



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.1e

Meeting Date: March 1, 2012

Subject: Sutter Middle School Field Trip to Ashland, Oregon, March 21 - 23, 2012 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: Accountability Office

Recommendation: Approve Sutter Middle School Field Trip to Ashland, Oregon, March 21 – 23, 2012 to attend the Shakespeare Festival

Background/Rationale: March 21 - 23, 2012 students from Sutter Middle School from Mrs. Henrickson's and Mrs. Peters' Language Arts classes will travel via chartered bus to Ashland, Oregon to see two plays at the Shakespeare Festival. This experience will allow students to experience acclaimed literature performed professionally, allowing students to study and enjoy *Romeo and Juliet*, and *Animal Crackers*. Additionally, students will attend three classes presented by members of the theater group and attend two prologue discussions. A chartered bus will provide transportation for the 150 students, 2 teacher chaperones, and 25 parent chaperones. Students will be accompanied by chaperones to all plays. All parties will depart from Sutter Middle School on Wednesday, March 21, 2012, at 8:30 a.m. and return to Sutter Middle School Friday, March 23, 2012, 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

<p>Estimated Time of Presentation: N/A</p> <p>Submitted by: Sara Noguchi, Area Assistant Superintendent</p> <p>Approved by: Mary Shelton, Chief Accountability Officer</p>

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

School Name Sutter Middle School Date March 21-23

Teacher's Name J. Peters/E. Henriksen 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 and History

watching 2 plays at the Shakespeare Festival and participating in workshops.

Students will also get to experience a college campus by staying overnight 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.

Attach a detailed itinerary for each day: see attached itinerary

Signed [Signature]
Teacher

Approvals:

[Signature] 02-02-12
Principal Date

[Signature] 2/4/12
Risk Management Dept. Date

[Signature] 2-2-12
Segment Administrator Date

[Signature] 2/14/12
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 # _____
--	---	--

School/Department: Sutter Middle School Date: February 1, 2012

Date(s) of Event: March 21-23, 2012 Location: Ashland, Oregon--Shakespeare Festival

Event Title (attach brochure): Shakespeare Festival

Purpose* Students will build upon their 7th grade language arts and history curriculum by attending 2 plays at the Shakespeare Festival and by participating in drama workshops that are put on by the actors from the 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? field trip

How will this activity/event be used and shared? field trip

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
Elizabeth Henrikson	teacher	No		
Jennifer Peters	teacher	No		
		No		
		No		
		No		

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

Approvals:

[Signature] 02-03-11
Principal/Department Head Signature & Print Name Date

[Signature] 2/2/11
Cabinet Level or Designee Signature Date

[Signature] 2/10/12
Chief Business Officer Signature Date

Superintendent or Designee Signature Date

District cost for all attendees (estimate)

Registration Fee *** 0.00

Meals included? Yes No

B L D

Lodging 0.00

Transportation 0.00

Meals 0.00

Other 0.00

TOTAL \$ 0.00

Categorical Budget Code(s): students pay their own way \$ 0.00

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	0.00
Hotel	0.00
Airfare ****	0.00
Car Rental ****	0.00

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

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 21-23, 2012

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 and History by watching 2 plays at the Shakespeare Festival and by per

Depart Date March 21 Time 8:30 am am/pm Return Date March 23 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 will pay their own way. Financial Assistance Available? yes no

Number of students participating: 150

- Adult Supervisors/ Drivers:
- | | DRIVER | | | DRIVER | |
|---------------------------------------|------------------------------|--|----------|------------------------------|-----------------------------|
| 1) <u>see attached chaperone list</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 |

- Teachers and Staff Attending:
- | | | | | | |
|-------------------------------|------------------------------|-----------------------------|---------------------------|------------------------------|--|
| 1) <u>Elizabeth Henrikson</u> | <input type="checkbox"/> yes | <input type="checkbox"/> no | 2) <u>Jennifer Peters</u> | <input type="checkbox"/> yes | <input checked="" type="checkbox"/> no |
| 3) _____ | <input type="checkbox"/> yes | <input type="checkbox"/> no | 4) _____ | <input type="checkbox"/> yes | <input type="checkbox"/> no |

Principal Approval *Dan Red* Date 02-01-12

Risk Management Approval (Unusual Activities) _____ Date 2/16/12

Segment Administrator Approval _____ Date 2-2-12

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