



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 8.1d

**Meeting Date:** April 24, 2014

**Subject:** Sutter Middle School Field Trip to Ashland, Oregon, April 29 – June 1, 2014 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:** Chief of Schools

**Recommendation:** Approve Sutter Middle School Field Trip to Ashland, Oregon, April 29 – May 1, 2014 to attend the Shakespeare Festival

**Background/Rationale:** April 29 – May 1, 2014 students from Sutter Middle School will travel to Ashland, Oregon to see two plays at the Shakespeare Festival. A chartered bus will provide transportation for the 48 students, and 8 adult chaperones. Students will be accompanied by chaperones to all plays. All parties will depart from Sutter Middle School on Tuesday, April 29, 2014, at 8:30 a.m. and return to Sutter Middle School Thursday, May 1, 2014, at approximately 3:30 p.m. Emergency information will accompany the students on the bus.

**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:** Lisa Allen, Chief of Schools

Mary Hardin Young, Area Assistant Superintendent

**Approved by:** Sara Noguchi, Ed. D., Interim Superintendent

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

School Name Sutter Middle School Date April 29-May 1, 2014

Teacher's Name Marissa Keller Room # 304 Telephone # 916 835-8767

Field Trip Destination Ashland, Oregon

Reason for travel To see Ashland, Oregon Shakespeare Festival plays, enjoy Shakespeare-based literary and acting enrichment workshops, and experience a taste of college academic life.

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:**

[Signature] 03-07-14  
Principal Date

[Signature] 2/1/14  
Risk Management Dept. Date

[Signature] 3/27/14  
Segment Administrator Date

[Signature] 4-8-14  
Superintendent Date

Board Approval Date

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 March 26, 2014

Teacher's Name Marissa Keller Room # 304 Telephone # (916) 835-876  
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-80

Educational nature of field trip/excursion Provide students a chance to study Shakespeare and experience his plays live, and also to be introduced to college

Depart Date 4/29/14 Time 8:00am am/pm Return Date 5/1/14 Time 3:00pm 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 Sutter Middle School Financial Assistance Available?  yes  no

Number of students participating: 48

- Adult Supervisors/ Drivers:
- |                          | DRIVER   |                           | DRIVER  |
|--------------------------|--|---------------------------|---|
| 1) <u>Kat Tuckenbach</u> | <input type="checkbox"/> yes <input type="checkbox"/> no | 2) <u>Jessica Davison</u> | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no |
| 3) <u>Lara Stockton</u>  | <input type="checkbox"/> yes <input type="checkbox"/> no | 4) <u>Mario Gonzalez</u>  | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no |

- Teachers and Staff Attending:
- |                          |  |          |  |
|--------------------------|--|----------|--|
| 1) <u>Marissa Keller</u> | <input type="checkbox"/> yes <input 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 |

Principal Approval [Signature] Date 03-26-14

Risk Management Approval (Unusual Activities) [Signature] Date 4/1/14

Segment Administrator Approval [Signature] Date 3/27/14

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*

**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 March 6, 2014

Date(s) of Event April 29-May 1, 2014 Location Ashland, Oregon

Event Title (attach brochure) Shakespeare Festival

Purpose\* To provide an opportunity to study and experience high-quality Shakespearean literature and see it performed. also, let my students stay on a college campus where they can experience a college setting and hopefully plan for a college education.

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

How does this travel align with the District's strategic plan? It is in compliance with district policy

How will this activity/event be used and shared? We will study Shakespeare prior to our trip and also share what we have learned and do a reflection activity

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
<u>Marissa Keller</u>	<u>Teacher (CORE)</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:**

[Signature] 03-27-14  
Principal/Department Head Signature & Print Name Date

[Signature] 3/27/14  
Cabinet Level or Designee Signature Date

[Signature] 4/2/14  
Chief Business Officer Signature Date

[Signature] 4-8-14  
Superintendent of Designee Signature Date

District cost for all attendees (estimate)

Registration Fee \*\*\* 0.00

Meals included?  Yes  No

B  L  D

Lodging \_\_\_\_\_

Transportation \_\_\_\_\_

Meals \_\_\_\_\_

Other \_\_\_\_\_

TOTAL \$ 0.00

Categorical Budget Code(s): \_\_\_\_\_ \$ \_\_\_\_\_

General Fund/Unrestricted \_\_\_\_\_ \$ \_\_\_\_\_

\*\*\*If any meals are included in the cost of registration, how many of each: Breakfast 2 Lunch 2 Dinner 2

**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 ****	_____