

Board Office Use: Legislative File Info.	
File ID Number	18-2118
Introduction Date	10/24/18
Enactment Number	18-1635
Enactment Date	10/24/18 os



Memo

To Board of Education
From Kyla Johnson-Trammell, Superintendent
Board Meeting Date October 24, 2018
Subject Approval of Request for Student Travel

Action Requested	Approval by the Board of Education of Board Resolution No. 1819-0105 authorizing student travel by school site <u>912/High School Linked Learning Office</u> to <u>Paul Quinn College, Dallas TX</u> for the period of <u>November 1, 2018</u> through <u>November 4, 2018</u> . Grade(s): <u>12</u> # of Students: <u>12</u> # of Adults: <u>6</u>
Educational Purpose of Trip	As strong candidates to be future college students of Paul Quinn College, our seniors will visit, explore and learn about the college campus and campus life of Paul Quinn College. Students will be selected because they have identified Paul Quinn College as the college of their choice for 2019-2020. Paul Quinn College is one of the nation's consortium of Historically Black Colleges and Universities (HBCUs} as well as the nation's first urban Work College in the Work College Consortium. The President of Paul Quinn College, Dr. Michael Sorrell, is excited to welcome students from Oakland and has an amazing academic experience planned for our students.
Itinerary and activities	Students will attend classes in session in the morning and afternoon. Students will be attending college classes that will match what their intended major may be. Panelists of current students and professors will meet and greet our students for Question and Answer sessions. Students will meet admissions and financial aid counselors, eat in the dining halls and sleep in dorm rooms with host students. Students will experience college life by attending and participating in Homecoming activities.
Teachers and Staff Attending Trip	Michael Scott, AyAnna Moody, Cynthia Adams, Vinh Trinh
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 by the Board of Education of Board Resolution No. 1819-0105 authorizing student travel by school site High School Linked Learning Office to Paul Quinn College, Dallas TX for the period of November 1, 2018 through November 4, 2018.
Fiscal Impact	Amount of District funds to be used for trip costs will be <u>\$ 0.00</u> . 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

Legislative File Info.	
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**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
NO. 1819-0105**

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 November 1, 2018 through November 4, 2018 to Paul Quinn College, Dallas, Texas by twelve (12) OUSD High School Seniors and six (6) adult staff.

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: High School Linked Learning Office

Destination: Paul Quinn College

Departure Date: 11/1/18

Return Date: 11/4/18

Passed by the following vote:

PREFERENTIAL AYE: None

PREFERENTIAL NAY: None

PREFERENTIAL ABSTENTION: None

PREFERENTIAL RECUSAL: None

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AYE: Jody London, Shanthi Gozales, Nina Senn, James Harris, Roseann Torres, Vice President Jumoke Hinton Hodge, President Aimee Eng
NAY: None
ABSTAIN: None
RECUSED: None
ABSENT: Student Director Chavez, Student Director Omosowho

CERTIFICATION

We hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District, held on October 24, 2018.

OAKLAND UNIFIED SCHOOL DISTRICT

Aimee Eng

Aimee Eng
President, Board of Education

Kyla Johnson-Trammell

Kyla Johnson-Trammell
Superintendent and Secretary, Board of Education



OUT-OF-STATE FIELD TRIP/EXCURSION REQUEST

9/27/18
RECEIVED
K Powell

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 Network Superintendent 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 Office of Accountability Partners
5. Obtain fingerprint clearance and complete TB risk assessment (requirements per OUSD AR 1240) for all non-District employee chaperones. (Arrange through ousd.org/volunteers or email volunteers@ousd.org. Continuing volunteer chaperones must be fingerprint cleared at least once every 3 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: High School Linked Learning Office (HSLLO) Site Number: 912

Destination: <u>Paul Quinn College</u>
Address: <u>3837 Simpson Stuart Rd. Dallas, TX 75241</u>
Phone or Contact Info: <u>214-379-5494 (direct) 214-854-0435 (mobile) Jesika Lara (PQC Representative)</u>

Departure - Date: 11/01/2018 Time: [REDACTED] Place of Departure: [REDACTED]

Return - Date: 11/04/2018 Time: [REDACTED] Place of Return: [REDACTED]

