



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1g

Meeting Date: April 21, 2016

Subject: Approve Rosemont High School Field Trip to St. Louis, Missouri, from April 26 - May 2, 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 Rosemont High School Field Trip to St. Louis, Missouri, April 26-May 2, 2016

Background/Rationale: April 26-May 2, one teacher chaperone, and one parent volunteer from Rosemont High School will accompany 17 robotics team members to St. Louis, Missouri. The team will be competing in the For Inspiration & Recognition of Science and Technology (FIRST) Robotics Competition World Championships. Nine hundred teams from the four levels of FIRSTs programs will be there. There will be 20,000 students, ranging from 6-18 years in age, from 39 countries, gathered for the contest.

FIRST is much more than building and driving robots. Most teams have several divisions including business, programming, design, and mechanical. FIRST teaches all aspects of real world work-based learning concepts. The opportunity to attend this event is by invitation only and one that should not be passed up.

Outside of the actual event, Rosemont High School students will visit the Gateway Arch and Visitor Center, and the St. Louis City Museum. Students will be exposed to travelling on an airline, and using the MetroLink public transit system.

Financial Considerations: No cost to the district. Expenses paid through sponsors and parent contributions. 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 Rosemont High School Date 3/28/16

Teacher's Name David Stafford Room # C100 Telephone # 916-708-6219
 Fax # _____

Field Trip Destination Edward Jones Dome, St. Louis, MO.

- Local (50 mile radius) Out-of-Town (Beyond 50 mile radius) Overnight
 Out-of-State/Country Involving Swimming or Wading Unusual Activities

Route Sacramento to St. Louis via airline

Educational nature of field trip/excursion FIRST Robotics Competition Championships

Depart Date 4/26 Time 7 am _____ am/pm Return Date 5/2 Time 7 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 Sponsors Financial Assistance Available? yes no

Number of students participating: 17

Adult Supervisors/ Drivers:	DRIVER		DRIVER
1) <u>David Stafford</u>	yes <input type="checkbox"/> no <input checked="" type="checkbox"/>	2) <u>Lori Knott</u>	yes <input type="checkbox"/> no <input checked="" type="checkbox"/>
3) _____	yes <input type="checkbox"/> no <input type="checkbox"/>	4) _____	yes <input type="checkbox"/> no <input type="checkbox"/>

Teachers and Staff Attending:

1) _____	yes <input type="checkbox"/> no <input type="checkbox"/>	2) _____	yes <input type="checkbox"/> no <input type="checkbox"/>
3) _____	yes <input type="checkbox"/> no <input type="checkbox"/>	4) _____	yes <input type="checkbox"/> no <input type="checkbox"/>

Principal Approval *Elizabeth Vogel* Date 3/29/16

Risk Management Approval (Unusual Activities) *Richard McQuinn* Date 4/6/16

Segment Administrator Approval *Chip Summers* Date 4/7/16

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.

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Request to Attend: <input checked="" type="checkbox"/> Conference/Workshop <input type="checkbox"/> Business Meeting	Purpose for Attending: <input checked="" 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 Rosemont HS Date 4/5/16

Date(s) of Event 04/26/2016-05/02/2016 Location St. Louis, MO

Event Title (attach brochure) FIRST Robotics Competition World Championships

Purpose* To provide head coach/mentor duties to robotics team.

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

How does this travel align with the District's strategic plan? This activity provides WBL opportunities for students in the areas of business, programming, and manufacturing.

How will this activity/event be used and shared? FRC requires community service. RHS Robotics provides mentoring to Albert Einstein Middle school robotics

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
David Stafford	Teacher/coach	Yes <input checked="" type="checkbox"/>	5	
		No <input type="checkbox"/>		
		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

Approvals:

<u>Elyse Vigil</u>	<u>4/5/16</u>
Principal/Department Head Signature & Print Name	Date
<u>Alma Simms</u>	<u>4/5/16</u>
Cabinet Level or Designee Signature	Date
<u>G. Bode</u>	<u>4/6/16</u>
Chief Business Officer Signature	Date
<u>Bode</u>	<u>4/6/16</u>
Superintendent or Designee Signature	Date

District cost for all attendees (estimate)

Registration Fee ***

Meals included?

B L D

Lodging _____

Transportation _____

Meals - 1188 -

Other _____

TOTAL

Categorical Budget Code(s): 01-0812-0-5230-00-110-1000-000-5 3,702.20
0540-000

General Fund/Unrestricted

01-0812-0-5235-00-110-1000-000-0540-000 16,659.70

**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	<u>8,208.50</u>
Airfare ****	<u>10,965.40</u>
Car Rental ****	_____
<u>meals</u>	<u>1,188.00</u>

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

School Name Rosemont High School Date 3/29/2016

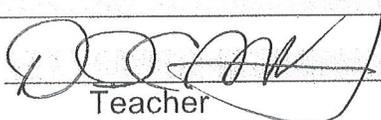
Teacher's Name David Stafford Room # C117/100 Telephone # 916-708-6219

Field Trip Destination FIRST Robotics Competition World Championships

Reason for travel To compete in the FRC Championships due to the teams victory
at the Sacramento Regional FRC tournament 3/24-3/26 at UC Davis.

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.

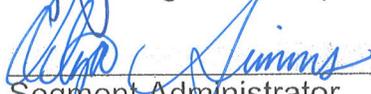
Attach a detailed itinerary for each day: see attached

Signed 
 Teacher

Approvals:

 3/30/16
 Principal Date

 4/5/16
 Risk Management Dept. Date

 4/7/16
 Segment Administrator Date

 4/6/16
 Superintendent Date

Board Approval Date _____