



Churchville-Chili Central School District

Where learning leads to a lifetime of opportunities

Ms. Loretta J. Orologio

*Superintendent of Schools
x2300*

**Superintendent's
Executive Cabinet**

Mr. Franklin C. Nardone, CPA
*Assistant Superintendent for
Business Services and District Clerk
x2330*

Mr. Giulio Bosco Jr.
*Assistant Superintendent for
Instruction
x2310*

Mr. Lawrence M. Vito
*Assistant Superintendent for
Human Resources
x2320*

Ms. Nicole A. Livingston-Neal
*Director of Pupil Services & TLC
x2460*

Ms. Amanda F. Puleo
*Communication Coordinator and
Administrative Assistant to the
Superintendent
x2300*

MEMO

To: Board of Education
Lori Orologio

From: Franklin C. Nardone, CPA
Assistant Superintendent for Business Services

Re: **Robotics Overnight Field Trip**

Date: March 29, 2022

As you are aware, the District's Robotics Team under the direction of Jason Rees and Jay Lasponara, have qualified for the championship competition being held in Houston, Texas from April 20 - April 23, 2022. We are contacting a travel agency we have worked with before to possibly bring down the cost of this trip. At this point in time, we have some rough estimates for expenses which include 9 students and 5 staff members (see below). This does not include insurance coverage yet so this will increase slightly.

Airfare	\$15,400 (\$1,100 per individual) <i>ticket price changing daily</i>
Hotel	\$6,120
Ground Transportation	\$2,000
Robot Transportation	\$2,500
Miscellaneous	\$1,000
Total	\$27,020

Jason and Jay have either secured or applied for contributions to offset the cost of this trip:

Bausch Health	\$3,000
L3Harris	\$5,000 (<i>applied for</i>)
Alumni	\$5,000
Student (\$300 each)	\$3,000
Total	\$16,000

This leaves an approximate total of \$11,020 for the district to pay. Airline costs are rising daily so we need approval from the Board to lock in an airline ticket price. If the Board is in agreement to have the District supplement these costs, we will need a resolution to authorize the district to cover the additional costs not covered by the contributions.

CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT FIELD TRIP CHECKLIST

Teacher/Advisor: Please fill in all information requested below and utilize the check list to ensure that all required documents are included in your request. Include this form with your submission.

Club/Organization: Robotics Team

Teacher/Advisor: Rees/Lasponara Administrator Attending: _____

Purpose: FIRST Robotics World Championship

Day: 5 Date: 4/25/22 Time: _____ From: _____ To: _____

Lodging Accommodations (if overnight): _____

Chaperones: * Dawn & Paul Voglewede

Student/Parent/Chaperone Meeting Date(s) _____

☐ Cost Estimates, including per student (include an attachment showing details)

SW ☒ Itinerary (include an attachment showing details)

* Refer to Policy 8460 **Field Trips** for restrictions regarding chaperones

PLEASE SUBMIT THE FOLLOWING (as applicable): Refer to policy regulation 8460R for detailed instructions.

SW ☒ Field Trip Request form (8460F.1 for day trips or 8460F.2 for overnight or out-of-town)

SW ☒ A copy of Field Trip Permission and Medication and Emergency Medical Treatment Authorization form (8460F.3)

SW ☒ Overnight/Out of Country Trip Agreement form (8460F.4) (for overnight or out of country field trips)

SW ☒ Field Trip Behavioral Contract (8460F. 5)

SW ☒ Only **one** of the three transportation forms listed below is required; submit the appropriate form.

