

Board Office Use: Legislative File Info.	
File ID Number	19-0498
Introduction Date	4/10/19
Enactment Number	19-0541
Enactment Date	4/10/19 If



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

To Board of Education
From Kyla Johnson-Trammell, Superintendent
Meeting Date 4/10/19
Subject Approval of Request for Student Travel

Action Requested	Approval of Board Resolution No. <u>1819-0179</u> authorizing student travel by school site <u>Montera Middle School</u> to <u>Washington DC, Philadelphia, PA, and New York City, NY</u> for the period of <u>5/12/2019</u> through <u>5/18/2019</u>
Itinerary and activities	Day 1 - 5/13/2019: Arrive in Washington DC around 7am. Tour of Arlington National Cemetery to see the changing of the guards and to pay respects to the tomb of the unknown soldier, lunch, tour of Iwo Jima Memorial, dinner and night Memorial tour. Check in at hotel. Day 2 - 5/14/2019: Travel by bus to Alexandria and Mount Vernon, lunch at the Smithsonian Museums. Tour the National Museum of African American History and Culture, Lincoln, MLK, Jefferson and FDR memorials. Day 3-5/15/2019: Tour Washington Monument, lunch and Capital Hill Grounds tour. Travel by bus to Philadelphia and check in to hotel. Day 4 - 5/16/2019: Check out of hotel and visit Independence and Congress Halls and Liberty Bell Center. Afterwards, travel to New York City. Day 5 - 5/17/2019: Tour various NYC locations, dinner in Times Square followed by a Broadway show. Day 6 - 5/18/2019: Statue of Liberty and Ellis Island tour, 9/11 Memorial Museum and depart for airport.
Educational Purpose of Trip	This trip will provide students with a hands on experience that directly relates to the 8th grade CA social science common core standards. Students will get to see first hand the 3 branches of the U.S. government and how it works together to overcome differences by visiting the Capitol Building, the U.S. Supreme Court and the White House. Students will visit historic sites such as Frederick Douglas House, The National Museum of African American History and Culture, Lincoln Memorial, Liberty Bell and Independence Hall, which will give them a deeper understanding of the events and people that shaped our country's history. They will see cultural sights in NYC such as the Statue of liberty, Greenwich Village, 9/11 Memorial and Times Square. This will provide a unique perspective on the variety of cultures and people that weave the tapestry of American society.
Teachers Attending Trip	Gayle Schooley, Issa Nelson
Site Administrator Affirms	<ul style="list-style-type: none"> • Parental permission forms will be on file for all students participating and school has emergency communication protocol • 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) • School will address financial or accessibility issues that might prevent students from participating
Recommendation	Approval of Board Resolution authorizing student travel described above.
Fiscal Impact	Amount of District funds to be used for trip costs will be \$ _____ Funding source for the trip will be: <input type="checkbox"/> General Purpose <input type="checkbox"/> Restricted Funds <input checked="" type="checkbox"/> No District funds will be used Resource Code: _____ - _____

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**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT**

Resolution No. 1819-0179

AUTHORIZATION FOR APPROVAL OF STUDENT TRAVEL

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, the Superintendent requests the Board of Education to authorize student travel for the period of 5/12/2019 through 5/18/2019 to Washington, DC, Philadelphia, PA and New York City, NY by Montera Middle School.

NOW, THEREFORE, BE IT RESOLVED, the Board of Education of the Oakland Unified School District does hereby approve the following request for student travel:

School: Montera Middle School

Destination: Washington, DC, Philadelphia, PA and New York City, NY

Departure Date: 5/12/2019 Return Date: 5/18/2019

Passed by the following vote:

PREFERENTIAL AYE: Student Director Josue Chavez

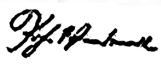
AYES: Jumoke Hinton Hodge, Gary Yee, Roseann Torres, Shanthi Gonzales, James Harris, Vice President Jody London and President Aimee Eng

NAYS: None

ABSTAINED: None

ABSENT: Student Director Yota Omosowho

I hereby certify that the foregoing is a full, true and correct copy of a Resolution adopted by the Governing Board of the Oakland Unified School District at a Regular Meeting held April 10, 2019.

