



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1p

**Meeting Date:** March 15, 2018

**Subject:** Approve Sutter Middle School Field Trip to Ashland, Oregon  
April 4-6, 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  
April 4-6, 2018.

**Background/Rationale:** April 4-6, 2018, a group of 151 students, 34 parent chaperones, and two teacher chaperones from Sutter Middle School will travel via chartered bus to Ashland, Oregon, to see plays at the Oregon Shakespeare Festival. The students and chaperones will be housed in the dorms at Southern Oregon University.

**Financial Considerations:** No cost to the district. Expenses paid through parent contribution. Associated Student Body funds were made available for students in need.

**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 required for each student field trip, See reference distribution section for details concerning each type of trip.  
School Name Sutter Middle School Date April 4-6, 2018

Teacher's Name Peters/Henrikson Room # 208/210 Telephone # 395-5370  
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 I-5

Educational nature of field trip/excursion Students will build upon their learning in Language Arts by watching 2 plays and attending workshops at Shakespeare Festival.

Depart Date 4-4-18 Time 8:30am am/pm      Return Date 4-6-18 Time 3:30pm 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 Students pay their own way.      Financial Assistance Available?     yes     no

Number of students participating:    151

- |                               |   |          |  |
|-------------------------------|---|----------|--|
| Adult Supervisors/ Drivers:   | DRIVER  |          | DRIVER   |
| 1) <u>See attached lists.</u> | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 2) _____ | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 3) _____                      | <input type="checkbox"/> yes <input type="checkbox"/> no            | 4) _____ | <input type="checkbox"/> yes <input type="checkbox"/> no |

- Teachers and Staff Attending:
- |                           |  |                               |   |
|---------------------------|--|-------------------------------|---|
| 1) <u>Jennifer Peters</u> | <input type="checkbox"/> yes <input type="checkbox"/> no | 2) <u>Elizabeth Henrikson</u> | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no |
| 3) _____                  | <input type="checkbox"/> yes <input type="checkbox"/> no | 4) _____                      | <input type="checkbox"/> yes <input type="checkbox"/> no            |

Principal Approval [Signature] Date 3/6/18

Risk Management Approval (Unusual Activities) [Signature] Date 3/7/18

Segment Administrator Approval [Signature] Date 3/7/18

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

- Local Trip: (50 mile radius) - Submit to Principal for approval. Maintain all documents at site.
- Out-Of-Town: (beyond 50 mile radius) - Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
- Overnight Trip: Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
- Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
- 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.**
- 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 2-20-18

Teacher's Name J. Peters/E. Henrikson Room # 208/210 Telephone # 395-5370

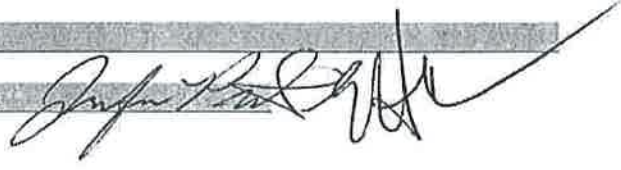
Field Trip Destination Ashland, Oregon - Oregon Shakespeare Festival

Reason for travel Students will watch two plays at the Shakespeare Festival and will participate in theater workshops. They will build on their learning of Renaissance Europe and performing arts.

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 Jennifer Peters/Elizabeth Henrikson  
 Teacher



**Approvals:**

  
 Principal 3/6/18  
 Date

  
 Risk Management Dept. 3/7/18  
 Date

  
 Segment Administrator 3/7/18  
 Date

  
 Superintendent 3/8/18  
 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: February 20, 2018

Date(s) of Event: April 4-6, 2018 Location: Oregon Shakespeare Festival in Ashland, Oregon

Event Title (attach brochure): Oregon Shakespeare Festival

Purpose\*: To expose students to the works of Shakespeare, methods of acting, and to visit a college campus.

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

How does this travel align with the District's strategic plan? \_\_\_\_\_

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)
Jennifer Peters	Teacher	No		
Elizabeth Henrikson	Teacher	No		
		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;">            _____            Cristin Tahara-Martin            Principal/Department Head Signature &amp; Print Name         </div> <div style="margin-bottom: 10px;">           _____            Date <u>3/6/18</u> </div> <div style="margin-bottom: 10px;">            _____            Cabinet Level or Designee Signature         </div> <div style="margin-bottom: 10px;">           _____            Date <u>3/7/18</u> </div> <div style="margin-bottom: 10px;">            _____            Chief Business Officer Signature         </div> <div style="margin-bottom: 10px;">           _____            Date <u>3/8/18</u> </div> <div style="margin-bottom: 10px;">            _____            Superintendent or Designee Signature         </div> <div style="margin-bottom: 10px;">           _____            Date <u>3/8/18</u> </div>	<b>District cost for all attendees (estimate)</b> Registration Fee *** _____ Meals included? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging _____ Transportation _____ Meals _____ Other _____ <b>TOTAL</b> <span style="border: 1px solid black; padding: 2px;">0.00</span>
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Categorical Budget Code(s): \_\_\_\_\_ \$ 0.00  
 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 ****	_____