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Enactment Number	150387
Enactment Date	3/25/15



OAKLAND UNIFIED SCHOOL DISTRICT

Ensuring a bright future for every child

# Memo

To Board of Education  
 From Antwan Wilson, Superintendent  
 Meeting Date 3/25/15  
 Subject Approval of Request for Student Travel

<b>Action Requested</b>	Approval of Board Resolution authorizing student travel by school site <u>Frick Middle School</u> to <u>Washington D.C.</u> for the period of <u>04/05/2015</u> through <u>04/08/2015</u>
<b>Itinerary and activities</b>	DAY 1 - Arrive in Washington, DC Essentials of Democracy Workshop, DAY 2 - FOR and Jefferson Memorial study visits, Explore the U.S. Capitol Visitor Center and Museum; Visit the Supreme Court and Library of Congress; Korean War, Vietnam War; Mock Congress Workshop; Social Activity, DAY 3 - WWII Memorial study visit; MLK Memorial study visit; Smithsonian Air and Space Museum study visit; White House Photo-Op; Arlington National Cemetery Tomb of the Unknown Soldier; DC's Signature Night Monument Tour; Examining Citizenship Workshop , DAY 4 - Citizenship Send-Off Workshop; National Archives Study Visit; Smithsonian American History Museum Exploration; Depart for Home
<b>Educational Purpose of Trip</b>	Students will gain a greater understanding of our government and the legislative system. Students will get the opportunity to visit places they would otherwise only see in books. Students will develop a better understanding of what citizenship is. Upon return, students will complete multi-media presentations to be shared with the school community. Frick is making a transition to project-based learning and this will provide them with valuable schema that will help them demonstrate mastery of the content through their projects.
<b>Teachers Attending Trip</b>	Christina Anderson, Tyjun Mack, Sharon Gray
<b>Site Administrator Affirms</b>	<ul style="list-style-type: none"> <li>• Parental permission forms will be on file for all students participating and school has emergency communication protocol</li> <li>• There will be sufficient and appropriate chaperones for this field trip (including at least one OUSD certificated employee and non-OUSD chaperones, if any, will meet criminal background check requirements)</li> <li>• School will address financial or accessibility issues that might prevent students from participating</li> </ul>
<b>Recommendation</b>	Approval of Board Resolution authorizing student travel described above.
<b>Fiscal Impact</b>	Amount of District funds to be used for trip costs will be \$ <u>56,394.30</u> Funding source for the trip will be: <input type="checkbox"/> General Purpose <input checked="" type="checkbox"/> Restricted Funds <input type="checkbox"/> No District funds will be used Resource Code: <u>7400 - 0101</u>

**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 1415-1092**

**AUTHORIZATION FOR APPROVAL OF STUDENT TRAVEL AND/OR EDUCATIONAL  
ORGANIZATION CONTRACT**

WHEREAS, the Board of Education believes that field trips and other travel opportunities for students are a valuable tool in supporting classroom instruction and promoting students' awareness of places and events.

WHEREAS, Board Policy 6143 requires the Board of Education of the Oakland Unified School District to approve all trips involving out-of-state and out of country travel; and

WHEREAS, pursuant to Board Policy 6143, Superintendent requests the Board of Education to approve the Request for Student Travel to Washington D.C., on April 5, 2015 through April 8, 2015 by Frick Middle School students.

NOW, THEREFORE, BE IT RESOLVED, the Board of Education of the Oakland Unified School District does hereby approve:

Request for student travel for 30 students and 5 adults from Frick Middle School to travel to Washington, D.C., for students to gain a greater understanding of our government and the legislative system, get the opportunity to visit places they would otherwise only see in books, and develop a better understanding of what citizenship is, for the period of April 5, 2015 through April 8, 2015.

Passed by the following vote:

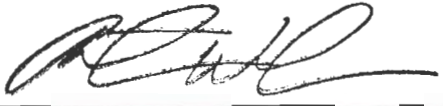
AYES:           Roseann Torres, Nina Senn, Shanthi Gonzales, Jumoke Hinton Hodge, Vice  
                    President Jody London, President James Harris

NAYS:           None

ABSTAINED:   Aimee Eng

ABSENT:       None

I hereby certify that the foregoing is a full, true and correct copy of a Resolution adopted by the Board of Education of the Oakland Unified School District at a Regular Meeting held March 25, 2015.