By: 
Kyla Johnson Trammell
Secretary, Governing Board



Blilia K Powell
RECEIVED
Risk Mgt.

Basic Directions

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. 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: Montera Middle School Site Number: _____

Destination: Washington, DC, Philadelphia, PA and New York City, NY

Address: _____

Phone or Contact Info: _____

Departure - Date: 5/12/2019 Time: 11:15pm Place of Departure: San Francisco International Airport

Return - Date: 5/18/2019 Time: 8:00pm Place of Return: San Francisco International Airport

Class(es)/Group Attending: 8th grade students

Grade(s): 8 # of Students: 55 # of Adults: 4 + 3 provided by World Strides Tour

Teacher Supervising Trip: Gayle Schooley

Emergency Contact # During Trip: 856-305-9101

Supervising Teacher's Email Address: gayle.schooley@ousd.org



Site: Montera Middle School
 Teacher Supervising Trip: Gayle Schooley
 Destination: Washington, DC, Philadelphia, PA and New York City, NY
 Date of Departure: 5/12/2019

Describe itinerary and activities: <input type="checkbox"/> Trip will include swim or water activities)	Day 1 - 5/13/2019: Arrive in Washington DC around 7am. Tour of Arlington National Cemetery to see the changing of the guards and to pay respects to the tomb of the unknown soldier, lunch, tour of Iwo Jima Memorial, dinner and night Memorial tour. Check in at hotel. Day 2 - 5/14/2019: Travel by bus to Alexandria and Mount Vernon, lunch at the Smithsonian Museums. Tour the National Museum of African American History and Culture, Lincoln, MLK, Jefferson and FDR memorials. Day 3 - 5/15/2019: Tour Washington Monument, lunch and Capital Hill Grounds tour. Travel by bus to Philadelphia and check in to hotel. Day 4 - 5/16/2019: Check out of hotel and visit Independence and Congress Halls and Liberty Bell Center. Afterwards, travel to New York City. Day 5 - 5/17/2019: Tour various NYC locations, dinner in Times Square followed by a Broadway show. Day 6 - 5/18/2019: Statue of Liberty and Ellis Island tour, 9/11 Memorial Museum and depart for airport.
Names of teachers and staff attending trip:	Teachers: Gayle Schooley, Issa Nelson Staff: Jackie Felix-Atkins
Describe mode of transportation for each leg of the trip:	Flight from SFO to DC . Bus and walking tour of DC for 2 1/2 days. Bus travel to Philadelphia, PA for overnight stay. Walking tour of Philadelphia and after lunch, travel by bus to NYC. Walking tour around NYC for 2 1/2 days. Flight home to SFO.
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:	This trip will provide students with a hands on experience that directly relates to the 8th grade CA social science common core standards. Students will get to see first hand the 3 branches of the U.S. government and how it works together to overcome differences by visiting the Capitol Building, the U.S. Supreme Court and the White House. Students will visit historic sites such as Frederick Douglas House, The National Museum of African American History and Culture, Lincoln Memorial, Liberty Bell and Independence Hall, which will give them a deeper understanding of the events and people that shaped our country's history. They will see cultural sights in NYC such as the Statue of Liberty, Greenwich Village, 9/11 Memorial and Times Square. This will provide a unique perspective on the variety of cultures and people that weave the tapestry of American society.