Please note: **The District will not be able to provide busing the last 3 weeks of school.**

District Transportation Request Form (8460F.6)

Charter or Rental Vehicle Trip Information Form (8460F.7) *TBD*

Insurance Verification Form (8460F.8)

☐ Field Trip Cancellation Contract (for overnight field trips only; refer to 8460R.1)

SW ☒ Parent Letter/Student Responsibilities

FOR BUILDING USE:

☐ Cafeteria Notification (if lunches will be affected)

☐ Attendance Office Notification

☐ Substitute Requests with Funding Source

For Central Office Use only: checklist/packet reviewed and all required documents are included

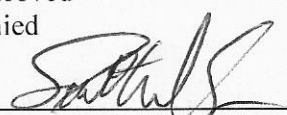
Signature Bonnie Reukay Date: 3/28/22

**CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT
OVERNIGHT/OUT-OF-COUNTRY FIELD TRIP REQUEST FORM**

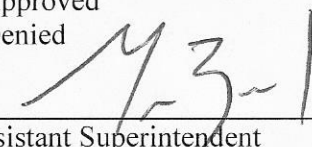
Date 3/27/2022Club/Organization: Robotics TeamTeacher/Advisor: Rees/Lasponara Administrator Attending _____Curriculum Connection - explain: FIRST Robotics World Championship Houston TexasSee AttachedMethod of Transportation: Air / ground charter
(Please complete appropriate transportation form 8460F.6, 8460F.7 or 8460F.8)Date(s): 4/19/22 - 4/25/22 Day(s) of the week: _____Departure Time: tbd Return Time: tbdPoint of Departure/Return: Greater Rochester International AirportDestination: Houston TexasItinerary: See Attached

Insurance Coverage: _____

Estimated Cost: \$22,000
(*\$5.75 per mile to and from destination per bus; MapQuest or Google map must be attached. Bus capacity is 44 Adults, or 66 Students and the minimum trip charge is \$70).*)Funding Sources: School/corporate sponsors/student contribution # of Students Attending 9Chaperones (staff only) Rees/lasponaraParent Volunteer Help: Dawn & Paul VoglewedeSubstitute Needed: ☒ Yes ☐ No If yes, how many? 2 (1 per)
☒ Approved
☐ Denied


 Principal/Director

☒ Approved
☐ Denied


 Assistant Superintendent

☐ Approved
☐ Denied Superintendent/Designee

BOE Approval Date _____

Copy to: Office of Instruction

CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT
FIELD TRIP PERMISSION AND
MEDICATION AND EMERGENCY MEDICAL TREATMENT AUTHORIZATION

Part I to be completed by field trip advisor. Parents/guardians are asked to complete Parts II, III, and IV of this permission form including the medication authorization section as necessary.

PART I - Information for Field Trip:

Destination: Houston Texas Date: 4/19 - 4/25/22

Time: _____ to _____ Cost to Student: tbd

Mode(s) of Transportation: ☐ District Bus ☒ Charter or Rental Vehicle ☒ Airplane

Activities of Trip FIRST Robotics World Championship Houston Texas

PART II – Parent/Guardian Permission

Date: _____

_____ has my permission to attend the field trip as outline above as part of his/her school experience. I understand that the District Code of Conduct will be in effect at all times. The student may be removed from the trip for disciplinary, attendance, or grade issues that occur before the departure date as per the District Code of Conduct.

The student agrees to follow all school rules and guidance, including the Code of Conduct, prior to and during the trip. By signing, the student agrees to the rules and expectations, and consequences for any behaviors that violate the Code of Conduct.

Student Signature: _____ Date: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

PART III – Medical Information

If you have a student attending this field trip who will need to possess prescription or over the counter medication while on the trip, please complete Part IV of this form along with a duly executed prescription and/or doctor's order, which must be on file prior to the commencement of the field trip in order for the student to take medications with him/her on the trip.

- A. In case of an emergency, I understand that every effort will be made to contact me. If the school is unable to reach me, I hereby give the school permission, through my signature below, to act on my behalf in seeking emergency treatment for my child in the event such treatment is necessary and give my permission to those administering emergency treatment to do so using the measures necessary.

- B. My child is **allergic** to the following medications: _____

- C. My child has a **special medical problem** (if none so state, if yes, specify)

- D. My child is currently under **medical care**. Please describe nature of illness and treatment.
 Mark N/A if not applicable.

