



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1e

**Meeting Date:** February 15, 2018

**Subject:** Approve Sutter Middle School Field Trip to Ashland, Oregon, March 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 Sutter Middle School Field Trip to Ashland, Oregon from March 6, 2018 to March 8, 2018.

**Background/Rationale:** On March 6, 2018 a group of 73 students, 20 parent chaperones, and two teacher chaperones from Sutter 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 Sutter Middle School Date 12 / 21 / 2017  
 Teacher's Name Elaine Tom Room # 216 Telephone # 916-395-5370  
 Fax # 916-264-3436

Field Trip Destination 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 I - 5 North

Educational nature of field trip/excursion Students will participate in the Oregon Shakespeare Festival in Ashland, Oregon.

Depart Date 3 / 6 / 18 Time 8:30 AM am/pm Return Date 3 / 8 / 18 Time 2:45 PM 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 parents Financial Assistance Available?  Yes  No

Number of students participating: 73

Adult Chaperones/Drivers: DRIVER DRIVER  
 1) \_\_\_\_\_  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 [Signature] Date 1/23/18

Risk Management Approval (Unusual Activities) [Signature] Date 2/2/18

Segment Administrator Approval [Signature] Date 2/2/18

Distribution: Refer to the Field Trip Information Form RSK 106F for the forms and distribution required for each trip:

1. 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.
2. 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.
3. Out-of-Town: (beyond 50-mile radius) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
4. Overnight Trip: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
5. Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
6. 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 for approval 6 weeks prior to trip. This may require Special Event Liability Insurance.
7. 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.
8. 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 Sutter Middle School Date 11 / 13 / 17  
 Teacher's Name Elaine Tom Room # 216 Telephone # 916-395-5370  
 Field Trip Destination Ashland, Oregon Shakespeare Festival

Reason for travel Students will stay at the Southern Oregon University and experience college life, watch two plays from the Oregon Shakespeare Festival, take four hours of workshop provided by the Ctr for Shakespeare educators and learn about the history.

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>11 / 23 / 18</u>
Principal	Date
<u></u>	<u>2 / 2 / 18</u>
Risk Management Dept	Date
<u></u>	<u>2 / 2 / 18</u>
Segment Administrator	Date
<u></u>	<u>2 / 5 / 18</u>
Superintendent	Date

/ /  
 Board Approval Date

# 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 30 days prior to the proposed trip- 60 days if out-of-state.  REQ # _____
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School/Department Sutter Middle School Date Jan 9, 2018

Date(s) of Event March 6-8, 2018 Location Ashland, Oregon

Event Title (attach brochure) Oregon Shakespeare Festival

Purpose\* Students will participate in college life and watch two plays performed by the Oregon Shakespeare Festival.

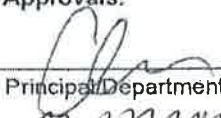
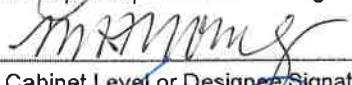
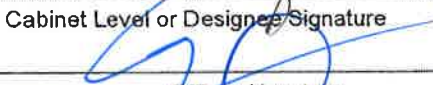
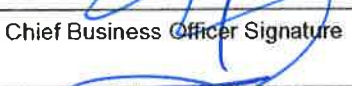

\*(what value does this activity give students, attendees, staff, department/site or community?)  
This travel will align with the strategic plan by providing students with History and Language Arts

How does this travel align with the District's strategic plan? Common Core Standards.

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)
Elaine Tom	Teacher	No <input type="checkbox"/>		
Robert Cortes	Teacher	No <input type="checkbox"/>		
		No		
		No		
		No		

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

<b>Approvals:</b> <div style="margin-bottom: 10px;">  <u>CRISTIN TAKAYA-MARTIN</u> </div> <div style="margin-bottom: 10px;"> <u>1/23/18</u>            Date         </div> <div style="margin-bottom: 10px;">  </div> <div style="margin-bottom: 10px;"> <u>2/2/18</u>            Date         </div> <div style="margin-bottom: 10px;">  </div> <div style="margin-bottom: 10px;"> <u>2/12/18</u>            Date         </div> <div style="margin-bottom: 10px;">  </div> <div style="margin-bottom: 10px;"> <u>2/5/18</u>            Date         </div> <div style="margin-bottom: 10px;">  </div>	District cost for all attendees (estimate) Registration Fee *** <input type="text"/> Meals included? <input checked="" type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging _____ Transportation _____ Meals _____ Other _____ <b>TOTAL</b> <input type="text"/>
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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 ****	_____

\*\*\*\* If airfare or car rental is requested send a copy of this form to Purchasing Box 830