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 \$ _____

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

Resource #: _____



Site: Montera Middle School
 Teacher Supervising Trip: Gayle Schooley
 Destination: Washington, DC, Philadelphia, PA and New York City, NY
 Date of Departure: 5/12/2019

PROGRAM/ADMISSION COSTS

Total Cost of Program/Admission: \$ _____ Source: General Funds Restricted No District Funds
 Cost per student: \$ _____ Cost per adult: \$ _____

Org. Key	Object #	Resource #	Amount	Req #	PO #
	5829				
	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: _____ Size of bus ordered: _____ Wheelchair accessible needed? _____

Cost of transportation: \$ _____ Source: General Funds Restricted Funds No District Funds

Org. Key	Object #	Resource #	Amount	Req #	PO #
	5826				
	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 #: _____

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: Montera Middle School

Teacher Supervising Trip: Gayle Schooley

Destination: Washington, DC, Philadelphia, PA and New York City, NY

Date of Departure: 5/12/2019

APPROVAL OF REQUEST	Signature	Check One		Date
		Approved	Denied	
Site Administrator <input checked="" type="checkbox"/> Trip aligns with grade level standards <input checked="" type="checkbox"/> Trip purpose, supervision plan, transportation, safety parameters and funding are appropriate <input checked="" type="checkbox"/> Reviewed agreements/contracts with any facility, program or vendor (attach copies) <input checked="" type="checkbox"/> Organization(s) involved in the trip have expertise in operating student trips	<i>[Signature]</i>			3/4/19
Regional/Network Officer <input checked="" type="checkbox"/> Trip purpose, transportation, and funding are appropriate <input checked="" type="checkbox"/> Organization(s) involved in the trip have expertise in operating student trips	<i>[Signature]</i>			3.8.19
State/Federal Compliance (if restricted funds) <input type="checkbox"/> Compliant use of resources and in alignment with school site plan (SPSA)				
Risk Management <input type="checkbox"/> Business contracts, insurance, safety and policy compliance are sufficient <input type="checkbox"/> Notify Site of conditional approval of Request pending receipt of the completed Checklist Prior to Trip Departure (and attachments)	<i>[Signature]</i>	✓		3/25/19

APPROVAL OF TRIP	Signature	Check One		Date
		Approved	Denied	
Site Administrator <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	<i>[Signature]</i>			3/4/19
Risk Management <input type="checkbox"/> Confirm receipt of completed Checklist, list of students/adults, and Declarations of Driver <input type="checkbox"/> Notify Site of Trip Approval once approved by Superintendent	<i>[Signature]</i>	✓		3/25/19
Superintendent <input type="checkbox"/> Approve/disapprove trip <input type="checkbox"/> Returns Request Form to Risk Management				



Site: Montera Middle School
 Teacher Supervising Trip: Gayle Schooley
 Destination: Washington, DC, Philadelphia, PA and New York City, NY
 Date of Departure: 5/12/2019

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: 10/16/18
- 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: Montera Middle School Site Number: 24

Destination: Washington, DC, Philadelphia, PA and New York City, NY

Departure - Date: 5/12/2019 Time: 11:15pm San Francisco International Airport

Return - Date: 5/18/2019 Time: 8:00pm San Francisco International Airport

Class(es)/Group Attending: 8th grade students

Grade(s): 8 # of Students: 55 # of Adults: 4

Teacher Supervising Trip: Gayle Schooley

Supervising Teacher's Email Address: gayle.schooley@ousd.org

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 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: Montera Middle School

Destination: Washington, DC, Philadelphia, PA and New York City, NY

Address: _____

Departure - Date: 5/12/2019 Time: 11:15pm Place of Departure: San Francisco International Airport

Return - Date: 5/18/2019 Time: 8:00pm Place of Return: San Francisco International Airport