- E. Date of last tetanus vaccination _____

PART IV – Medication Authorization

NOTE: A physician's written order and parent/guardian written permission is required for not only prescription medications but over-the-counter medications as well.

Name of Student: _____ Date of Birth: _____

Medication	Dosage	Time/Frequency

Note: If more lines are required, please attach a form listing medication and dosage information.

Check one:

- ☐ **Student may self-administer** (i.e. inhalers, epi-pen, and insulin). In the event that the need arises to self-administer Epinephrine or with administration of any injectable, the student must notify their assigned chaperone.
- ☐ **I will personally attend the field trip to administer the medication.**
- ☐ **I have designated** _____, my friend, family member, household member or other relationship appropriate in accordance with N.Y. Education Law §6908 (...*providers, employees or caregivers acting under the direction and authority of a parent of a child, legal guardian, legal custodian, or an adult in whose care a child has been entrusted and who has been authorized by the parent to consent to any health care for the child...*) to administer the above-listed medication(s) to my child at the school-sponsored event listed at the beginning of this form. I acknowledge that Churchville-Chili Central School District will not be liable for any problems that may arise as a result of the administration of such medication by the designee.
- ☐ **Student will require a licensed health professional to administer his/her medication.**

Physician's Printed Name: _____

Physician's Signature: _____ Date: _____

Office Address _____ Zip _____

Phone # _____

PART V – Parent/Guardian Contact Information in Event of Emergency

Parent/Guardian Phone #s: work _____ home _____ mobile _____

Parent/Guardian Phone #s: work _____ home _____ mobile _____

Emergency number if unable to reach parent(s) / guardian(s):

Name: _____ Mobile Phone: _____

Relationship to student _____ Home Phone: _____

Insurance Policy - Provider _____

Policy # _____

I, _____ the undersigned, being the parent/legal guardian of _____, understand that trip chaperones will make every effort to contact me, but in the event that emergency treatment is necessary, I hereby authorize medical treatment on behalf of my child. I release the Churchville-Chili Central School District and district personnel from any claims or causes of action arising out of injuries that my child may sustain in connection with the field trip.

Parent/Guardian Signature _____

***If notarization is required, please wait to sign until you are in front of a notary public.*

Print or type name of person signing: _____

Notary Stamp

****Notarization Required for Out of Country/Overnight Field Trips Only**

Sworn to and subscribed before me this _____ day of _____ 20____

Notary Public, State of New York _____ Expires _____

Refer to: N.Y. Education Law § 6098(1)

Revised: 6/13/2017, 9/18/2018

CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT OVERNIGHT/OUT OF COUNTRY TRIP AGREEMENT

The undersigned individuals hereby acknowledge and agree to the following:

The Churchville-Chili Central School District ("District") is providing the opportunity for the students to participate in a trip sponsored by the District. Since this trip will result in students leaving the District environ and traveling to and visiting places which the District considers to have educational value, there will be certain times when the student will be independent of District's supervision. When students are in their hotel rooms, for example, it is not possible to provide constant supervision. Curfews, however, will be enforced. It is important for the students and parents to acknowledge and accept that this is the type of supervision that will be provided by the District.

Additionally, the type of trip the student is participating in requires travel and overnight accommodations in another city. There are inherent risks involved in any type of overnight travel. These risks include, but are not limited to, accidents of the common carrier, theft of property, and inclement weather forcing a shortening or canceling of the trip. Additionally, the undersigned must understand that when either visiting other cities, especially overseas, that travel in a group or individually may be dangerous. The parents and students must accept such risks before the travel begins. By signing this Agreement, the undersigned parent and/or student agree not to hold the District liable for any dangers associated with travel to other cities and/or overseas.

The Board of Education reserves the right to cancel a field trip **at any time**, particularly if security and safety is in doubt. In the event a field trip is cancelled, the District **will not** be responsible for reimbursing any deposits or expenses incurred by students, parents or staff unless the District receives reimbursement from a third party vendor or supplier. The trip's sponsors and the parent(s)/guardian(s) are responsible for obtaining trip cancellation insurance and this expense must be included as part of the overall cost of the trip. No refund will be made if a participant's involvement is terminated during the trip due to behavioral issues.