Class(es)/Group Attending: 12 Seniors in OUSD High Schools

Grade(s): 12 # of Students: 12 # of Adults: 6

Teacher Supervising Trip: Vinh Trinh

Emergency Contact # During Trip: 415-939-2933

Supervising Teacher's Email Address: vinh.trinh@ousd.org



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

Site: High School Linked Learning Office

Teacher Supervising Trip: Vinh Trinh

Destination: Paul Quinn College, Dallas, TX

Date of Departure: November 1, 2018

APPROVAL OF REQUEST	Signature	Check One		Date
		Approved	Denied	
Site Administrator <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	<i>[Signature]</i>	9/19/18 ✓		9/19/18
Network Superintendent <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>	9/25/18 ✓		9/25/18
Office of Accountability Partners (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>	✓		8/28/18

APPROVAL OF TRIP	Signature	Check One		Date
		Approved	Denied	
Site Administrator <input 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>	9/19/18 ✓		9/19/18
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>	✓		9/28/18
Superintendent <input type="checkbox"/> Approve/disapprove trip <input type="checkbox"/> Returns Request Form to Risk Management				

OAKLAND UNIFIED SCHOOL DISTRICT
 Office of the General Counsel
 APPROVED FOR FORM AND SUBSTANCE

By: *[Signature]* 10/1/18
 Michael L. Smith, Attorney at Law
 21509 9/25/18
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CHECKLIST TO BE COMPLETED BY SITE ADMINISTRATOR PRIOR TO TRIP DEPARTURE
(initial each item certifying completion)

- "OUSD Student Out of State 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 risk assessment 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: 10/14 - 10/16 (scheduling w/ PQC Rep)
- 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). *(initials)*
- 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) arrangements have been made for use of a vehicle in event of illness or emergency and (2) students received instruction in safe conduct on bus or other transport. (fly back / on campus hospital)
- 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.
- (initials)* Swim/Water Activities: OUSD "Procedures for Fields Trips including Swim or Water Activities" have been met.
- Site and trip leader has a list of students and adults attending trip.

TRIP APPROVAL IS CONDITIONED ON COMPLETION OF THIS CHECKLIST



OUT OF STATE FIELD TRIP

HEALTH SERVICES NOTIFICATION FORM

TRIP INFORMATION:

School or Center: High School Linked Learning Office Site Number: 912

Destination: Paul Quinn College 3837 Simpson Stuart Rd. Dallas, TX 75241

Departure - Date: 11/1/2018 Time: [REDACTED] [REDACTED]

Return - Date: 11/04/2017 Time: [REDACTED] [REDACTED]

Class(es)/Group Attending: Seniors in OUSD Schools (Tentative: Fremont, Oakland High, Castlemont, McClymonds, Skyline High)

Grade(s): 12 # of Students: 12 # of Adults: 6

Teacher Supervising Trip: Vinh Trinh

Supervising Teacher's Email Address: vinh.trinh@ousd.org

HEALTH CONDITIONS/MEDICATION:

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

- | | |
|--|---|
| <input type="checkbox"/> Severe Allergy | <input type="checkbox"/> Student has an Epi-pen at school |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Student has an inhaler at school |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Student has medication at school |
| <input type="checkbox"/> Seizures | <input type="checkbox"/> Student has medication at school |
| <input type="checkbox"/> Sickle Cell Anemia | <input type="checkbox"/> Student has medication at school |
| <input type="checkbox"/> Other condition(s): _____ | <input type="checkbox"/> 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 879-4605**.

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.



Site: High School Linked Learning Office
 Teacher Supervising Trip: Vinh Trinh
 Destination: Paul Quinn College, Dallas, TX
 Date of Departure: November 1, 2018

Describe itinerary and activities: <input type="checkbox"/> Trip will include swim or water activities)	11.1.18 and 11.2.8: Students will attend classes in session in the morning and afternoon. Students will be attending college classes that will match what their intended major may be. 11.4.18: Panelists of current college students and professors will meet and greet our students for Q and A sessions and for college students to share their experience at Paul Quinn College. Students will meet admissions and financial aid counselors, eat in the dining halls and sleep in dorm rooms with host students. 11.4.8: Students will experience college life by attending and participating in Homecoming activities.
Names of teachers and staff attending trip:	Teachers: Vinh Trinh Staff: Michael Scott, AyAnna Moody, Cynthia Adams
Describe mode of transportation for each leg of the trip:	11.1.18: Students and staff will meet at Oakland Airport to fly out to Paul Quinn College. Students and staff will be transported via shuttle from Dallas Airport to Paul Quinn College. 11.4.18: Students and staff will be transported back to airport via shuttle to Dallas Airport to fly back to Oakland Airport. Students and staff will be picked up by family member from airport and go home separately.
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:	As strong candidates to be future college students of Paul Quinn College, our seniors will visit, explore and learn about the college campus and campus life of Paul Quinn College. Students will be selected because they have identified Paul Quinn College as the college of their choice for 2019-2020. Paul Quinn College is one of the nation's consortium of Historically Black Colleges and Universities (HBCUs) as well as the nation's first urban Work College in the Work College Consortium. The President of Paul Quinn College, Dr. Michael Sorrell, is excited to welcome students from Oakland and has an amazing academic experience planned for our students

