



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 8.1e

Meeting Date: March 7, 2013

Subject: Sutter Middle School Field Trip to Ashland, Oregon, March 18 - 20, 2013 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: Area Assistant Superintendents

Recommendation: Approve Sutter Middle School Field Trip to Ashland, Oregon, March 18 – 20, 2013 to attend the Shakespeare Festival

Background/Rationale: March 18 - 20, 2013 students from Sutter Middle School from Mrs. Tom's Language Arts classes will travel via chartered bus to Ashland, Oregon to see two plays at the Shakespeare Festival. This experience will allow students to watch *My Fair Lady*, and *The Taming of the Shrew*. Additionally, students will attend three workshops presented by members of the theater group and attend two prologue sessions. A chartered bus will provide transportation for the 79 students, 2 teacher chaperones, and parent chaperones. Students will be accompanied by chaperones to all plays. All parties will depart from Sutter Middle School on Monday, March 18, 2013, at 8:30 a.m. and return to Sutter Middle School Wednesday, March 20, 2013, at approximately 3:30 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: Jonathan P. Raymond, 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 January 29, 2013

Teacher's Name Mrs. Elaine Tom Room # 216 Telephone # 264-4150
Fax # 916-264-3436

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 Interstate 5 North Redding

Educational nature of field trip/excursion Students will participate in Southern Oregon University college life
and attend Shakespeare plays.

Depart Date 3/18/13 Time 8:30 am am/pm Return Date 3/20/13 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 Parent funded Financial Assistance Available? yes no

Number of students participating: 79

Adult Supervisors/ Drivers: DRIVER DRIVER
1) see attached list yes no 2) yes no
3) yes no 4) yes no

Teachers and Staff Attending:
1) Elaine Tom yes no 2) Robert Cortes yes no
3) yes no 4) yes no

Principal Approval Date 01-25-13
Risk Management Approval (Unusual Activities) Date 02/4/13
Segment Administrator Approval Date 2/1/13

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

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

School Name Sutter Middle School Date January 29, 2013
Teacher's Name Elaine Tom Room # 216 Telephone # 264-4150

Field Trip Destination Ashland, Oregon Shakespeare festival

Reason for travel Students will participate in Southern Oregon University
college life, attend workshops, and attend Shakespeare plays.

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: see attached itinerary

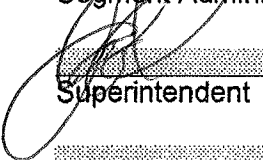
Signed 
Teacher

Approvals:

 01-25-13
Principal Date

 02-4-13
Risk Management Dept. Date

 2/1/13
Segment Administrator Date

 2/9/13
Superintendent Date

Board Approval Date

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 # _____
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School/Department Sutter Middle School Date January 29, 2013

Date(s) of Event March 18-20, 2013 Location Ashland, Oregon

Event Title (attach brochure) Ashland, Oregon Shakespeare Festival

Purpose* Students will participate in Southern Oregon University college life, attend workshops, and attend Shakespeare plays.

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

How does this travel align with the District's strategic plan? This travel aligns with the District's plan by providing students with a hands-on experience with Renaissance history.

How will this activity/event be used and shared? Activities will be shared during workshops and plays.

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>	<u>No</u>	<u> </u>	<u> </u>
		<u>No</u>	<u> </u>	<u> </u>
		<u>No</u>	<u> </u>	<u> </u>
		<u>No</u>	<u> </u>	<u> </u>
		<u>No</u>	<u> </u>	<u> </u>

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

Approvals: <div style="margin-bottom: 10px;"> <u><i>David Roddy</i></u> <u>01-25-13</u> Principal/Department Head Signature & Print Name Date </div> <div style="margin-bottom: 10px;"> <u><i>M. Mung</i></u> <u>2/11/13</u> Cabinet Level or Designee Signature Date </div> <div style="margin-bottom: 10px;"> <u><i>K. Eldgaard</i></u> <u>2/5/13</u> Chief Business Officer Signature Date </div> <div style="margin-bottom: 10px;"> <u><i>[Signature]</i></u> <u>2/8/13</u> Superintendent or Designee Signature Date </div>	District cost for all attendees (estimate) Registration Fee *** <u> </u> Meals included? <input type="checkbox"/> <u> </u> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> <u>No Cost To District</u> Lodging _____ Transportation _____ Meals _____ Other _____ TOTAL <u> </u>
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Categorical Budget Code(s): _____ \$ 0.00
 General Fund/Unrestricted _____ \$ 0.00

***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

Sacramento City Unified School District
OVERNIGHT TRIPS HOTEL ACCOMMODATIONS INFORMATION (RSK-F106H)

Hotel Name Southern Oregon University Date Reserved March 18-20, 2013

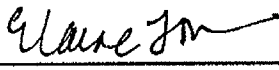
Address 1250 Siskiyou Blvd. City, Ashland, Oregon zip 97520-5050

Reservations Contact Person: Sue Hart

Telephone # 1-800-257-0577 Fax # 1-541-552-6380

Total Rooms Reserved 40

Room #s 201-326

Signed 
Teacher

Approvals:



Principal

01-25-13

Date



Segment Administrator

2/1/13

Date