



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 9.1d

Meeting Date: February 20, 2014

Subject: Sutter Middle School Field Trip to Ashland, Oregon, March 10-12, 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 Sutter Middle School Field Trip to Ashland, Oregon, March 10-12, 2014 to attend the Shakespeare Festival

Background/Rationale: March 10-12, 2014 students from Sutter Middle School will travel to Ashland, Oregon to see two plays at the Shakespeare Festival. A chartered bus will provide transportation for the 78 students, 2 teacher chaperones, and 21 parent chaperones. Students will be accompanied by chaperones to all plays. All parties will depart from Sutter Middle School on Monday, March 10, 2014, at 8:30 a.m. and return to Sutter Middle School Wednesday, March 12, 2014, at approximately 3:00 p.m. Emergency information will accompany the students on the bus. 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: Mary Hardin Young, Area Assistant Superintendent

Approved by: Lisa Allen, Chief of Schools

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 January 10, 2014

Teacher's Name Elaine Tom Room # 216 Telephone # 916-264-4151
 Fax # 916-264-3436

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 I5 North

Educational nature of field trip/excursion Students will participate in the Oregon Shakespeare Festival in Ashland

Depart Date 3/10/14 Time 8:30 AM am/pm

Return Date 3/12/14 Time 3:00 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 Individuals

Financial Assistance Available? yes no

Number of students participating: 78

Adult Supervisors/ Drivers:

- | | DRIVER | | | DRIVER | |
|----------|------------------------------|-----------------------------|----------|------------------------------|-----------------------------|
| 1) _____ | <input type="checkbox"/> yes | <input 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>Jane Vicari</u> | <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no | 2) _____ | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 3) <u>Robert Cortes</u> | <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no | 4) _____ | <input type="checkbox"/> yes | <input type="checkbox"/> no |

Principal Approval [Signature] Date _____

Risk Management Approval (Unusual Activities) [Signature] Date 1/23/14

Segment Administrator Approval [Signature] Date 1/29/14

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

Request to Attend: <input type="checkbox"/> Conference/Workshop <input type="checkbox"/> Business Meeting	Purpose for Attending: <input type="checkbox"/> Professional Development <input type="checkbox"/> Continued Education Credits Earned	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 # _____

School/Department Butter Middle School Date January 10, 2014

Date(s) of Event March 10-12, 2014 Location Ashland, Oregon

Event Title (attach brochure) Oregon Shakespeare Festival

Purpose* Students will participate in college life and watch two plays by the Oregon Shakespeare Festival in Ashland, Oregon.

*(what value does this activity give students, attendees, staff, department/site or community?)
This travel will align with the District's strategic plan by providing students with History and Language Arts Common Core experiences.

How does this travel align with the District's strategic plan?
This activity will enrich 7th graders as the experiences are aligned with the Common Core Standards.

How will this activity/event be used and shared?
This activity will enrich 7th graders as the experiences are aligned with the Common Core Standards.

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
<u>Elaine Tom</u>	<u>Teacher</u>	No <input checked="" type="radio"/>	_____	_____
		<input type="radio"/>	_____	_____
		<input type="radio"/>	_____	_____
		<input type="radio"/>	_____	_____
		<input type="radio"/>	_____	_____

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

Approvals: <div style="margin-bottom: 10px;"> _____ Principal/Department Head Signature & Print Name </div> <div style="margin-bottom: 10px;"> <u>01-15-14</u> Date </div> <div style="margin-bottom: 10px;"> _____ Cabinet Level or Designee Signature </div> <div style="margin-bottom: 10px;"> <u>1/24/14</u> Date </div> <div style="margin-bottom: 10px;"> _____ Chief Business Officer Signature </div> <div style="margin-bottom: 10px;"> <u>1-24-14</u> Date </div> <div style="margin-bottom: 10px;"> _____ Superintendent or Designee Signature </div>	District cost for all attendees (estimate) Registration Fee *** _____ Meals included? <input checked="" type="radio"/> <input type="checkbox"/> <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> 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 ****	_____