Class/Group Attending: 8th grade students

Name(s) of Classroom Teacher(s): Gayle Schooley, Issa Nelson

Teacher Supervising Trip: Gayle Schooley

Emergency Contact # During Trip: 856-305-9101

<p>The field trip will involve the following: (Describe activities and itinerary):</p> <p>(<input type="checkbox"/>Swim/water activities permission required)</p>	<p>Day 1 - 5/13/2019: Arrive in Washington DC around 7am. Tour of Arlington National Cemetery to see the changing of the guards and to pay respects to the tomb of the unknown soldier, lunch, tour of Iwo Jima Memorial, dinner and night Memorial tour. Check in at hotel. Day 2 - 5/14/2019: Travel by bus to Alexandria and Mount Vernon, lunch at the Smithsonian Museums. Tour the National Museum of African American History and Culture, Lincoln, MLK, Jefferson and FDR memorials. Day 3 - 5/15/2019: Tour Washington Monument, lunch and Capital Hill Grounds tour. Travel by bus to Philadelphia and check in to hotel. Day 4 - 5/16/2019: Check out of hotel and visit Independence and Congress Halls and Liberty Bell Center. Afterwards, travel to New York City. Day 5 - 5/17/2019: Tour various NYC locations, dinner in Times Square followed by a Broadway show. Day 6 - 5/18/2019: Statue of Liberty and Ellis Island tour, 9/11 Memorial Museum and depart for airport.</p>
<p>Mode(s) of transportation:</p>	<p>Flight from SFO to DC . Bus and walking tour of DC for 2 1/2 days. Bus travel to Philadelphia, PA for overnight stay. Walking tour of Philadelphia and after lunch, travel by bus to NYC. Walking tour around NYC for 2 1/2 days. Flight home to SFO.</p>
<p>Student needs to bring:</p>	<p>Suitcase, Picture ID, Money for souvenirs.</p>



STORTRA-01

NCVDMS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/18/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: American Highways Ins. Agency
3250 Interstate Drive, Richfield, OH 44286
CONTACT NAME:
PHONE (A/C, No, Ext): (800) 935-2442
FAX (A/C, No): (330) 659-8912
E-MAIL ADDRESS: service@highwaysinsurance.com
INSURER(S) AFFORDING COVERAGE:
INSURER A: National Interstate Insurance Company NAIC # 32620
INSURED: Storer Transportation Service dba Storer Coachways
3519 McDonald Avenue, Modesto, CA 95358

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes rows for Commercial General Liability, Automobile Liability, Umbrella Liability, and Workers Compensation.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Physical Damage Deductibles:
Charter Bus Vehicles \$20,000 Specified Perils/Collision
All Other Vehicles \$5,000 Specified Perils/\$10,000 Collision
Private Passenger/Service Vehicles \$2,500 Comprehensive/Collision
Hired Auto Physical Damage Deductible: \$1,000 Comprehensive/\$1,000 Collision

CERTIFICATE HOLDER CANCELLATION

Worldstrides Discover Now
218 W. Water Street
Charlottesville, VA 22902
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
AUTHORIZED REPRESENTATIVE: [Signature]

2019 DC/PHILLY/NYC Tour
 May 12-18, 2019

Fname	Lname
Alexander	Asztalos
Sasha	Bonds
Devon	Bowyer
Yene	Chan
Carol	Chung
William	Crampton
Kevin	Dees
Sophia	Detrick
Evan	Garrick
Christopher	Granadeno Oseguera
Deagon	Halbrook
Joshua	Haley
Ryan	Han
James	Harriman
Johanna	Hart
Ryan	Hart
Bodhi	Hirsch
Marco	Hovland
Alyssa	Huynh
Rudradaman	Iyer
Kylie	Jackson
Liam	Johnson
Patchara	Johnson
Christian	Jones
Zachary	Justice
Nailah	Karigaca
Emerson	Kwok
Desmond	LeBlanc
Zachary	Louie
Nathaniel	Luevano

