



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.1j

**Meeting Date:** March 1, 2012

**Subject:** Sutter Middle School Field Trip to Ashland, Oregon, March 19 - 21, 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 19 – 21, 2012 to attend the Shakespeare Festival

**Background/Rationale:** March 19 - 21, 2012 students from Sutter Middle School from Marissa Keller's Language Arts and History classes 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 four classes presented by members of the theater group and attend two prologue discussions, and skate. A chartered bus will provide transportation for the 40 students, 1 teacher chaperone, and 5 parent chaperones. Students will be accompanied by chaperones to all plays. All parties will depart from Sutter Middle School on Monday, March 19, 2012, at 8:30 a.m. and return to Sutter Middle School Wednesday, March 21, 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

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

**Submitted by:** Sara Noguchi, Area Assistant Superintendent

**Approved by:** Mary Shelton, Chief Accountability Officer

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 January 31, 2012

Date(s) of Event March 19-21, 2012 Location Ashland, Oregon

Event Title (attach brochure) Ashland, Oregon Shakespeare Festival

Purpose\* To expose our students to advanced literature, fine arts, a college campus tour, and educational experience

\*(what value does this activity give students, attendees, staff, department/site or community?)  
 What Board goal/priority does this travel support? \_\_\_\_\_

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)
<u>Marissa Keller</u>	<u>Teacher</u>	No	<input type="checkbox"/>	
		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>[Signature]</u> Principal/Department Head Date <u>02-06-12</u> <u>[Signature]</u> Associate Superintendent/Assistant Superintendent Date <u>2-7-12</u> <u>[Signature]</u> Deputy Superintendent/CFO (Finance) Date <u>2/15/12</u> <u>[Signature]</u> Superintendent or Designee Date <u>2/15/12</u>	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 <input type="checkbox"/> 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 Marissa Keller Date March 19-21, 2012  
 Teacher's Name Sutter Middle School Room # 304 Telephone # (916) 835-8767

Field Trip Destination Ashland, Oregon Shakespeare Festival

Reason for travel Advanced language studies, college prep experience, characterization, theme, and advanced literary experience.

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: \_\_\_\_\_

Signed Marissa Keller  
 Teacher

**Approvals:**

David [Signature] 01-31-12  
 Principal Date

[Signature] 2/8/12  
 Risk Management Dept. Date

[Signature] 2-5-12  
 Segment Administrator Date

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

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

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 19-21, 2012

Teacher's Name Marissa Keller Room # 304 Telephone # (916) 835-8767  
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 \_\_\_\_\_

Educational nature of field trip/excursion Language Arts

Depart Date 3/19 Time 8:30 am/pm Return Date 3/21 Time 3:30 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 parents Financial Assistance Available?  yes  no

Number of students participating: 40

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

Teachers and Staff Attending:  
1) Marissa Keller  yes  no 2) \_\_\_\_\_  yes  no  
3) \_\_\_\_\_  yes  no 4) \_\_\_\_\_  yes  no

Principal Approval [Signature] Date 01-31-12

Risk Management Approval (Unusual Activities) [Signature] Date 2/8/12

Segment Administrator Approval [Signature] Date 2-5-12

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*