



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1e

**Meeting Date:** May 3, 2018

**Subject:** Approve California Middle School Field Trip to Ashland, Oregon  
June 6-8, 2018

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- Conference/Action
- Action
- Public Hearing

**Division:** Academic Office

**Recommendation:** Approve California Middle School Field Trip to Ashland, Oregon from June 6-June 8, 2018.

**Background/Rationale:** On June 6, 2018 a group of 90 students, eight parent chaperones, and two teacher chaperones from California Middle School will travel via charter bus to Ashland, Oregon to see plays at the Oregon Shakespeare Festival. This will allow students to experience acclaimed literature and a series of plays performed professionally.

**Financial Considerations:** No cost to the district.

**LCAP Goal(s):** College and Career Ready Students

**Documents Attached:**

1. Out of State Field Trip Documents

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

**Submitted by:** Iris Taylor, Chief Academic Officer

Mary Hardin Young, Instructional Assistant Superintendent

**Approved by:** Jorge A. Aguilar, Superintendent

Sacramento City Unified School District  
**FIELD TRIP REQUEST FORM**  
 (USE A SEPARATE FORM FOR EACH TRIP)

Parent Permission Form is required for each student field trip. See below reference distribution section for details concerning each type of trip.

School Name California Middle School Date 04 / 03 / 2018  
 Teacher's Name Rebecca Long / Juan Valdes Room # 32 / 34 Telephone # 395-5302  
 Fax # 264-4477

Field Trip Destination Shakespeare Theater, Southern Oregon University, Ashland, Oregon

- Local-50 mile radius (bus/walking)  Local-50 mile radius (driver led trips)  Out-of-Town (Beyond 50 mile radius)  
(forward directly to Field Trip Office)  
 Overnight  Out-of-State/Country  Involving Swimming or Wading  Unusual Activities

Route \_\_\_\_\_

Educational nature of field trip/excursion Shakespeare, Theater and ELA

Depart Date 06 / 06 / 18 Time 9:45 am/pm Return Date 06 / 08 / 18 Time 3:00 am/pm

- TRANSPORTATION will be provided by:  Walking  School Bus - contact Transportation Field Trip Office  
 Charter Bus Company (certified):  Yes  No - Check with Field Trip Office  
 Private Vehicle/Parent Driver/Faculty Driver - Complete Volunteer Personal Automobile Use Form for each vehicle and driver, must have fingerprint clearance (check with Human Resources for fingerprint clearances)  
 Public Transportation  Train  Commercial Airline  Other: \_\_\_\_\_

Funding Source Parent Donations Financial Assistance Available?  Yes  No

Number of students participating: 90

| Adult Chaperones/Drivers:       | DRIVER  |                           | DRIVER   |
|---------------------------------|---|---------------------------|--|
| 1) <u>Shelley Brandenburger</u> | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 2) <u>Laura Correia</u>   | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 3) <u>Alyson Lunetta</u>        | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 4) <u>Tuesday Perkins</u> | <input type="checkbox"/> yes <input type="checkbox"/> no |

Teachers and Staff Attending:  
 1) Rebecca Long  yes  no 2) Juan Valdes  yes  no  
 3) \_\_\_\_\_  yes  no 4) \_\_\_\_\_  yes  no

Principal Approval [Signature] Date 4/3/18  
 Risk Management Approval (Unusual Activities) [Signature] Date 4/13/18  
 Segment Administrator Approval [Signature] Date 4/16/18

- Distribution: Refer to the Field Trip Information Form RSK 106F for the forms and distribution required for each trip:
- Local Trip (school or charter bus): (50-mile radius) - Submit to Principal for approval. Maintain all documents at site and forward a copy to Segment Administrator.
  - Local Trip: (50-mile radius; driver led, walking trip) - Submit driver led trips to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Submit walking trips to Principal for approval then forward to Segment Administrator for approval 2 weeks prior to trip.
  - Out-of-Town: (beyond 50-mile radius) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
  - Overnight Trip: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
  - Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
  - Trip Involving Unusual Activities (Water sports or high risk activities such as rafting, snorkelling, rock climbing, skiing, etc.) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. This may require Special Event Liability Insurance.
  - Out-of-State/Country: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Must have Superintendent, Board of Education and Risk Management approval prior to trip. Segment Administrator will place field trip item on Board Agenda. Trips not submitted to Segment Administrator 6 weeks prior to trip will be considered automatically rejected by the Board of Education.
  - Approved forms will be returned by Segment Administrator. Maintain a copy of all forms at site for 2 years.