By:   
\_\_\_\_\_  
Antwan Smith  
Secretary, Board of Education



OUT-OF-STATE FIELD TRIP/EXCURSION REQUEST

RECEIVED  
2/23/15

OAKLAND USD

FEB 18 2015

Basic Directions

HIGH SCHOOL NETWORK

This packet is available on the Intranet (School Operations Library) as a fillable-saveable pdf file. If typed, similar fields will populate throughout the packet making it quicker and easier to complete.

1. Requests must be submitted to Regional/Network Officer no later than 120 days prior to departure
2. Board approval is required for all out of state trips.
3. Return Health Services Notification Form to the School Nurse or Health Services at the time you are requesting approval for a field trip
4. Use of Restricted Funds requires additional approval by State & Federal Compliance
5. Obtain Fingerprint and TB clearance (requirements per OUSD AR 1240) for all non-District employee chaperones. (Arrange through <https://www.beamentor.org/Linkpages/mentorasp/SpecialProjects/OUSD/> or email [volunteers@ousd.k12.ca.us](mailto:volunteers@ousd.k12.ca.us). Continuing volunteer chaperones must be fingerprint cleared at least once every 3 years and obtain TB clearance once every 4 years.)
6. Generally 1:10 Adult to Student ratio is required as provided in OUSD Board Policy 6153
7. Check the Pre-Approved Vendor List for contract and insurance requirements
8. Out-of-state trips have a bifurcated approval system (1) to approve the request and (2) to approve the trip since not all information for the trip approval may available by the deadline for the request. When possible, submit the required documents for the trip approval along with the initial trip request to make the full approval process faster.

Required Documents for Request Approval	<input type="checkbox"/> Copy of program/vendor information describing vendor and scheduled activities <input type="checkbox"/> All facility, program or vendor agreements/contracts, including OUSD Educational Organization Contract <input type="checkbox"/> Certificate of insurance from all private vendors: Program (attach copy unless publicly owned and operated) Facility (attach copy unless publicly owned and operated or commercial lodging e.g. Holiday Inn) <input type="checkbox"/> Board Approval Memo and Board Resolution
Required Documents for Trip Approval	<input type="checkbox"/> "Checklist Prior to Trip Departure" <input type="checkbox"/> List of students and adults attending trip <input type="checkbox"/> "Declaration of Driver" and required attachments, completed by each driver of private or rental vehicle

TRIP INFORMATION TO BE COMPLETED BY TEACHER:

School or Center: Frick Middle School Site Number: 0101

Destination: Washington D.C.

Address: Hotel not assigned as of yet

Phone or Contact Info: Phoebe Hunt (415) 999-8792

Departure - Date: 04/05/2015 Time: 12:00 a.m. Place of Departure: SFO

Return - Date: 04/08/2015 Time: 9:00 p.m. Place of Return: SFO

Class(es)/Group Attending: Frick Middle School Students

Grade(s): 6th - 8th # of Students: 30 # of Adults: 5

Teacher Supervising Trip: Christina Anderson

Emergency Contact # During Trip: Christina Anderson (510) 543-4996; Jeffrey Taylor (510) 910-6500

Supervising Teacher's Email Address: christina.anderson@ousd.k12.ca.us



**OAKLAND UNIFIED  
SCHOOL DISTRICT**

Site: Frick Middle School

Teacher Supervising Trip: Christina Anderson

Destination: Washington D.C.