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 \$ 0.00

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



Site: High School Linked Learning Office
 Teacher Supervising Trip: Vinh Trinh
 Destination: Paul Quinn College, Dallas, TX
 Date of Departure: November 1, 2018

PROGRAM/ADMISSION COSTS

Total Cost of Program/Admission: \$ \$15,000 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 879-4605.

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.)

OFFICE OF ACCOUNTABILITY PARTNERS

If restricted funds are used for this field trip/excursion, Office of Accountability Partners 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.



FIELD TRIP/EXCURSION INFORMATION
DESTINATION OUTSIDE OF CALIFORNIA
(to be kept by Parent/Guardian)

TO BE COMPLETED BY TEACHER

School or Center: High School Linked Learning Office

Destination: Paul Quinn College

Address: 3837 Simpson Stuart Rd. Dallas, TX 75241

Departure - Date: 11/1/2018 Time: Place of Departure:

Return - Date: 11/4/2018 Time: Place of Return:

Class/Group Attending: 12 OUSD High School Seniors (through Office of Post Secondary Readiness)

Name(s) of Classroom Teacher(s): Michael Scott, Vinh Trinh, AyAnna Moody, Cynthia Adams

Teacher Supervising Trip: Vinh Trinh

Emergency Contact # During Trip: 415-939-2933 (Vinh)

<p>The field trip will involve the following: (Describe activities and itinerary):</p> <p><input type="checkbox"/>Swim/water activities permission required)</p>	<p>Students will attend classes in session in the morning and afternoon. Students will be attending college classes that will match what their intended major may be. Panelists of current students and professors will meet and greet our students for Q and A sessions. Students will meet admissions and financial aid counselors, eat in the dining halls and sleep in dorm rooms with host students. Students will experience college life by attending and participating in Homecoming activities.</p>
<p>Mode(s) of transportation:</p>	<p>11.2.18: Students and staff will meet at <u> </u> to fly out to Paul Quinn College. Students and staff will be transported via shuttle from <u> </u> to Paul Quinn College. 11.5.18: Students and staff will be transported back to airport via shuttle to Dallas Airport to fly back to <u> </u>. Students and staff will be picked up by family member from airport and go home separately.</p>
<p>Student needs to bring:</p>	<p>Change of Clothes Light sweater and jacket Toiletries Sleeping Bag Backpack/Totebag</p>

Insurance Notice to Parents: OUSD provides limited accident insurance coverage for eligible student injuries occurring during field trips/school sponsored activities within the U.S. To make an insurance claim, obtain a claim form from the school principal. For information on accident insurance, contact OUSD Risk Manager Rebecca Cingolani at Rebecca.Cingolani@ousd.org.



STUDENT FIELD TRIP/EXCURSION PERMISSION SLIP
DESTINATION OUTSIDE OF CALIFORNIA (return completed form to School)

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): 11/12/18 11/4/2018

to: Paul Quinn College 3837 Simpson Stuart Rd. Dallas, TX 75241

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

Alternate Emergency Contact Name: _____ Phone Number(s): _____

Student Health Conditions

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

Parent or Guardian Signature _____ Print Name _____ Date _____

FOR HIGH SCHOOLS ONLY: With 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 has my permission to arrive at and/or leave the destination on his/her own: _____ arrive _____ leave

Parent or Guardian Signature _____ Print Name _____ Date _____



**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
(Name of Adult)
participate in the field trip or excursion on 11/1/18 through 11/4/18 to
Paul Quinn College 3837 Simpson Stuart Rd. Dallas TX 75241
(Destination)

- 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
- 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: _____

¹ For more information, see <http://ousd.org/volunteers>. For questions, email volunteers@ousd.org.