Laws and customs of other nations may vary from our own. Regardless of local regulations, students will neither purchase nor use alcohol, tobacco or controlled substances of any kind at the time of, or during the trip. In addition, the student is expected to comply with all of the expectations outlined in the Churchville-Chili CSD Code of Conduct and to comply with the requests of adult chaperones at all times. Failure to do so will result in appropriate discipline action, including the prohibition of any further participation in the trip by a student violating the Code of Conduct. The parent or guardian signing below hereby agrees that he or she will promptly transport the student home after notification of a violation of the Code of Conduct, at the parent or guardian's sole expense.

To the extent that the undersigned student is a minor, it is understood by this Agreement that the parents will assume all risks, and further, the parent will agree to indemnify the District for any claim arising out of the trip or arising based in whole or in part in a failure of adequate supervision brought by or on behalf of the student now and in the future.

Student: _____ Date: _____

Parent/Guardian: _____ Date: _____
(must sign in front of a notary public)

printed name of parent/guardian

Sworn to and subscribed before me this _____ day of _____ 20____.

Expires: _____

Notary Public, State of New York

Notary Stamp:

CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT**FIELD TRIP BEHAVIORAL CONTRACT*****To be completed by the student:***

I, _____, a student with the Churchville-Chili Central School District (the
(printed student name)

“District”), seek to attend a field trip with the District to _____

on _____. By signing this Contract, I declare that I recognize that the District Code of Conduct applies to all activities on the field trip that I seek to attend. I will comply with all provisions within the District Code of Conduct, and recognize that any violation of the District Code of Conduct may result in my discipline as outlined in the Code of Conduct or my transport away from the trip and prohibition from continuing participation. If, as a result of my behavior, the District decides to preclude my further participation in the trip, I recognize that my parent or guardian will be telephoned and asked to pick me up for transport away from the trip, at their cost.

Student signature

Date

To be completed by the parent or guardian of a participating student:

I, _____, parent or guardian of the above-named student, recognize that I
(printed name of parent or legal guardian)
will be responsible for transporting the student home from the trip in the event that I am contacted to do so as a result of his or her violation of the District Code of Conduct. I acknowledge that I will be accessible for a telephone call during the course of the trip and will transport the student promptly after receipt of a telephone call, at my own cost.

Parent or Guardian signature

Date

Telephone number

**CHURCHVILLE-CHILI CENTRAL SCHOOL
TRANSPORTATION DEPARTMENT**

CHARTER OR RENTAL VEHICLE TRIP INFORMATION FORM

SCHOOL SHS TEACHER Rees
TRIP TO Houston TX DATE OF TRIP _____
CHARTER OR RENTAL COMPANY TBD
ADDRESS _____
COMPANY PHONE NUMBER _____

HOW MANY STUDENTS AND PARENTS GOING ON TRIP?

STUDENTS 9
PARENTS 2
STAFF/FACULTY 23

IF RENTAL, DESCRIBE VEHICLE _____

Please note that 15 passenger vehicles require the driver to have a CDL license.

Any staff driving rental vehicles must complete the Insurance Verification form.

A copy of this form should be returned to the Transportation Director, at least 4 weeks prior to the trip's initial date.

Greater Rochester Robotics Team

Churchville-Chili Senior High



FIRST Robotics Championship Competition
Trip Information
April 19 - 24, 2022

For Inspiration and Recognition of Science and Technology



FIRST Robotics Competition
FIRST Robotics Championship Event
Houston Texas

Hotel information

Drury Inn & Suites Houston Near the Galleria
1615 W Loop South
Houston, TX 77027

Event Information

George R. Brown Convention Center
1001 Avenida De Las Americas
Houston, TX 77010

Transportation Information

Airline TBD
Ground transportation TBD

Emergency Contact Information

Mr. Rees – (585) 747-6797

In case of Emergency at The Event

The following procedures will be discussed with the team at the pre-trip meeting and reinforced by the mentors throughout the trip.