Date of Departure: 04/05/2015

<p>Describe itinerary and activities:</p> <p><input type="checkbox"/> Trip will include swim or water activities)</p>	<p>DAY 1 - Arrive in Washington, DC Essentials of Democracy Workshop, DAY 2 - FOR and Jefferson Memorial study visits, Explore the U.S. Capitol Visitor Center and Museum; Visit the Supreme Court and Library of Congress; Korean War, Vietnam War; Mock Congress Workshop; Social Activity, DAY 3 - WWII Memorial study visit; MLK Memorial study visit; Smithsonian Air and Space Museum study visit; White House Photo-Op; Arlington National Cemetery Tomb of the Unknown Soldier; DC's Signature Night Monument Tour; Examining Citizenship Workshop , DAY 4 - Citizenship Send-Off Workshop; National Archives Study Visit; Smithsonian American History Museum Exploration; Depart for Home</p>
<p>Names of teachers and staff attending trip:</p>	<p>Teachers: Christina Anderson, Tyjun Mack, Sharon Gray</p> <p>Staff: Jeffrey Taylor, Gabriela Tapia</p>
<p>Describe mode of transportation for each leg of the trip:</p>	<p>Students will be dropped off at SFO by their parents/guardians. We will then catch a plane to Washington D.C. where we will be met by a charter bus that will take us to our hotel. Close Up provides a charter bus for us while in Washington D.C. during the trip, we will travel by private charter. Our return trip will reverse the aforementioned process.</p>
<p>Describe educational purpose of trip, including how it aligns with grade level standards, supports the teaching and learning and/or parent ed/training component of site plan, including related activities prior to trip and student follow-up activities that will occur after the field trip/excursion:</p>	<p>Students will gain a greater understanding of our government and the legislative system. Students will get the opportunity to visit places they would otherwise only see in books. Students will develop a better understanding of what citizenship is. Upon return, students will complete multi-media presentations to be shared with the school community. Frick is making a transition to project-based learning and this will provide them with valuable schema that will help them demonstrate mastery of the content through their projects.</p>

**TRIP COSTS**

District funds may be used to pay transportation costs for out of state trips or direct educational program costs. Transportation costs include airfare, bus fare, car fare, etc. related to transportation to/from the out-of-state destination and the transportation costs for the school sponsored activities during the trip. Direct educational program costs include admission fees for visits which are part of the program (e.g. museum).

District funds may NOT be used to pay for non-travel pupil expenses for out of state trips. Non-travel pupil expenses include meals, sundries, lodging, etc.

If you want to use District funds to pay for non-travel pupil expenses on an out of state trip, you must first obtain approval for a waiver of Education Code 35330 from the OUSD Board of Education and the State Board of Education.

Amount of District funds to be used for trip costs will be \$ 56,394.30

Funding source for the trip will be:     General Funds     Restricted funds     No District funds will be used

Resource #: 7400    0101



**OAKLAND UNIFIED SCHOOL DISTRICT**

Site: Frick Middle School  
 Teacher Supervising Trip: Christina Anderson  
 Destination: Washington D.C.  
 Date of Departure: 04/05/2015

**PROGRAM/ADMISSION COSTS**

Total Cost of Program/Admission: \$ 29,969.30 Source:  General Funds  Restricted  No District Funds  
 Cost per student: \$ 992.00 Cost per adult: \$ 1,342.00

Org. Key	Object #	Resource #	Amount	Req #	PO #
7400	5829	0101	29,969.30		P1506177
	5829				

**TRANSPORTATION/CHARTER BUSES**

Note: If buses will be used, the approved bus company list is located on the Intranet with the Field Trip information.

Bus Company: \_\_\_\_\_

# of buses ordered: 1 Size of bus ordered: 45 passenger Wheelchair accessible needed? no

Cost of transportation: \$ 26,425 Source:  General Funds  Restricted Funds  No District Funds

Org. Key	Object #	Resource #	Amount	Req #	PO #
7400	5826	0101	\$26,425		P1506177
	5826				

**HEALTH CONDITIONS/MEDICATION**

Will there be any students participating in the field trip with the following conditions? Yes:  No:

- Severe Allergy  Student has an Epi-pen at school
- Asthma  Student has an inhaler at school
- Diabetes  Student has medication at school
- Seizures  Student has medication at school
- Sickle Cell Anemia  Student has medication at school
- Other condition(s): \_\_\_\_\_  Student has medication at school

Will any students need medications during the trip? Yes:  No:

If the answer is yes, please fax the attached Health Services Notification Form to 874-3748.

**CERTIFICATES OF INSURANCE**

Facility/Program Insurance: Attach copies of Proof of Insurance from all private vendors (except publicly owned and operated).

