



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.1g

**Meeting Date:** March 1, 2012

**Subject:** Sutter Middle School Field Trip to Ashland, Oregon, March 7 – 9, 2012 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:** Accountability Office

**Recommendation:** Approve Sutter Middle School Field Trip to Ashland, Oregon, March 7 – 9, 2012 to attend the Shakespeare Festival

**Background/Rationale:** March 7 – 9, 2012 students from Sutter Middle School will travel via chartered bus to Ashland, Oregon to see two plays at the Shakespeare Festival. This experience will allow students to experience acclaimed literature performed professionally, allowing students to study and enjoy Romeo and Juliet, and Animal Crackers. Additionally, students will attend three classes presented by members of the theater group and attend two prologue discussions.

A chartered bus will provide transportation for the 76 students, 2 teacher chaperones, and 17 parent chaperones. Students will be accompanied by chaperones to all plays. All parties will depart from Sutter Middle School on Wednesday, March 7, 2012, at 8:30 a.m. and return to Sutter Middle School Friday, March 9, 2012, 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

<p><b>Estimated Time of Presentation:</b> N/A</p> <p><b>Submitted by:</b> Sara Noguchi, Area Assistant Superintendent</p> <p><b>Approved by:</b> Mary Shelton, Chief Accountability Officer</p>
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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 1-12-2012

Teacher's Name Susan Scott and Shellah O'Hara Room # 115-116 Telephone # 264-4150  
264-3636 Fax # \_\_\_\_\_

Field Trip Destination Oregon Shakespeare Festival, 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 I-5 north to Ashland

Educational nature of field trip/excursion Exposure to Elizabethan and modern theater and related

Depart Date 3/7/2012 Time 8:30 am/pm am Return Date 3/9/2012 Time 3:00 am/pm am

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 parents, student body funds Financial Assistance Available?  yes  no

Number of students participating: 76

Adult Supervisors/ Drivers: DRIVER DRIVER  
1) see attached roster yes  no 2) \_\_\_\_\_ yes  no  
3) \_\_\_\_\_ yes  no 4) \_\_\_\_\_ yes  no

Teachers and Staff Attending:  
1) Susan Scott yes  no 2) \_\_\_\_\_ yes  no  
3) Shellah O'Hara yes  no 4) \_\_\_\_\_ yes  no

Principal Approval David Red Date 01-12-12

Risk Management Approval (Unusual Activities) \_\_\_\_\_ Date 2/10/12

Segment Administrator Approval \_\_\_\_\_ Date \_\_\_\_\_

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*

### TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

<b>Request to Attend:</b> <input type="checkbox"/> Conference/Workshop <input type="checkbox"/> Business Meeting	<b>Purpose for Attending:</b> <input type="checkbox"/> Professional Development <input type="checkbox"/> Continued Education Credits Earned	<b>Instructions:</b> This form must be completed and received in Accounts Payable at least <b>30 days</b> prior to the proposed trip - <b>60 days</b> if out-of-state.  REQ # _____
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School/Department Sutter Middle School Date 1-12-2012

Date(s) of Event March 7-9, 2012 Location Ashland, Oregon

Event Title (attach brochure) Oregon Shakespeare Festival

Purpose\* Exposure to Elizabethan and modern theater

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

What Board goal/priority does this travel support? language arts education

How will this activity/event be used and shared? classwork and discussion

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
Susan Scott	Teacher	No	<input type="checkbox"/>	
Sheilah O'Hara	Teacher	No	<input type="checkbox"/>	
		No	<input type="checkbox"/>	
		No	<input type="checkbox"/>	

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

<b>Approvals:</b> <u>David Red</u> <u>02-02-12</u> Principal/Department Head Date <u>[Signature]</u> <u>2-2-12</u> Associate Superintendent/Assistant Superintendent Date <u>[Signature]</u> <u>2/10/12</u> Deputy Superintendent/CFO (Finance) Date <u>[Signature]</u> <u>2/8/12</u> Superintendent or Designee Date	District cost for all attendees (estimate) Registration Fee *** <u>0.00</u> Meals included? <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D Lodging <u>0.00</u> Transportation <u>0.00</u> Meals <u>0.00</u> Other <u>0.00</u> <b>TOTAL \$ 0.00</b>
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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 ****	_____

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

School Name Sutter Middle School Date 1-12-2012  
Teacher's Name S. Scott / S. O'Hara Room # 115/116 Telephone # 916-4150

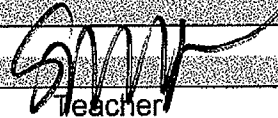
Field Trip Destination Oregon Shakespeare Festival, Ashland, Oregon

Reason for travel to expose students to Elizabethan and modern theater and associa  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.


\_\_\_\_\_  
\_\_\_\_\_

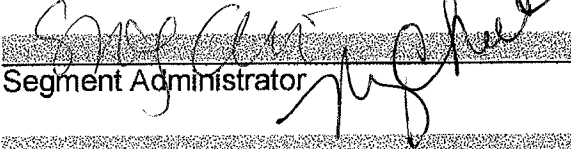
Attach a detailed itinerary for each day: attached

Signed   
Teacher

**Approvals:**

 02-02-12  
Principal Date

 2/6/12  
Risk Management Dept. Date

 2-2-12  
Segment Administrator Date

\_\_\_\_\_  
Superintendent Date

\_\_\_\_\_  
Board Approval Date