



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 11.1j

**Meeting Date:** May 5, 2011

**Subject:** SAM BRANNAN MIDDLE SCHOOL FIELD TRIP TO ASHLAND, OREGON FROM  
JUNE 2, 2011 – JUNE 4, 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:** Learning Support Unit D/Accountability

**Recommendation:** Approve travel request

**Background/Rationale:** On June 2, 3, and 4, 2011, a group of HONORS students will be traveling by bus to Ashland, Oregon, to see two plays at the Shakespeare Festival. This trip is in conjunction with a reading and analysis of the play **Hamlet** that HONORS students will be studying in April and May. This educational experience will allow students to study and enjoy **The Imaginary Invalid** and Shakespeare's **Julius Caesar**.

All West Coachlines will provide two busses for transportation. Emergency information will accompany the students on the buses. The drivers will remain with the group in Ashland to provide transportation to and from the dormitories at Southern Oregon University, where all of the students, teachers and chaperones will stay.

Forty-Eight students and four teachers will attend this field trip. Ten students will be paired with one adult for all activities. Students, parent chaperones and teachers will leave Sam Brannan Middle School on Thursday, June 2<sup>nd</sup> at 10:00 a.m., and will return to Sam Brannan Middle School on Saturday, June 4<sup>th</sup> by 4:00 p.m.

**Financial Considerations:** The cost to the students is \$330. This cost includes meals, rooms for two nights at the dorm, tickets for two plays, educational classes and bus transportation. Financial assistance for the trip has been made available in accordance with the district funding guides.

**Documents Attached:** Out of State Travel Request Form, Parent Permission Form and letter to parents.

**Estimated Time of Presentation:** N/A

**Submitted by:** Greg Purcell, 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 Sam Brannan Middle School Date March 7, 2011

Teacher's Name Andrea Zarate and Peggy Green Room # 13 and 9 Telephone # 264-4350  
 Fax # 264-4481

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 I-5 North - Transportation provided by All West Coachlines

Educational nature of field trip/excursion Students will attend 4 educational theatre workshops at SOU and  
watch two plays.

Depart Date 6/2/11 Time 10 am am/pm Return Date 6/4/11 Time 4 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 Financial Assistance Available? ☒ yes ☐ no

Number of students participating: 60 48

Adult Supervisors/ Drivers:	DRIVER		DRIVER
1) Parents <u>(4) - all ok</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) Andrea Zarate ☐ yes ☒ no 2) Margaret (Peggy) Green ☐ yes ☐ no  
 3) John Fernandez ☐ yes ☒ no 4) Kristen Guidi ☐ yes ☐ no

Principal Approval [Signature] Date 4/25/11

Risk Management Approval (Unusual Activities) [Signature] Date 4/25/11

Segment Administrator Approval [Signature] Date 4/14/11

**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

# 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 SAM BRANNAN MS Date 4/14/2011

Date(s) of Event JUNE 2-4, 2011 Location ASHLAND, OREGON

Event Title (attach brochure) SHAKESPEARE FESTIVAL IN ASHLAND, OREGON

Purpose\* SINCE STUDENTS STUDY SHAKESPEARE DURING THE RENAISSANCE THEY WILL WATCH 2 PLAYS AND ATTEND DRAMA CLASSES

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

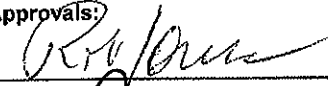

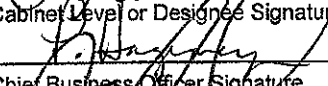
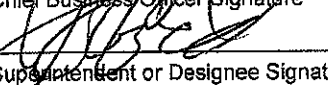
How does this travel align with the District's strategic plan? \_\_\_\_\_

How will this activity/event be used and shared? \_\_\_\_\_

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
ANDREA ZARATE	TEACHER	Yes	1	01-3010-0-1102-10-1110-1000-141-0480-000
JOHN FERNANDEZ	TEACHER	Yes	1	" "
MARGARET PEGGY GREEN	TEACHER	Yes	1	" "
KRISTIN GUIDIA	TEACHER	Yes	1	" "
		No		

☐ Additional Attendees Attached

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

<b>Approvals:</b>  Principal/Department Head Signature & Print Name _____ Date <u>4/14/2011</u>  Cabinet Level or Designee Signature _____ Date <u>4/14/11</u>  Chief Business Officer Signature _____ Date <u>4/14/11</u>  Superintendent or Designee Signature _____ Date <u>4/14/11</u>	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 <input type="checkbox"/> Lodging <u>0.00</u> Transportation <u>0.00</u> Meals <u>0.00</u> Other _____ <b>TOTAL \$ 0.00</b>
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☐ 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 ****	_____

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

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

School Name SAM BRANNAN MIDDLE SCHOOL Date MARCH 15, 2011  
 Teacher's Name PEGGY GREEN/ANDREA ZARATE Room # 9/13 Telephone # 264-4350

Field Trip Destination ASHLAND, OREGON SHAKESPEARE FESTIVAL

Reason for travel WE ARE TRAVELING TO OREGON TO ATTEND THE SHAKESPEARE FESTIVAL  
TO WATCH PLAYS AND PARTICIPATE IN COLLEGE VISUAL AND PERFORMING ART CLASSES.

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: \_\_\_\_\_

Signed Andrea Zarate  
 Teacher

**Approvals:**

Principal

4/7/11  
 Date

Risk Management Dept.

4/25/11  
 Date

Segment Administrator

4/14/11  
 Date

Superintendent

4/27/11  
 Date

Board Approval Date