District Insurance: Has vendor requested that OUSD provide a certificate of the District's insurance? Yes:  No:   
 If yes, attach the written requirements provided by the Facility. (Once the Certificate of Insurance is prepared, it will be faxed to the contact person at the facility and the school site contact. The original certificate will then be sent to the school site contact and will be given to the facility if required.)

**STATE & FEDERAL COMPLIANCE**

If restricted funds are used for this field trip/excursion, State & Federal Compliance approval is required to ensure compliant use of resources and alignment with the Single Plan for Student Achievement (SPSA). List the relevant SPSA Tracking Numbers to indicate alignment.

SPSA Tracking #: SQR Improvement Priorities

1. Attach a copy of the site plan, if modified. Modified SPSA Date: \_\_\_\_\_
2. Documentation of the follow up activities is to be maintained at the site for State and Federal compliance review.



Site: Frick Middle School

Teacher Supervising Trip: Christina Anderson

Destination: Washington D.C.

Date of Departure: 04/05/2015

APPROVAL OF REQUEST	Signature	Check One		Date
		Approved	Denied	
<b>Site Administrator</b> <input type="checkbox"/> Trip aligns with grade level standards <input type="checkbox"/> Trip purpose, supervision plan, transportation, safety parameters and funding are appropriate <input type="checkbox"/> Reviewed agreements/contracts with any facility, program or vendor (attach copies) <input type="checkbox"/> Organization(s) involved in the trip have expertise in operating student trips		✓		
<b>Regional/Network Officer</b> <input type="checkbox"/> Trip purpose, transportation, and funding are appropriate <input type="checkbox"/> Organization(s) involved in the trip have expertise in operating student trips		✓		2/25/15
<b>State/Federal Compliance</b> (if restricted funds) <input type="checkbox"/> Compliant use of resources and in alignment with school site plan (SPSA)				
<b>Risk Management</b> <input checked="" type="checkbox"/> Business contracts, insurance, safety and policy compliance are sufficient <input checked="" type="checkbox"/> Notify Site of conditional approval of Request pending receipt of the completed Checklist Prior to Trip Departure (and attachments)		✓		2/25/2015

APPROVAL OF TRIP	Signature	Check One		Date
		Approved	Denied	
<b>Site Administrator</b> <input checked="" type="checkbox"/> Forward the completed: (1) Checklist Prior to Trip Departure; (2) list of students and adults attending trip; (3) "Declaration of Driver" and required attachments, completed by each driver of private or rental vehicle		✓		
<b>Risk Management</b> <input checked="" type="checkbox"/> Confirm receipt of completed Checklist, list of students/adults, and Declarations of Driver <input checked="" type="checkbox"/> Notify Site of Trip Approval once approved by Superintendent		✓		2/25/2015
<b>Superintendent</b> <input type="checkbox"/> Approve/disapprove trip <input type="checkbox"/> Returns Request Form to Risk Management		✓		