Fname	Lname
Roan	McCarthy Lusk
Aniyah	McCullough
Mateo	Montalvo
Maxwell	Murphy
Dylan	Paltiel
Miles	Pare
Louis	Perry
Mia	Pollard
Nathan	Pompeani
Mika	Quick
Chloe	Reed
Gianna	Rodriguez
Maya	Schreiber
Roman	St Gerard
Jack	Stern
Benjamin	Stone
Isaiah	Sudqvist-Smith
Elena	Svoboda
Leah	Tannenbaum
Mauricio	Torres
Emine	Uysal
Bishop	Victory
Ryan	Walsh
Ella	Wismer
Erin	Wismer
Chester	Wonchoba
Irene	Ye

CHAPERONES:

Kimberly Delaney
 Jackie Felix-Atkins
 Issa Nelson
 Gayle Schooley

Washington, D.C., Philadelphia, PA, and New York Sample Itinerary

DAY 1

Arrive in **Washington, D.C.**

Arlington National Cemetery America's most famous military cemetery: Changing of the Guard, Tomb of the Unknown Soldier, Kennedy Gravesites, Space Shuttle Challenger Memorial

Iwo Jima Memorial A tribute to all U.S. Marines based on the famous WWII photo by Joe Rosenthal

Dinner

Memorial Tour: **Lincoln Memorial, Vietnam Veterans Memorial, Korean War Veterans Memorial**

Hotel check-in

DAY 2

Breakfast

Alexandria One of America's oldest and most historic cities

Mount Vernon George Washington's home, plantation, and Education Center

Lunch

White House Home of the U.S. president

Smithsonian Institution The world's largest museum complex : National Air and Space Museum, Natural History Museum, National Gallery of Art, National Museum of American History

Memorial Tour: **MLK Memorial, FDR Memorial, Jefferson Memorial**

Dinner

Return to hotel

DAY 3

Ford's Theatre and Petersen House: Where President Lincoln was shot and later died on that fateful day

Washington Monument The world's tallest stone monument, which honors our nation's first president

National Archives Home of the original Constitution, Bill of Rights, and Declaration of Independence

Lunch

Capitol Hill Grounds Tour: Capitol Visitor Center, Supreme Court, Library of Congress

Dinner

Depart for **Philadelphia, PA**

Hotel check-in

DAY 4

Breakfast and hotel check-out

Independence Hall Where the Declaration of Independence was signed and the Constitution was written

Congress Hall Where Congress met while Philadelphia was our nation's capital

Liberty Bell One of our nation's hallowed symbols of freedom

Christ Church Active church since 1695 and place of worship for many patriots

Lunch

Depart for **New York City**

Chinatown

Little Italy

Dinner

Top of the Rock: Rockefeller Center Observation Deck OR Empire State Building Observatory

Hotel check-in

DAY 5

Breakfast

Today Show Live broadcast of the show

Rockefeller Center

St. Patrick's Cathedral An enormous architectural masterpiece of meticulous detail

Lunch

Fifth Avenue Walk The iconic New York street lined with famous shops

Grant's Tomb The mausoleum that is home to American Civil War General and 18th U.S. President Ulysses S. Grant, and his wife

Central Park America's most famous urban park

Dinner

Times Square The lively center of New York City's theatre district known as the "crossroads of the world"

Broadway Show and Group Photo

Return to hotel

DAY 6

Breakfast and hotel check-out

Statue of Liberty One of the world's most recognized symbols of freedom

Ellis Island An on-site museum that commemorates one of the primary gateways into America for millions of immigrants

Lunch

Wall Street and the Financial District America's financial center

National 9/11 Memorial Site of the World Trade Center and a place for remembrance for the victims of the September 11 attacks

Dinner

Depart **New York City** for home



Washington, DC, Philadelphia, PA and New York, NY Details:

TRIP DATES

Trip ID#: 157624

Destination: Washington, DC, New York, NY

Side Trips: Philadelphia, PA

Departing: Sunday, May 12, 2019

Returning: Saturday, May 18, 2019

TRIP MEETING

There will be a trip information meeting to discuss this wonderful opportunity on September 20, 2018 at 6:30 PM in the school library.

