



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 9.1e

Meeting Date: February 19, 2015

Subject: Sutter Middle School Field Trip to Ashland, Oregon, March 16-18, 2015

- 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 16-18, 2015 to attend the Shakespeare Festival

Background/Rationale: March 16-18, 2015, 75 Sutter Middle School students, 2 teacher chaperones and 23 parent chaperones will travel by bus to Ashland, Oregon to see two plays at the Shakespeare Festival. Charter bus will provide transportation and will remain with the group to provide transportation to and from dormitories. Students, parent chaperones, and teacher will leave Sutter Middle School Monday, March 16th at 8:30 a.m. and will return to Sutter Middle School March 18th at approximately 3:00 p.m.

Financial Considerations: No cost to the district. Expenses paid through parent contribution and fundraising.

LCAP Goal(s): Safe, Clean and Healthy Schools

Documents Attached:

1. 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: José L. Banda, Superintendent

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

School Name Sutter Middle School Date 12/3/2014

Teacher's Name Waine Tom Room # 216 Telephone # 916-284-4150

Field Trip Destination Ashland, Oregon

Reason for travel Students will stay at the Southern Oregon University and experience collage life; watch two plays from the Oregon Shakespeare Festival; take four hours of workshop provided by the Ctr. for Shakespeare/Oregon teacher and will learn Stage Combat, Renaissance History, Clothing, Dance and Plays.

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: Attached

Signed Waine Tom
Teacher

Approvals:

[Signature] 01-26-15
Principal Date

[Signature] 1/2/15
Risk Management Dept. Date

[Signature] 1/12/15
Segment Administrator Date

[Signature] 1/23/15
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 12/2/14

Teacher's Name Elaine Tom Room # 216 Telephone # 916-264-416
Fax # 916-264-3436

Field Trip Destination Ashland, Oregon

Local (50 mile radius) Out-of-Town (Beyond 50 mile radius) Overnight
 Out-of-State/Country Involving Swimming or Wading Unusual Activities
Route 15 - North

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

Depart Date 3/16/15 Time 8:30 AM am/pm Return Date 3/18/15 Time 3:00 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 Parents Financial Assistance Available? yes no

Number of students participating: 75

Adult Supervisors/ Drivers: DRIVER DRIVER
1) _____ yes no 2) _____ yes no
3) _____ yes no 4) _____ yes no

Teachers and Staff Attending:
1) Robert Cortes yes no 2) _____ yes no
3) _____ yes no 4) _____ yes no

Principal Approval [Signature] Date 01-06-15

Risk Management Approval (Unusual Activities) [Signature] Date 1/22/15

Segment Administrator Approval [Signature] Date 1/12/15

Distribution: Refer to Field Trip Information Form RSK 108F 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

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 # _____
--	---	--

School/Department: Sutter Middle School Date: 12/3/14

Date(s) of Event: March 16-18, 2014 Location: Ashland, Oregon

Event Title (attach brochure): Oregon Shakespeare Festival

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

*(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 travel will align with the stratgic plan by providing students with History ans Language Arts Common Core experiences.

How will this activity/event be used and shared? This activity will enrich 7th graders as the experiences are aligned with the Common Core Standards.

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>
<u>Elaine Tom</u>	<u>Teacher</u>	<u>No</u>	<input type="checkbox"/>	
		<u>No</u>	<input type="checkbox"/>	
		<u>No</u>	<input type="checkbox"/>	
		<u>No</u>	<input type="checkbox"/>	
		<u>No</u>	<input type="checkbox"/>	

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

Approvals: <u><i>David Lee</i></u> Principal/Department Head Signature & Print Name <u>01-06-15</u> Date <u><i>M. Martinez</i></u> Cabinet Level or Designee Signature <u>1/14/15</u> Date <u><i>S. Bode</i></u> Chief Business Officer Signature <u>1/23/15</u> Date <u><i>S. Bode</i></u> Superintendent or Designee Signature <u>1/23/15</u> Date	District cost for all attendees (estimate) Registration Fee *** <input type="text"/> Meals included? <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D Lodging: _____ Transportation: _____ Meals: _____ Other: _____ TOTAL <input type="text" value="0"/>
---	---

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 ****	_____