



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 8.1f

Meeting Date: March 3, 2016

Subject: Approve Sutter Middle School Field Trip to Ashland, Oregon from
March 16 to March 18, 2016

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

Division: Deputy Superintendent

Recommendation: Approve Sutter Middle School Field Trip to Ashland, Oregon
March 16-18, 2016

Background/Rationale: March 16-18, 2016, a group of 125 students, 27 parent chaperones, and two teacher chaperones from Sutter Middle School will travel via chartered bus to Ashland, Oregon, to see plays at the Oregon Shakespeare Festival. Students will experience acclaimed literature and professionally performed art, allowing them to study and enjoy Shakespeare's *Twelfth Night* and Charles Dickens' *Great Expectations*. Additionally, students will attend three workshops presented by members of the theater group, and attend prologue discussions. The students and chaperones will be housed in the dorms at Southern Oregon University.

Financial Considerations: No cost to the district. Expenses paid through parent contribution. Associated Student Body funds were made available for students in need.

LCAP Goal(s): College and Career Ready Students

Documents Attached:

1. Out of State Field Trip Documents

Estimated Time of Presentation: N/A

Submitted by: Lisa Allen, Interim Deputy Superintendent
Olga Simms, Area Assistant Superintendent

Approved by: José Banda, 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 March 16-18, 2016

Teacher's Name Peters/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 I-5

Educational nature of field trip/excursion Students will build upon their learning in Language Arts by watching 2 plays and attending workshops at Shakespeare Festival.

Depart Date 3-16-16 Time 8:30am am/pm Return Date 3-18-16 Time 3:30pm 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 pay their own way. Financial Assistance Available? yes no

Number of students participating: 125

Adult Supervisors/ Drivers:	DRIVER		DRIVER
1) <u>See attached 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>Jennifer Peters</u>	<input type="checkbox"/> yes <input type="checkbox"/> no	2) <u>Elizabeth Henrikson</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 [Signature] Date 1/29/16
 Risk Management Approval (Unusual Activities) [Signature] Date 1/4/16
 Segment Administrator Approval [Signature] Date 1/5/16

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

**Sutter Middle School Field Trip
Ashland, OR
March 16-18, 2016**

Parent Chaperone List

Baradat, Michael
Caruso, Robyn
Charter, Mary
Crimmins, Robyn
Debencik, Terry
Dorais, Patrick
Emigh, Laura
Evans, Benita
Glasgow, Josh
Gong, Eric
Hawley, Anne
Hong, Kimberly
Kim, Dave
Kragel, Sheri
Lombardi, Ted
Milliken, Yolanda
Moore, Tracy
Poon, Tom
Singley, Melani
Sullivan, Maria
Tanner, Kevin
Thompson, Colleen
Tillet, Pam
Toby, Tamara
Valdivia, Katie
Webb, Tim
Webb, Terri

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 # _____
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School/Department Sutter Middle School Date January 14, 2016

Date(s) of Event March 16-18, 2016 Location Oregon Shakespeare Festival in Ashland, Oregon

Event Title (attach brochure) Oregon Shakespeare Festival

Purpose* To expose students to the works of Shakespeare, methods of acting, and to visit a college campus

*(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)
Jennifer Peters	Teacher	No		
Elizabeth Henrikson	Teacher	No		
		No		
		No		
		No		

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

Approvals:

	<u>1/29/16</u>	
Principal/Department Head Signature & Print Name	Date	
	<u>2/3/16</u>	
Cabinet Level or Designee Signature	Date	
	<u>2/3/16</u>	
Chief Business Officer Signature	Date	
	<u>2/4/16</u>	
Superintendent or Designee Signature	Date	

District cost for all attendees (estimate)

Registration Fee ***	0.00
Meals included? <input checked="" type="checkbox"/> Yes	
B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/>	
Lodging _____	
Transportation _____	
Meals _____	
Other _____	
TOTAL	\$ 0.00

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