



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 9.1d

Meeting Date: March 6, 2014

Subject: Sutter Middle School Field Trip to Ashland, Oregon, March 19-21, 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, March 19-21, 2014 to attend the Shakespeare Festival

Background/Rationale: March 19-21, 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 126 students, 2 teacher chaperones, and 28 parent chaperones. Students will be accompanied by chaperones to all plays. All parties will depart from Sutter Middle School on Wednesday, March 19, 2014, at 8:30 a.m. and return to Sutter Middle School Friday, March 21, 2014, at approximately 3:30 p.m. Emergency information will accompany the students on the bus. Students and chaperones will stay at Southern Oregon University dorms.

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: Mary Hardin Young, Area Assistant Superintendent

Approved by: Lisa Allen, Chief of Schools

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 19-21, 2014

Teacher's Name Jennifer Peters/Elizabeth Henrikson Room # 208/210 Telephone # 264-4150
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 _____

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 3-19-14 Time 8:30 am/pm Return Date 3-21-14 Time 3:30 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: 126

Adult Supervisors/ Drivers:	DRIVER		DRIVER
1) <u>See attached chaperone lists</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

Teachers and Staff Attending:

- 1) Jennifer Peters yes no 2) Elizabeth Henrikson yes no
- 3) _____ yes no 4) _____ yes no

Principal Approval *[Signature]* Date 02-06-14

Risk Management Approval (Unusual Activities) *[Signature]* Date 02/11/14

Segment Administrator Approval *[Signature]* Date 2/7/14

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

1. Local Trip: (50 mile radius) - Submit to Principal for approval. Maintain all documents at site.
2. Out-Of-Town: (beyond 50 mile radius) - Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
3. Overnight Trip: Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
4. Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
5. 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.
6. 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 March 19-21, 2014

Teacher's Name Peters/Henrikson Room # 208/210 Telephone # 264-4150

Field Trip Destination Ashland, Oregon: Shakespeare Festival

Reason for travel Students will build upon their learning in Language Arts by watching two plays and attending three acting workshops at the Shakespeare Festival. Students will also get to experience a college campus by staying at the Southern Oregon University dorms.

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

Signed _____
Teacher

Approvals:

[Signature] 02-06-14
Principal Date

[Signature] _____
Risk Management Dept. Date

[Signature] 2/7/14
Segment Administrator Date

[Signature] 2-17-14
Superintendent Date

Board Approval Date _____

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: Language Arts/History department Date: Feb. 6, 2014

Date(s) of Event: March 19-21, 2014 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) <small>(attach sheet for additional attendees)</small>	Position	Substitute (Y/N)**	No. of Days Required	Budget Code <small>(for substitute)</small>
Jennifer Peters	teacher	No		
		No		
Elizabeth Henrikson	teacher	No		
		No		
		No		

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

Approvals: <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 80%;"> <p> _____ Principal/Department Head Signature & Print Name</p> <p> _____ Cabinet Level or Designee Signature</p> <p> _____ Chief Business Officer Signature</p> <p> _____ Superintendent or Designee Signature</p> </div> <div style="width: 15%; text-align: center;"> <p><u>02-06-14</u> Date</p> <p><u>2/7/14</u> Date</p> <p><u>2/11/14</u> Date</p> <p><u>2-12-14</u> Date</p> </div> </div>	District cost for all attendees (estimate) Registration Fee *** 0.00 Meals included? <input checked="" type="checkbox"/> Yes B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging _____ Transportation _____ Meals _____ Other _____ TOTAL \$ 0.00
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Categorical Budget Code(s): _____ \$ 0.00
 General Fund/Unrestricted _____ \$ 0.00

***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 ****	_____