**CHECKLIST TO BE COMPLETED BY SITE ADMINISTRATOR PRIOR TO TRIP DEPARTURE**  
(initial each item certifying completion)

- \_\_\_\_\_ "OUSD Student Field Trip/Excursion Permission Slip" has been signed by parent(s)/guardian(s) of all student participants.
- \_\_\_\_\_ "Adult Participant Field Trip/Excursion Chaperone Agreement" signed by all non-District employee chaperones.
- \_\_\_\_\_ OUSD Fingerprint and TB clearance requirements per OUSD AR 1240 have been obtained for all non-District employee chaperones.
- \_\_\_\_\_ No student has been prevented from making a trip due to lack of sufficient funds.
- \_\_\_\_\_ No District funds will be used to pay for "pupil expenses" on out of state trips unless waiver of Education Code 35330(b)(3) is granted by OUSD Board of Education and the State Board of Education. Pupil expenses include meals, sundries, lodging, etc. (District funds may be used to pay transportation costs or direct educational program costs.)
- \_\_\_\_\_ Meeting held for staff, noncertificated adults, parent(s)/guardian(s) and students in advance of trip to discuss trip and safety related procedures, itinerary and questions as required by OUSD AR 6153.  
Meeting date: \_\_\_\_\_
- \_\_\_\_\_ Health Conditions/Medication: School nurse or Health Services has been consulted at least two weeks prior to any field trip. Trip participant health information has been gathered and reviewed and any needed revisions to supervision plan made, including making sure that chaperones understand relevant information (e.g., food allergies). A plan has been developed by a school nurse to collect, secure, and dispense prescription medications from their original containers and consistent with physician's instructions. (See OUSD AR 5141.21)
- \_\_\_\_\_ Supervision is by certificated personnel and assisted by other school employees, parent(s)/guardian(s), or other authorized chaperones who are at least 21 years old. Site Administrator and Teacher/lead trip staff are satisfied all chaperones are willing and able to perform required duties, including understanding and implementing instructions, understanding health information for students in their group and responding effectively in the event of an emergency.
- \_\_\_\_\_ Adult to Student Ratio is at least 1:10 as required by OUSD BP 6153 (or higher if high risk activities).
- \_\_\_\_\_ Sleeping arrangements and night supervision are safe and appropriate.
- \_\_\_\_\_ Safety requirements have been met (e.g., first aid kits, emergency contact and health info, instructions for chaperones, cell phones). At least one adult has current First Aid/CPR training.
- \_\_\_\_\_ Confirm that: (1) if destination is out of Oakland, arrangements have been made for use of an additional vehicle in event of illness or emergency and (2) students received instruction in safe conduct on bus or other transport.
- \_\_\_\_\_ OUSD Declaration of Driver form completed and signed by driver and registered owners of any private vehicles used on trip and copy of proof of insurance and California driver's license are on file and secured at school site. The same forms may be used for multiple trips or for entire school year as long as insurance proof on file is updated. This requirement does not apply to licensed bus companies on the District's approved bus list or for public transportation entities, airlines or AMTRAK.
- \_\_\_\_\_  Swim/Water Activities: OUSD "Procedures for Fields Trips including Swim or Water Activities" have been met.
- \_\_\_\_\_ Confirm all student participants on higher risk activities (e.g. swimming, snow trips, horseback riding, sailing, rafting, etc) are covered by medical or accident insurance as required by AR 6153. Do not exclude students without insurance; however, contact Risk Management for instructions.
- \_\_\_\_\_ Site and trip leader has a list of students and adults attending trip.

**TRIP APPROVAL IS CONDITIONED ON COMPLETION OF THIS CHECKLIST**





HEALTH SERVICES NOTIFICATION FORM

TRIP INFORMATION:

School or Center: Frick Middle School Site Number: 0101

Destination: Washington D.C.

Departure - Date: 04/05/2015 Time: 12:00 a.m. SFO

Return - Date: 04/08/2015 Time: 9:00 p.m. SFO

Class(es)/Group Attending: Frick Middle School Students

Grade(s): 6th - 8th # of Students: 30 # of Adults: 5

Teacher Supervising Trip: Christina Anderson

Supervising Teacher's Email Address: christina.anderson@ousd.k12.ca.us

HEALTH CONDITIONS/MEDICATION:

Will there be any students participating in the field trip with the following conditions? Yes:  No:

- Severe Allergy
- Asthma
- Diabetes
- Seizures
- Sickle Cell Anemia
- Other condition(s): \_\_\_\_\_
- Student has an Epi-pen at school
- Student has an inhaler at school
- Student has medication at school
- Student has medication at school
- Student has medication at school
- Student has medication at school
- Student has medication at school
- Student has medication at school

Will any students need medications during the trip? Yes:  No:

If the answer to any of these questions is yes, please fax this form to 874-3748.

All students with asthma, diabetes, and severe allergies should have emergency medication available to school staff in the event of an asthma attack, low blood sugar, or allergic reaction along with a Severe Allergy/Asthma Action plan signed by student's parent/guardian and doctor. See your School Nurse/Health Services for more information.



