



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1j

**Meeting Date:** March 21, 2019

**Subject:** Approve John F. Kennedy High School Robotics Competition Field Trip to Calgary, Canada April 3-7, 2019

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

**Division:** Academic Office

**Recommendation:** Approve John F. Kennedy High School robotics trip to the FIRST Robotics Competition in Calgary, Canada from April 3, 2019 to April 7, 2019.

**Background/Rationale:** On April 3, 2019 a group of seventeen students, two parent chaperones, one staff chaperone from John F. Kennedy High School will travel via commercial airline to Calgary, Canada. The students will participate in the FIRST Robotics Competition to educate, promote, and engage students in the fields of STEM, leadership, and community.

**Financial Considerations:** No cost to the district.

**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:** Dr. Iris Taylor, Chief Academic Officer

Mary Hardin Young, Instructional Assistant Superintendent

**Approved by:** Jorge A. Aguilar, Superintendent

Sacramento City Unified School District  
**FIELD TRIP REQUEST FORM**  
 (USE A SEPARATE FORM FOR EACH TRIP)

Parent Permission Form is required for each student field trip. See below reference distribution section for details concerning each type of trip.

School Name John F. Kennedy High School Date 4 / 3 / 2019  
 Teacher's Name Robert Greene Room # E1 Telephone # 916-743-5044  
 Fax # \_\_\_\_\_

Field Trip Destination Genesis Event Center 7555 Falconridge Blvd NE #10, Calgary, AB

- Local-50 mile radius (bus/walking)  Local-50 mile radius (driver led trips)  Out-of-Town (Beyond 50 mile radius)  
(forward directly to Field Trip Office)
- Overnight  Out-of-State/Country  Involving Swimming or Wading  Unusual Activities

Route Sacramento Int'l airport to Calgary. Travel by rental van to Genesis Event Center and return

Educational nature of field trip/excursion FIRST robotics competition to educate, promote and engage students in the fields of STEM, leadership and community.

Depart Date 4 / 3 / 19 Time 6:30 AM am/pm Return Date 4 / 7 / 19 Time 9:35 PM am/pm

- TRANSPORTATION will be provided by:  Walking  School Bus - contact Transportation Field Trip Office  
 Charter Bus Company (certified):  Yes  No - Check with Field Trip Office  
 Private Vehicle/Parent Driver/Faculty Driver - Complete Volunteer Personal Automobile Use Form for each vehicle and driver, must have fingerprint clearance (check with Human Resources for fingerprint clearances)  
 Public Transportation  Train  Commercial Airline  Other: \_\_\_\_\_

Funding Source grants, donations, fees Financial Assistance Available?  Yes  No

Number of students participating: 17

Adult Chaperones/Drivers:	DRIVER	DRIVER
1) <u>Cindy Kazee</u>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	2) _____ <input type="checkbox"/> yes <input type="checkbox"/> no
3) <u>Dennis Kazee</u>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	4) _____ <input type="checkbox"/> yes <input type="checkbox"/> no

Teachers and Staff Attending:

1) <u>Robert Greene</u>	<input checked="" type="checkbox"/> yes <input 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 [Signature] Date 1-10-19

Risk Management Approval (Unusual Activities) [Signature] Date 2/8/19


Segment Administrator Approval [Signature] Date 2/8/19

- Distribution: Refer to the Field Trip Information Form RSK 106F for the forms and distribution required for each trip:
- Local Trip (school or charter bus): (50-mile radius) - Submit to Principal for approval. Maintain all documents at site and forward a copy to Segment Administrator.
  - Local Trip: (50-mile radius: driver led, walking trip) - Submit driver led trips to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Submit walking trips to Principal for approval then forward to Segment Administrator for approval 2 weeks prior to trip.
  - Out-of-Town: (beyond 50-mile radius) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
  - Overnight Trip: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
  - Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks 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 for approval 6 weeks prior to trip. This may require Special Event Liability Insurance.
  - Out-of-State/Country: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Must have Superintendent, Board of Education and Risk Management approval prior to trip. Segment Administrator will place field trip item on Board Agenda. Trips not submitted to Segment Administrator 6 weeks prior to trip will be considered automatically rejected by the Board of Education.
  - Approved forms will be returned by Segment Administrator. Maintain a copy of all forms at site for 2 years.





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

School Name John F. Kennedy High School Date 4 / 3-7 / 2019  
Teacher's Name Robert Greene Room # E1 Telephone # 916-743-5044  
Field Trip Destination Calgary, Canada  
Reason for travel Compete in FIRST Robotics Competition

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 to Risk Management for review before signing. Attach a detailed itinerary for each day

Signed   
Teacher

Approvals:

 2/5/19  
Principal Date  
 2/8/19  
Risk Management Dept. Date  
 2/8/19  
Segment Administrator Date  
 2/27/19  
Superintendent Date

  /  /    
Board Approval Date

# TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

<b>Request to Attend:</b> <input 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 John F. Kennedy High School Date 1/7/19

Date(s) of Event 4/3/19 - 4/7/19 Location Calgary, Canada

Event Title (attach brochure) Canadian Rockies Regional Competition (FRC FIRST Robotics)

Purpose\* To enter the high school robotics team robot in a competition, representing the school and district on an international level. Students learn valuable skills in leadership, team work, programming, design, and electronics.

\*(what value does this activity give students, attendees, staff, department/site or community?)  
 How does this travel align with the District's strategic plan? STEM skills development, community outreach, leadership development

How will this activity/event be used and shared? Shared on social media, district and school newsletters

Name of Attendee(s) <small>(attach sheet for additional attendees)</small>	Position	Substitute (Y/N)* *	No. of Days Required	Budget Code <small>(for substitute)</small>
Robert Greene	Teacher	<input checked="" type="checkbox"/> YES	3	
Cindy Kazee	Parent volunteer	No		
Dennis Kazee	Parent volunteer	No		
		No		
		No		

Additional Attendees Attached

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

Approvals:

	<u>2.4.19</u>
Principal/Department Head Signature & Print Name	Date
	<u>2/8/19</u>
Cabinet Level or Designee Signature	Date
	<u>2-25-19</u>
Chief Business Officer Signature	Date
	<u>2-27-19</u>
Superintendent or Designee Signature	Date

District cost for all attendees (estimate)

Registration Fee \*\*\* 0

Meals included?  B  L  D

Lodging \_\_\_\_\_

Transportation \_\_\_\_\_

Meals \_\_\_\_\_

Other \_\_\_\_\_

TOTAL 0

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