



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 9.1c

Meeting Date: March 17, 2016

Subject: Approve Sutter Middle School Field Trip to Ashland, Oregon from April 5 - 7, 2016

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

Department: Deputy Superintendent

Recommendation: Approve Sutter Middle School Field Trip to Ashland, Oregon April 5-7, 2016

Background/Rationale: April 5-7, 2016, a group of 42 students, 27 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. Students will experience acclaimed literature and professionally performed art, allowing them to study and enjoy Shakespeare's *Twelfth Night* and Charles Dickens' *Great Expectations*. Additionally, students will participate in enrichment activities by attending workshops provided by the theater company to deepen understanding and provide hands on role-playing. 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: Lisa Allen, Interim Deputy Superintendent
 Olga Simms, Area Assistant Superintendent
Approved by: José Banda, 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 5-7, 2016

Teacher's Name Marissa Keller Room # 118 Telephone # (916) 835-8766
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 enhance their literary analysis skills by attending two Shakespeare Festival plays and workshops.

Depart Date April 5, 2016 Time 8:30am am/pm Return Date April 7, 2016 Time 3:30 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 Student pay their way Financial Assistance Available? yes no

Number of students participating: 42

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) Peggyann Foreman yes no 4) _____ yes no

Principal Approval [Signature] Date 2-23-16
Risk Management Approval (Unusual Activities) [Signature] Date 3/1/16
Segment Administrator Approval [Signature] Date 3/2/16

- 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

Request to Attend: <input type="checkbox"/> Conference/Workshop <input type="checkbox"/> Business Meeting	Purpose for Attending: <input type="checkbox"/> Professional Development <input type="checkbox"/> Continued Education Credits Earned	Instructions: 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 Feb 4, 2016

Date(s) of Event April 5-7, 2016 Location Ashland, Oregon

Event Title (attach brochure) Shakespeare Festival

Purpose* The purpose of this field trip is to expose my students to world renown literature, theater, and college exposure.

*(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 field trip aligns with the District's plan to offer college readiness, exposure to the finest literature in the world, and a push to produce innovative thinkers.

How will this activity/event be used and shared? The students will be reading the Shakespeare plays prior to our departure and doing personal essays after.

Name of Attendee(s) <small>(attach sheet for additional attendees)</small>	Position	Substitute (Y/N)*	No. of Days Required	Budget Code (for substitute)
Johnson-Keller, Marissa	Teacher	No		
Foreman, Peggyann	Teacher	No		
Thomas, Jenny	Teacher	No		
		No		
		No		

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

Approvals: Principal/Department Head Signature & Print Name <u>[Signature]</u> Date <u>2.23.16</u> Cabinet Level or Designee Signature <u>[Signature]</u> Date <u>3/2/16</u> Chief Business Officer Signature <u>[Signature]</u> Date <u>3/3/16</u> Superintendent or Designee Signature <u>[Signature]</u> Date <u>3/3/16</u>	District cost for all attendees (estimate) Registration Fee *** <u> </u> Meals included? <input checked="" type="checkbox"/> Yes B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging _____ Transportation _____ Meals _____ Other _____ TOTAL <u>00.00</u>
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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 ****	_____