**TO BE COMPLETED BY TEACHER**

School or Center: Frick Middle School

Destination: <u>Washington D.C.</u>
Address: <u>Hotel not assigned as of yet</u>

Departure - Date: 04/05/2015 Time: 12:00 a.m. Place of Departure: SFO

Return - Date: 04/08/2015 Time: 9:00 p.m. Place of Return: SFO

Class/Group Attending: Frick Middle School Students

Name(s) of Classroom Teacher(s): Christina Anderson, Tyjun Mack, Sharon Gray

Teacher Supervising Trip: Christina Anderson

Emergency Contact # During Trip: Christina Anderson (510) 543-4996; Jeffrey Taylor (510) 910-6500

<p><b>The field trip will involve the following:</b> (Describe activities and itinerary):</p> <p>(<input type="checkbox"/>Swim/water activities permission required)</p>	<p>DAY 1 - Arrive in Washington, DC Essentials of Democracy Workshop, DAY 2 - FOR and Jefferson Memorial study visits, Explore the U.S. Capitol Visitor Center and Museum; Visit the Supreme Court and Library of Congress; Korean War, Vietnam War; Mock Congress Workshop; Social Activity, DAY 3 - WWII Memorial study visit; MLK Memorial study visit; Smithsonian Air and Space Museum study visit; White House Photo-Op; Arlington National Cemetery Tomb of the Unknown Soldier; DC's Signature Night Monument Tour; Examining Citizenship Workshop, DAY 4 - Citizenship Send-Off Workshop; National Archives Study Visit; Smithsonian American History Museum Exploration; Depart for Home</p>
<p><b>Mode(s) of transportation:</b></p>	<p>Students will be dropped off at SFO by their parents/guardians. We will then catch a plane to Washington D.C. where we will be met by a charter bus that will take us to our hotel. Close Up provides a charter bus for us while in Washington D.C. during the trip, we will travel by private charter. Our return trip will reverse the aforementioned process.</p>
<p><b>Student needs to bring:</b></p>	<p>Students need to bring change of clothes for four days. (Spending money optional)</p>



Field trips are important as they extend classroom learning experiences and give students opportunities to relate education to the world outside school. However, field trips are voluntary and students are not required to attend. Alternate learning activities are provided for those who do not go.

**TO BE COMPLETED BY PARENT/GUARDIAN**

I give permission for my daughter/son/ward \_\_\_\_\_ (Name of Student – please print)

to participate in a field trip on Date(s): 04/05/2015 to 04/08/2015

to: Washington D.C.

Emergency Number(s) for Parent/Guardian: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Alternate Emergency Contact Name: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

**Student Health Conditions**

- Severe Allergy to: \_\_\_\_\_  Student has an Epi-pen at school
- Asthma  Student has an inhaler at school  Diabetes  Student has medication at school
- Seizures  Student has medication at school  Sickle Cell Anemia  Student has medication at school
- Other condition(s): \_\_\_\_\_  Student has medication at school

Medications needed during the school day: \_\_\_\_\_

Medications needed after school hours: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

All students with asthma, diabetes, and severe allergies should have emergency medication available to school staff in the event of an asthma attack, low blood sugar, or allergic reaction along with a Severe Allergy/Asthma Action plan signed by you and your doctor. See your School Nurse/Health Services for more information.

Health Insurance Plan Name<sup>1</sup>: \_\_\_\_\_ Subscriber/Policy No. \_\_\_\_\_

**Swim/Water Activities Permission** – If swimming and/or water activities are a part of the field trip, do you give permission for your daughter/son/ward to participate in these activities? Yes \_\_\_\_\_ No \_\_\_\_\_

My child's swimming ability is (check one): Beginner \_\_\_\_\_ Intermediate \_\_\_\_\_ Advanced \_\_\_\_\_

**Authorization to treat minor:** In the event that I, or other parent/guardian, cannot be contacted, I hereby give permission to the School staff to secure proper treatment for my daughter/son/ward.

**Notice of Waiver of All Claims:** I hereby knowingly waive all of my and my daughter's/son's/ward's claims against any school district, charter school, and/or the State of California for injury, accident, illness or death occurring during or by reason of the out-of state field trip or excursion. (Education Code Section 35330)

Date: \_\_\_\_\_ Parent or Guardian Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

**FOR HIGH SCHOOLS ONLY:** With the permission of the parent/guardian and the supervising teacher, a high school student may meet at and/or leave from the destination on his/her own. Please check below if you grant permission to your high school student to arrive at or leave the destination on his/her own. Under this option, OUSD and the School are not liable for any incidents that may occur.

