



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1n

Meeting Date: March 15, 2018

Subject: Approve John F. Kennedy High School Field Trip to Calgary, Canada
April 4-7, 2018

- 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 Field Trip to Calgary, Canada April 4-7, 2018

Background/Rationale: April 4-7, 2018, a group of 15 students, one teacher and two parent chaperones from John F. Kennedy High School will travel via airplane and rental van to Calgary, Canada, to participate in the FIRST Robotics Competition.

Financial Considerations: No cost to the district. Expenses paid through grants and donations. Financial assistance was 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: Iris Taylor, Chief Academic Officer

Tu Moua-Carroz, 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 / 4 / 2018
 Teacher's Name Robert Greene Room # E1 Telephone # 916-743-5044
 Fax # _____

Field Trip Destination Calgary, Canada

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 to Calgary by air. Local driving from hotel to venue. Return to Sacramento by air.

Educational nature of field trip/excursion Participation in FIRST Robotics Competition

Depart Date 4 / 4 / 18 Time 6:00 am/pm Return Date 4 / 8 / 18 Time 12:53 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 and donation Financial Assistance Available? Yes No

Number of students participating: 15

Adult Chaperones/Drivers:	DRIVER		DRIVER
1) <u>Dennis Kazee</u>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	2) _____	<input type="checkbox"/> yes <input type="checkbox"/> no
3) <u>Cindy 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 2/5/18

Risk Management Approval (Unusual Activities) [Signature] Date 2/29/18

Segment Administrator Approval [Signature] Date 2/28/18

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, snorkelling, 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 / 4 / 18
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 / 18
Principal Date

 2 / 28 / 18
Risk Management Dept. Date

 2 / 28 / 18
Segment Administrator Date

 3 / 12 / 18
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 # _____
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School/Department John F. Kennedy High School Date 2/1/18

Date(s) of Event 4/4/18 - 4/8/18 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

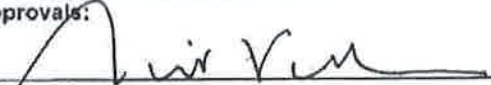
How will this activity/event be used and shared? Shared on social media, district and school newsletters

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	No YES	3	01-0000-0-1102-15-1110-
Cindy Kazee	Parent volunteer	No		1000-000-0525-000
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:


 Principal/Department Head Signature & Print Name _____ Date 2/28/18


 Cabinet Level or Designee Signature _____ Date 2/28/18


 Chief Business Officer Signature _____ Date 2/28/18


 Superintendent or Designee Signature _____ Date 3/2/18

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