



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 8.1f

**Meeting Date:** March 7, 2013

**Subject:** Sutter Middle School Field Trip to Ashland, Oregon, March 20-22, 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 20-22, 2013 to attend the Shakespeare Festival

**Background/Rationale:** March 20-22, 2013 students from Sutter Middle School from Mrs. Keller's Language Arts class 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 workshops presented by members of the theater group and attend prologue sessions.

A chartered bus will provide transportation for the 38 students, teacher chaperone, and 7 parent chaperones. Students will be accompanied by chaperones to all plays. All parties will depart from Sutter Middle School on Wednesday, March 20, 2013, at 8:30 a.m. and return to Sutter Middle School Friday, March 22, 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 Jan 30, 2013

Teacher's Name Marissa Keller Room # 304 Telephone # 264-4150  
Fax # 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 \_\_\_\_\_

Educational nature of field trip/excursion Experience college life and study medieval literature and enjoy Shakespearean plays.

Depart Date March 20 Time 8:30 am am/pm Return Date March 22 Time 4:30 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 Parental Funding Financial Assistance Available?  yes  no

Number of students participating: 38

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 *David Hood* Date 01-25-13

Risk Management Approval (Unusual Activities) *Jeff Schuman* Date 02/8/13

Segment Administrator Approval *M. Hering* Date 2/7/13

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 March 20-22, 2013  
Teacher's Name Marissa Keller Room # 304 Telephone # 264-4150

Field Trip Destination Ashland, Oregon Shakespeare Festival

Reason for travel An opportunity for our students to experience medieval/  
Renaissance literature, enjoy a taste of college life, and participate in  
Shakespearean plays for an overall enriching, educational 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: See Attached Itinerary

Signed Marissa Keller  
Teacher

**Approvals:**

Dave Rod 01-25-13  
Principal Date

Neil Robinson 2/8/13  
Risk Management Dept. Date

M. K. Young 2/7/13  
Segment Administrator Date

[Signature] 2/13/13  
Superintendent Date

Board Approval Date

# TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

<b>Request to Attend:</b> <input checked="" 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 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) <small>(attach sheet for additional attendees)</small>	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>

Additional Attendees Attached

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

**Approvals:**

*David Cook* 01-25-13  
 Principal/Department Head Signature & Print Name Date

*M. H. Young* 2/7/13  
 Cabinet Level or Designee Signature Date

*Allegand* 2/8/13  
 Chief Business Officer Signature Date

*[Signature]* 2/15/13  
 Superintendent or Designee Signature Date

District cost for all attendees (estimate)

Registration Fee \*\*\*  

Meals included?    
 B  L  D

Lodging  

Transportation  

Meals  

Other No cost to district

TOTAL  

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	_____	_____
Car Rental ****	_____	_____
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 20-22, 2013

Address 1250 Siskiyou Blvd City, Ashland, OR zip 97520

Reservations Contact Person: Sue Hart

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

Total Rooms Reserved 30

Room #s \_\_\_\_\_

Signed Maise Keller  
Teacher

Approvals:

Dan [Signature] 01-25-13  
Principal Date

[Signature] 2/7/13  
Segment Administrator Date