\_\_\_\_\_ My high school student will arrive at the destination on his/her own.

\_\_\_\_\_ My high school student will leave the destination on his/her own.

<sup>1</sup> Oakland Unified School District does not provide insurance for this field trip/excursion, although optional insurance is available for purchase at <https://studentinsuranceusa.com/> (click on the link to K-12 Plans).



ADULT PARTICIPANT OUT OF STATE FIELD TRIP/EXCURSION CHAPERONE AGREEMENT (NON-OUSD EMPLOYEE)

TO BE COMPLETED BY CHAPERONE

I, \_\_\_\_\_, have read and understand the trip information materials and hereby agree to participate in the field trip or excursion on \_\_\_\_\_ through \_\_\_\_\_ to \_\_\_\_\_

1. I understand that my participation in this field trip/excursion is voluntary, but having agreed I will follow instructions provided by supervising teacher/coach and I will comply with all District requirements pertaining to the chaperoning of students. I understand that I must undergo a criminal background clearance.

2. I understand that no insurance is provided by the Oakland Unified School District for this field trip/ excursion.

Swim/Water Activities Participation - If swimming and/or water activities are a part of the field trip, do you agree to participate in these activities as needed? Yes No

My swimming ability is (check one): I do not swim Beginner Intermediate Advanced

Authorization to treat: I hereby give permission to the School staff to secure proper treatment for me.

Notice of Waiver of All Claims: I hereby knowingly waive all of my claims against any school district, charter school, and/or the State of California for injury, accident, illness or death occurring during or by reason of the out-of state field trip or excursion. (Education Code Section 35330)

Adult Participant Phone Numbers: Cell: Home: Work:

Emergency Contact Person:

Emergency Contact Numbers: 1. 2. 3.

Adult Participant's Critical Medical Needs/Medications/Allergies/Conditions:

Health Insurance Plan Name: Subscriber/Policy No.

Date: Adult Participant Signature:

Print Name:

Fingerprinting can be arranged through https://www.beamentor.org/Linkpages/mentorasp/SpecialProjects/OUSD/. For questions, email volunteers@ousd.k12.ca.us.



OAKLAND UNIFIED SCHOOL DISTRICT

DECLARATION OF DRIVER

Driver Name: \_\_\_\_\_

School or Center: Frick Middle School

Teacher: \_\_\_\_\_ School Year: \_\_\_\_\_

The driver and registered owner who sign(s) this form assure(s) the Oakland Unified School District as follows:

- 1. That the driver is at least 21 years of age and holds a current valid California driver's license.
2. That the driver has not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years.
3. That the vehicle described below is insured by \_\_\_\_\_ Insurance Company with policy limits of at least \$100,000 per individual and \$300,000 per occurrence for liability for bodily injury; and \$50,000 per occurrence for liability for property damage.
Policy No.: \_\_\_\_\_; Policy expiration date: \_\_\_\_\_.
4. That Oakland Unified School District may confirm the above by telephone or written communication to the insurance agent listed below:

\_\_\_\_\_  
Name of Insurance Agent

\_\_\_\_\_  
Telephone Number of Insurance Agent

\_\_\_\_\_  
Address of Insurance Agent

- 5. That the driver and registered owner understand that Oakland Unified School District is not responsible for accidents or injuries that may occur and provides no insurance coverage whatsoever for the vehicle, driver, passengers or others.
6. That the driver will ensure that all passengers use safety belts or appropriate child car seat at all times.
7. That the vehicle meets all safety requirements and that the driver has received a copy and will follow the "Driver Instructions" on page 2 of this form.

\_\_\_\_\_  
Year                      Make                      Model                      Passenger Capacity                      Vehicle License No.

I certify that the information provided on this form is true and correct.

\_\_\_\_\_  
Date                      Driver Name                      Signature of Driver                      Driver's License No.                      Cell Phone No.

I certify that the information provided on this form is true and correct and that driver has consent to use above vehicle to drive Oakland Unified School District students on above field trip or excursion.

\_\_\_\_\_  
Date                      Registered Owner Name                      Signature of Registered Owner (if different from driver)

Attach a photocopy of driver's license and current insurance card or declarations page