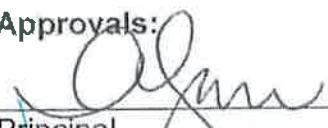



Sacramento City Unified School District  
**OUT-OF-STATE OR OUT-OF-COUNTRY  
 TRAVEL REQUEST**

School Name California Middle Date 01,11,18  
 Teacher's Name Long / Valdes Room # 31 / 34 Telephone # 395-5302  
 Field Trip Destination Ashland, Oregon  
 Reason for travel Shakespeare Outdoor 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 to Risk Management for review before signing. Attach a detailed itinerary for each day

Signed   
 Teacher

Approvals:

|  |                  |
|--|------------------|
| <u></u> | <u>4, 2, 18</u>  |
| Principal  | Date             |
| <u></u> | <u>4, 13, 18</u> |
| Risk Management Dept.  | Date             |
| <u></u> | <u>4, 16, 18</u> |
| Segment Administrator  | Date             |
| <u></u> | <u>4, 18, 18</u> |
| Superintendent   | Date             |

    /    /      
 Board Approval Date

# TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

|  |   |  |
|--|---|--|
| <b>Request to Attend:</b><br><input type="checkbox"/> Conference/Workshop<br><input type="checkbox"/> Business Meeting | <b>Purpose for Attending:</b><br><input type="checkbox"/> Professional Development<br><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.<br><br>REQ # _____ |
|--|---|--|

School/Department California Middle School Date 1/11/18

Date(s) of Event June 6, 7, 8, 2018 Location Ashland, Oregon

Event Title (attach brochure) Oregon Shakespeare Festival / Workshop

Purpose\* Attend plays at Shakespeare Festival and Educational Programs and workshops at Southern Oregon University  
 \*(what value does this activity give students, attendees, staff, department/site or community?)

How does this travel align with the District's strategic plan? Acclaimed Literature Studies

How will this activity/event be used and shared?

| Name of Attendee(s)<br>(attach sheet for additional attendees) | Position | Substitute<br>(Y/N)* | No. of Days<br>Required | Budget Code<br>(for substitute)          |
|--|----------|----------------------|-------------------------|--|
| Rebecca Long   | Teacher  | Yes                  | 1                       | 01-0000-0-1102-15-1110-1000-000-0415-000 |
| Juan Valdes  | Teacher  | Yes                  | 1                       | 01-0000-0-1102-15-1110-1000-000-0415-000 |
|  |          | No                   |                         |  |
|  |          | No                   |                         |  |
|  |          | No                   |                         |  |

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

|   |  |
|---|--|
| <b>Approvals:</b><br><div style="margin-bottom: 10px;">            _____<br/>           Principal/Department Head Signature &amp; Print Name         </div> <div style="margin-bottom: 10px;">            _____<br/>           Cabinet Level or Designee Signature         </div> <div style="margin-bottom: 10px;">            _____<br/>           Chief Business Officer Signature         </div> <div style="margin-bottom: 10px;">            _____<br/>           Superintendent or Designee Signature         </div> | District cost for all attendees (estimate)<br>Registration Fee *** <input style="width: 50px;" type="text"/><br>Meals included? <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D<br>Lodging _____<br>Transportation _____<br>Meals _____<br>Other _____<br><b>TOTAL</b> <input style="width: 50px; text-align: center; border: 1px solid black;" type="text" value="0"/> |
|---|--|

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 ****  | _____         |