



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.1e

**Meeting Date:** May 19, 2011

**Subject:** SUTTER MIDDLE SCHOOL FIELD TRIP TO ASHLAND, OREGON  
FROM MAY 31, 2011 – JUNE 2, 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 May 31, 2011, and June 1 and 2, 2011, a group of students from Sutter 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 **Henry IV Part Two** and **The Pirates of Penzance**. Additionally, students will attend three classes presented by members of the theater group and attend two prologue discussions.

A chartered bus from All West Coach 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 Southern Oregon University dorms where all of the students, teachers and chaperons will stay.

Ninety-four students will be accompanied by their two classroom teachers, Susan Scott and Sheila O'Hara and ten chaperons. Ten students will be paired with one adult for all activities. Students, parent chaperones and the teachers will leave Sutter Middle School on Tuesday, May 31, 2011 at 8:00 a.m. and return to Sutter Middle School on Thursday, June 2, 2011, at approximately 5:00 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:** Erik Swanson, Principal

**Approved by:** Mary Hardin Young, Area Assistant 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 04/15/2011  
 Teacher's Name Susan Scott and Sheilah O'Hara Room # 115/116 Telephone # 264-4150  
 Fax # 264-3636

Field Trip Destination Oregon Shakespeare Festival, 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 I-5 North to Ashland

Educational nature of field trip/excursion Exposure to Elizabethan and modern theater  
 and related workshops

Depart Date 5/31/11 Time 8:30 am/pm Return Date 6/2/11 Time 5:00 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, student body funds Financial Assistance Available? ☒ yes ☐ no

Number of students participating: 94

Adult Supervisors/ Drivers:	DRIVER		DRIVER
1) <u>James Jetton</u>	yes <input checked="" type="checkbox"/> no <input type="checkbox"/>	2) <u>Cyndee Young</u>	yes <input checked="" type="checkbox"/> no <input type="checkbox"/>
3) <u>Elizabeth McCarthy</u>	yes <input checked="" type="checkbox"/> no <input type="checkbox"/>	4) <u>see attached roster</u>	yes <input checked="" type="checkbox"/> no <input type="checkbox"/>

Teachers and Staff Attending:

1) <u>Susan Scott</u>	yes <input checked="" type="checkbox"/> no <input type="checkbox"/>	2) _____	yes <input type="checkbox"/> no <input type="checkbox"/>
3) <u>Sheilah O'Hara</u>	yes <input checked="" type="checkbox"/> no <input type="checkbox"/>	4) _____	yes <input type="checkbox"/> no <input type="checkbox"/>

Principal Approval [Signature] Date 5/10/11

Risk Management Approval (Unusual Activities) [Signature] Date 5/12/11

Segment Administrator Approval [Signature] Date 5/10/11

**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 Sutter Middle School Date 4/15/2011


Teacher's Name S. Scott/S.O'Hara Room # 115/116 Telephone # 264-4150

Field Trip Destination Oregon Shakespeare Festival, Ashland, Oregon

Reason for travel to expose students to Elizabethan and modern theater and  
associated classes and workshops.


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   
Teacher

**Approvals:**

 4/27/11  
Principal Date

 5/11/11  
Risk Management Dept. Date

 5/10/11  
Segment Administrator Date

 5/11/11  
Superintendent Date

Board Approval Date

## TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

<b>Request to Attend:</b> <input checked="" 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 <b>30 days</b> prior to the proposed trip- <b>60 days</b> if out-of-state.  REQ # _____
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 School/Department Sutter Middle School Date 04/26/2011

 Date(s) of Event May 31 - June 2, 2011 Location Ashland, Oregon

 Event Title (attach brochure) Oregon Shakespeare Festival

 Purpose\* Exposure to Elizabethan and modern theater

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

 What Board goal/priority does this travel support? language arts education

 How will this activity/event be used and shared? class work and discussion

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
Susan Scott	Teacher	No	<input type="checkbox"/>	
Sheilah O'Hara	Teacher	No	<input type="checkbox"/>	
		No	<input type="checkbox"/>	
		No	<input type="checkbox"/>	

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

Additional Attendees Attached

<b>Approvals:</b> <u>[Signature]</u> <u>5/9/11</u> Principal/Department Head Date		District cost for all attendees (estimate) Registration Fee *** <u>0.00</u> Meals included? <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D Lodging <u>0.00</u> Transportation <u>0.00</u> Meals <u>0.00</u> Other <u>0.00</u> <b>TOTAL</b> <u>\$ 0.00</u>
<u>[Signature]</u> <u>5/10/11</u> Associate Superintendent/Assistant Superintendent Date		
<u>[Signature]</u> <u>5/11/11</u> Deputy Superintendent/CFO (Finance) Date		
<u>[Signature]</u> <u>5/11/11</u> Superintendent or Designee Date		
<input type="checkbox"/> Categorical Budget Code(s): _____ <input type="checkbox"/> 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 ****	_____	_____

\*\*\*\* If airfare or car rental is requested, send a copy of this form to Purchasing, Box 830