes no

Number of students participating: 150

- | | | | |
|------------------------------|---|----------|--|
| Adult Supervisors/ Drivers: | DRIVER | | DRIVER |
| 1) <u>See attached list.</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 |

- Teachers and Staff Attending:
- | | | | |
|---------------------------|---|-------------------------------|---|
| 1) <u>Jennifer Peters</u> | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 2) <u>Elizabeth Henrikson</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 1/27/17

Risk Management Approval (Unusual Activities) [Signature] Date 2/10/17

Segment Administrator Approval [Signature] Date 2/6/17

- 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

Mrs. Peters' Group Chaperone List
Shakespeare Festival Field Trip
March 15-17, 2017

Teacher:
Jennifer Peters

Chaperone Name
1. Pam Beedie
2. Desiree Pierson
3. Ann Clark
4. Sheri Graciano
5. Susan O'Brien
6. Donald Lee
7. Danielle Seperas
8. Jamie Poulton
9. Jane Mikacich
10. Heidi Jones
11. Christina Edwards
12. Karen Zamd
13. Susan Riedell
14. Christina Teeple
15. Cindy Cole
16. Rachelle Macias
17. Molly Doolittle
18. Elaine Tseng
19. Adam Salinger

ASHLAND CHAPERONES

Mrs. Henrikson

March 15-17, 2017

1. Blake Takaha
2. Alli Pearce
3. Mary Kwong
4. John Yee
5. Renee Kumamoto
6. Nancy Vogel
7. Cathy Kemp
8. Julie Harr
9. Mike Schneider
10. Kevin Murphy
11. Jess Wong
12. Charlie Ineichen
13. Kasie Gee
14. Chris Piper

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 Sutter Middle School

Date January 10, 2017

Date(s) of Event March 15-17, 2017

Location Oregon Shakespeare Festival in Ashland, Oregon

Event Title (attach brochure) Oregon Shakespeare Festival

Purpose* To expose students to the works of Shakespeare, methods of acting, and to visit a college campus.

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

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

How will this activity/event be used and shared?

Name of Attendee(s)

(attach sheet for additional attendees)

Position

Substitute (Y/N)* *

No. of Days Required

Budget Code (for substitute)

Jennifer Peters	Teacher	No		
Elizabeth Henrikson	Teacher	No		
		No		
		No		
		No		

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

Additional Attendees Attached

Approvals:

Principal/Department Head Signature & Print Name

CRISTIN TAHARA - MARTIN

1/27/17

Date

Cabinet Level or Designee Signature

2/7/17

Date

Chief Business Officer Signature

2/7/17

Date

Superintendent or Designee Signature

2/9/17

Date

District cost for all attendees (estimate)

Registration Fee ***

0.00

Meals included? Yes

B L D

Lodging _____

Transportation _____

Meals _____

Other _____

TOTAL \$ 0.00

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