TRIP PRICE

Prices are based on 35 full-paying participants.

Student: \$2,826 quadruple occupancy.

Adult: \$3,250 double occupancy.

Payment can be made in full or spread out into monthly installment payments*. Select EZPay when choosing monthly installment payments and have your payments automatically deducted from your bank account saving you time and potential missed payments.

Full Refund Program: An additional \$279 covers cancellation (see Terms and Conditions at www.worldstrides.com/ms-terms-conditions).

FLAG financial assistance: FLAG financial assistance may be available for families with an adjusted gross income up to \$85,000. See reverse for details.

*Installment amounts may vary in price based on when you sign up and optional inclusions. Your last payment must be made by the final payment deadline and may be larger than your previous installment payments. Your final payment is due on 02/26/2019.

INCLUDES

- Round trip transportation
- Sightseeing transportation
- Admission fees
- Course Leader
- Field Journals
- 24-Hour Emergency Support
- Evening Activities
- Quality hotel accommodations
- All Meals
- Accident/health insurance
- Night chaperones in hotel
- Online educational resources

SIGN UP TODAY!

Sign Up By: 10/04/18

Deposit Amount: \$99 (non-refundable)

Sign Up:

- Online at www.worldstrides.com/signup (use Trip ID#157624 to sign up)
- By phone – call WorldStrides' Customer Service Team at 1-800-468-5899
- By mail – use the registration form on reverse



Smithsonian

WorldStrides is the approved domestic educational travel provider of the Smithsonian.

Sign up today for the trip of a lifetime!



ONLINE

worldstrides.com/signup



PHONE

800-468-5899



MAIL

Fill out the attached form and return by mail



OAKLAND UNIFIED SCHOOL DISTRICT

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

TO BE COMPLETED BY CHAPERONE

I, Jackie Felix, (Name of Adult), have read and understand the trip information materials and hereby agree to participate in the field trip or excursion on May 13, through May 18, 2019 to Washington DC (Destination)

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.¹

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: 510-410-8329 Home: _____ Work: _____

Emergency Contact Person: Mary Felix

Emergency Contact Numbers: 1. 510 912-8727 2. 510-785-0301 3. 510 407-7134

Adult Participant's Critical Medical Needs/Medications/Allergies/Conditions: no medical needs

Allergies - Seafood

Health Insurance Plan Name: Kaiser Permanente Subscriber/Policy No. 04614237

Date: 2/2/19 Adult Participant Signature: J. Felix Print Name: Jackie Felix

¹ Fingerprinting can be arranged through <https://www.beamentor.org/Linkpages/mentorasp/SpecialProjects/OUSD/>. For questions, email volunteers@ousd.k12.ca.us.



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

TO BE COMPLETED BY CHAPERONE

Kimberly Delaney

(Name of Adult)

have read and understand the trip information materials and hereby agree to

participate in the field trip or excursion on 5/12/2019 through 5/18/2019 to

Washington, DC, Philadelphia, PA and New York City, NY

(Destination)

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: 510 684 3774 Home: 510 635 3649 Work:

Emergency Contact Person: Jason Delaney

Emergency Contact Numbers: 1. 510 435 1231 2. 510 635 3649 3.

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

Health Insurance Plan Name: KAISER PERMANENTE Subscriber/Policy No. 0896 96 54

Date: 2-19-19

Adult Participant Signature: Kimberly Delaney

Print Name: Kimberly Delaney

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

**Montera Middle School
2019 DC/PHILLY/NYC Tour Chaperone List
May 12-18, 2019**

- 1. Kimberly Delaney**
- 2. Jackqueline Felix**
- 3. Issa Nelson**
- 4. Gayle Schooley**
- 5. Jeanette Bonner (WorldStrides Tour guide)**
- 6. Timothy Cox (WorldStrides Tour guide)**
- 7. Lee Kaplowitz (WorldStrides Tour guide)**