Fire or evacuation from Facility

Students will meet with their assigned chaperones outside of the event center at a pre determined location.

Other emergency

Students will meet with their assigned chaperones inside of the event center Center near the Main Entrance.

In case of Emergency at the hotel

The following procedures will be discussed with the team at the pre-trip meeting and reinforced by the mentors throughout the trip.

Fire or evacuation from Facility

Students will meet with their assigned chaperones outside of the hotel at a pre-determined location.

Other emergency

Students will meet with their assigned chaperones inside of the hotel in the lobby.

Student monitoring procedures

Each chaperone will be assigned a group of 5 students and will be directly responsible for their students' safety. The chaperones have agreed to monitor the students and know of their location and status at all times.

FIRST Robotics Competition
FIRST Robotics Championship Event
Agenda
April 19 - 24, 2022

Tuesday, April 19, 2022
Travel day TBD

Wednesday, April 20, 2022

2:00 PM – 5:00 PM	FRC Team Load-In – 5 Team Reps
2:00 PM – 8:30 PM	FRC Machine Shop Open
2:30 PM	<i>Non-Essential team members go to hotel Check-in</i>
3:30 PM – 4:30 PM	FRC Fields Open to Teams for Measurement
5:00 PM – 5:30 PM	FRC Driver's Meeting – Convention Center
5:00 PM – 8:30 PM	FRC Pits Open
5:00 PM	<i>Team returns to George R. Brown Convention Center</i>
6:00 PM – 8:00 PM	FRC Practice Matches
8:30 PM	FRC Pits and Machine Shop Close
8:00 PM	<i>Team returns to hotel</i>

Thursday, April 21, 2022

6:30 AM	<i>Team Leaves for George R. Brown Convention Center</i>
7:00 AM	Cobo Centre Open
7:00 AM – 6:00 PM	FRC Pits and Machine Shop Open
8:00 AM – 8:30 AM	FRC Fields Open to Teams for Robot Sensor Calibration
8:30 AM – 5:00 PM	FRC Qualification Matches
11:00 AM – 1:00 PM	FRC Division Break – Archimedes-Tesla
11:30 AM – 1:30 PM	FRC Division Break – Galileo-Carson
12:00 PM – 2:00 PM	FRC Division Break – Curie-Carver
12:30 PM – 2:30 PM	FRC Division Break – Newton-Hopper
5:30 PM	FRC Pits and Machine Shop Close
6:00 PM – 7:30 PM	FIRST Opening Ceremony and Dean's List Presentation
5:30 PM	<i>Team returns to hotel</i>

Friday, April 22, 2022

6:30 AM	<i>Team Leaves for George R. Brown Convention Center</i>
7:00 AM	Cobo Centre Open
7:00 AM – 7:00 PM	FRC Pits & Machine Shop Open
8:00 AM – 6:00 PM	FRC Qualification Matches
7:00 PM FRC	Pits and Machine Shop Close
7:00 PM	<i>Team returns to hotel</i>

Saturday, April 23, 2022

6:15 AM	<i>Team Leaves for George R. Brown Convention Center</i>
6:45 AM	Cobo Centre Open
6:45 AM – 5:00 PM	FRC Pits and Machine Shop Open
7:30 AM – 8:30 AM	FRC Division Award Ceremonies and Alliance Selections
8:30 AM – 2:30 PM	FRC Team Load Out
9:30 AM – 12:30 PM	FRC Sub-Division Playoff Matches
12:30 PM – 2:30 PM	FRC Break
2:30 PM	FRC Pits Closed to Public
2:30 PM – 5:00 PM	FRC Championship Matches and Awards
6:30 PM	FIRST Championship Closing Ceremony & Finale

Sunday, April 24, 2022

Non-travel day activities TBD

Sunday, April 25, 2022

travel day TBD