



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.1d

Meeting Date: May 19, 2011

Subject: CALIFORNIA MIDDLE SCHOOL FIELD TRIP TO ASHLAND, OREGON
FROM JUNE 3, 2011 – JUNE 5, 2011

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

Learning Support Unit/Department: Accountability Office

Recommendation: Approve travel request

Background/Rationale: On June 3, 4, and 5, 2011, a group of student from California Middle School will depart to Ashland, Oregon to the Shakespeare Festival. This field trip will allow students to experience acclaimed literature performed professionally, allowing students to study and enjoy **Much Ado About Nothing, Don Quixote and The Servant of Two Masters**. Additionally, students will attend two classes presented by members of the theater group and attend two prologue discussions.

A chartered bus from Amador Stage Lines will provide the transportation. Emergency information will accompany the students on the bus. The driver will remain with the group in Ashland to provide transportation to and from the Oregon Shakespeare Festival and the Super 8 Motel, 2350 Ashland Street, Ashland, Oregon, 97520, where all of the students, teacher and chaperons will stay.

Fifty-One students will be accompanied by their classroom teacher Michael Holt and four chaperons. Ten students will be paired with one adult for all activities. Students, parent chaperones and the teacher will leave California Middle School on Friday, June 3, 2011 at 8:30 a.m. and return to California Middle School on Monday, June 5, 2011, at approximately 6:00 p.m.

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

Documents Attached: Field Trip Request form, Out of State Travel Request form, Travel Request Form.

Estimated Time of Presentation: N/A

Submitted by: Elizabeth Vigil, Principal

Approved by: Lisa Allen, Area Assistant Superintendent (Area I)

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 California Middle School Date 02/15/11

Teacher's Name Michael Holt Room # 2 Telephone # 264-4550
Fax # 264-4477

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 Interstate 5 North to Ashland

Educational nature of field trip/excursion Shakespeare Festival & Programs at Sou

Depart Date 6/3/11 Time 8:30 am am/pm

Return Date 6/5/11 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 Students, PTSA Financial Assistance Available? ☒ yes ☐ no

Number of students participating: 51

Adult Supervisors/ Drivers:	DRIVER		DRIVER	
1) <u>Scott Siden</u>	<input type="checkbox"/> yes <input type="checkbox"/> no	2) <u>John Fredenburg</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	
3) <u>Ginger Spurlock</u>	<input type="checkbox"/> yes <input type="checkbox"/> no	4) <u>Adrienne Martin</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	

Teachers and Staff Attending:

1) <u>Michael Holt</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

Principal Approval *Elizabeth Vigil* Date 4/13/11

Risk Management Approval (Unusual Activities) *[Signature]* Date 5/31/11

Segment Administrator Approval *[Signature]* Date 4/29/11

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 California Middle School Date 02/18/11

Teacher's Name Michael Holt Room # 2 Telephone # 264-4550

Field Trip Destination Ashland, Oregon

Reason for travel Attend 3 Plays at Shakespeare Festival and Educational

Programs at Southern Oregon University-

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.

None

Attach a detailed itinerary for each day: See Attached

Signed

Teacher

Approvals:

Elyse H. Vigil 4/14/11
Principal Date

Incher 5/5/11
Risk Management Dept. Date

Shane 4/29/11
Segment Administrator Date

[Signature] 5/5/11
Superintendent Date

Board Approval Date

Sacramento City Unified School District

Rev.F 3-22-11