



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.1k

Meeting Date: February 20, 2020

Subject: Approve School of Engineering and Sciences High School Field Trip to Victoria, British Columbia, Canada from March 2 through March 8, 2020

- 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 School of Engineering and Sciences High School Field Trip to Victoria, British Columbia, Canada March 2-8, 2020.

Background/Rationale: On March 2, 2020, a group of 26 students and ten adult chaperones and student mentors from SES will travel via rental vehicles to Victoria, British Columbia, Canada, to participate in the FIRST Robotics Competition – Canadian Pacific Regionals.

Financial Considerations: No cost to the district.

LCAP Goal(s): College and Career Ready Students

Documents Attached:

1. Out of State Field Trip Documents

<p>Estimated Time of Presentation: N/A</p> <p>Submitted by: Christine Baeta, Chief Academic Officer Chad Sweitzer, Instructional Assistant Superintendent</p> <p>Approved by: Jorge A. Aguilar, Superintendent</p>

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 School of Engineering and Sciences Date January / 21 / 2020
 Teacher's Name Ken Davis Room # GWing Telephone # 395-5040
 Fax # 433-2959

Field Trip Destination Victoria BC 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 1-5N to 84 Seattle

Educational nature of field trip/excursion FIRST Robotics Competition – Canadian Pacific Regionals

Depart Date 3 / 2 / 20 Time 6:00am am/pm Return Date 3 / 8 / 20 Time 11:59pm 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: 4 Rental Vehicles/1 Personal Auto

Funding Source: Robotics Inc. NO COST TO SCUSD Financial Assistance Available? Yes No

Number of students participating: 26

Adult Chaperones/Drivers: Use additional forms if more than 4 names

- | | | | |
|----------------------------|---------------------------------------------------------------------|--------------------------|---------------------------------------------------------------------|
| | DRIVER | | DRIVER |
| 1) <u>Chris Merica</u> | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no | 2) <u>Robert DeYoung</u> | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no |
| 3) <u>Elizabeth Aponte</u> | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no | 4) <u>Cindy DeYoung</u> | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no |

Teachers and Staff Attending: Use additional forms if more than 4 names

- | | | | |
|------------------------|---------------------------------------------------------------------|-------------------------|---------------------------------------------------------------------|
| 1) <u>Ken Davis</u> | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no | 2) <u>Berta Serrato</u> | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no |
| 3) <u>Lubov Merica</u> | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 4) _____ | <input type="checkbox"/> yes <input type="checkbox"/> no |

Principal Approval [Signature] Date 1-27-20

Risk Management Approval (Unusual Activities) [Signature] Date 1-31-20

Segment Administrator Approval [Signature] Date 1-31-20

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 for approval.
- Local Trip: (50-mile radius: driver led) - Submit driver led trips to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- Local Trip: (waling, RT, Amtrak): 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.

Reviewed by Site Office Manager: [Signature]
 (Initials)

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 # _____
------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

School/Department School of Engineering and Sciences Date January 10th, 2020

Date(s) of Event 3-2/3-8 2020 Location Victoria BC, Canada

Event Title (attach brochure) FIRST Robotics Competition- Canadian Pacific Regionals

Purpose* Robotics Competition, College and Career Readiness to be shared with students, staff and community
 *(what value does this activity give students, attendees, staff, department/site or community?)

How does this travel align with the District's strategic plan? College and Career Readiness

How will this activity/event be used and shared? Shared with students, staff and community

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
Ken Davis	Teacher	Yes	5	01-0007-0-1102-15-1110-1000-000-0739-000
Cindy DeYoung	Parent	No		
Robert DeYoung	Parent	No		
Chris Merica	Parent	No		
Lubov Merica	Parent	No		

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

Additional Attendees Attached

Approvals:

Principal/Department Head Signature & Print Name [Signature] Date 1-27-20

Cabinet Level or Designee Signature [Signature] Date 1/21/20

Chief Business Officer Signature [Signature] Date 2-4-20

Superintendent or Designee Signature [Signature] Date 2/1/20

District cost for all attendees (estimate)

Registration Fee *** 0.00

Meals included? No

B L D

Lodging 0.00

Transportation 0.00

Meals 0.00

Other 0.00

TOTAL \$ 0.00

Categorical Budget Code(s): No cost to school-NO COST TO SCUSD \$ 0.00

General Fund/Unrestricted **NO REIMB. WILL BE SOUGHT BY ATTENDEES. ALL COSTS AND ANY REIMB. WILL BE HANDLED BY ROBOTICS, INC.** \$ _____

***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 ****	_____

Travel Request Form Attachment

Names of Additional Attendees:

No subs needed.

Elizabeth Aponte, Parent

Berta Serrato, Chaperone/Robotics Board Member

Tabias Dahlberg, Mentor

Natalia Ramirez, Mentor

Uyen Do Tran, Mentor

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

School Name School of Engineering and Sciences Date 3/2 to / 3/8 / 2020

Teacher's Name Ken Davis Room # GWing Telephone # 395-5040


Field Trip Destination Victoria BC Canada

Reason for travel FIRST Robotics Competition – Canadian Pacific Regionals

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:

 1 / 27 / 2020
 Principal Date

 1 / 29 / 2020
 Risk Management Dept. Date

 1 / 31 / 20
 Segment Administrator Date

 2 / 6 / 20
 Superintendent Date

 / /
 Board Approval Date