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

DRIVER INSTRUCTIONS FIELD TRIPS OR EXCURSIONS

Please follow the below instructions when transporting OUSD students on field trips or excursions:

1. Check the safety of the vehicle which will be used including: tires, brakes, lights, horns, suspension, etc.
2. Carry only the number of passengers for which your vehicle was designed. If you have a pickup truck, carry only as many as can safely sit in the passenger compartment.
3. Require each passenger to use an appropriate passenger restraint system (child car seat or safety belt) in accordance with law.
4. Obey all traffic laws.
5. Make sure the supervising teacher has advised you of any relevant medical conditions or allergies for those students assigned to your vehicle.
6. Make sure you have exchanged an emergency contact number with the supervising teacher in case you get lost, separated or there is an emergency. In case of emergency, keep all the children together and call 911, the supervising teacher and the school. If you cannot reach school personnel, contact the School District Superintendent's office at 879-8200.
7. You may not transport **anyone** during a field trip or excursion who has not been approved in advance by the supervising teacher and/or site principal.



Certificate of Insurance Coverage Request Form

(Field Trip)

Request Date: 9.21.18	Site Name: High School Linked Learning Office 912	
Site Contact Person: Jessika Lara	Telephone: 214-379-5494	Fax: 214-379-5448
Site Contact Person Email Address: jlara@pqc.edu		
Event Location Name: Paul Quinn College		
Address: 3738 Simpson Stuart Rd Dallas TX 75241		
Event Contact Person Information Name: Jessika Lara	Telephone: 214-379-5494	Fax: 214-379-5448
Event Date and Time: 11/1/18 11/4/18		
Brief Description of the Event: Students will attend classes in session in the morning and afternoon. Students will be attending college classes that will match what their intended major may be. Panelists of current students and professors will meet and greet our students for Q and A sessions. Students will meet admissions and financial aid counselors, eat in the dining halls and sleep in dorm rooms with host students. Students will experience college life by attending and participating in Homecoming activities.		
Facility Insurance Requirements: (Please attach the written requirement provided by the Event Facility)		

Email or Fax Request (not less than 15 calendar days prior to the event) to:

Risk Management Department
Attn: Cynthia Grice
Email: cynthia.grice@ousd.org
Fax (510) 879-4022

CG 7/2016



Paul Quinn Parent Meeting

October 14-16 5:30-7:00p

OUSD District Office, Lake Merritt Conference Room

- I. Welcome and Intro (OUSD Staff Welcomes Parents and Parents & Students introduce themselves) **5:30-5:40p**
 - A. Preston Thomas
 - B. Board Director Jumoke Hinton Hodge
 - C. Vinh Trinh
 - D. Ay'Anna Moody
 - E. Michael Scott (TBD)
 - F. Cynthia Adams
 - G. Cynthia Adams Welcomes Parents and Students **5:40-5:45p**
 1. *Suggested Talking Points: Parents and Students we are so excited that you all will be joining us for the 3rd Annual college trip to Paul Quinn College. Paul Quinn is a Historically Black College located in the heart of Dallas. The mission of the College is to provide a quality, faith-based education that addresses the academic, social, and Christian development of students and prepares them to be servant leaders and agents of change in their communities. Academic excellence lies at the heart of the College's mission, along with the values of integrity, responsibility, accountability, fiduciary responsibility, and an appreciation of cultural diversity. Just last year two students from OUSD graduated from Paul Quinn College.*
- II. Paul Quinn College Recruiter (Jessika Lara) joins via Skype and goes over details for the weekend and speaks with parents. **5:45-6:00p**
- III. Ay'Anna and Vinh go over sample itinerary **6:00-6:05p**
 - A. Suggested Talking Points:
 1. *Students are responsible for getting to and from airport for the PQC Visit*
 2. *Depart: OAK/SFO: Leaving Thursday, November 2 (in the morning) to Dallas Love Field*
 3. *Return: Dallas Love Field Sunday, November 5 (in the morning) to OAK/SFO*
 4. *We will have flights confirmed and sent to students by Wednesday, October 25*
- IV. Preston/Vinh/Ay'Anna go over importance of college visit and some the activities
 - A. Suggested Talking Points: while we want Students to have fun, we want students to really envision themselves as a first year college student. Students will have the opportunity to visit classrooms, meet professors and current undergraduate students. You will be also given a special invitation to attend some Homecoming activities.
- V. Next Steps
 - A. Students will get their flight information by late October and will correspond and get all further information from CCRS

Paul Quinn College

Recruitment and Scholarship

Fremont

3 Students: Selection in process

McClymonds

3 Students: Selection in process

Skyline

2 Students: Selection in process

Oakland High

2 Students: Selection in process

Castlemont

2 Students: Selection in process

Cost Covered by Oakland Natives Give Back and Oakland Promise

Airfare (to and from Dallas, Tx)
Housing (students will stay in residence halls on campus)
Food (all students meals while on college visit)
Shuttle/Cab Services to and from airport
Food (at Airport)

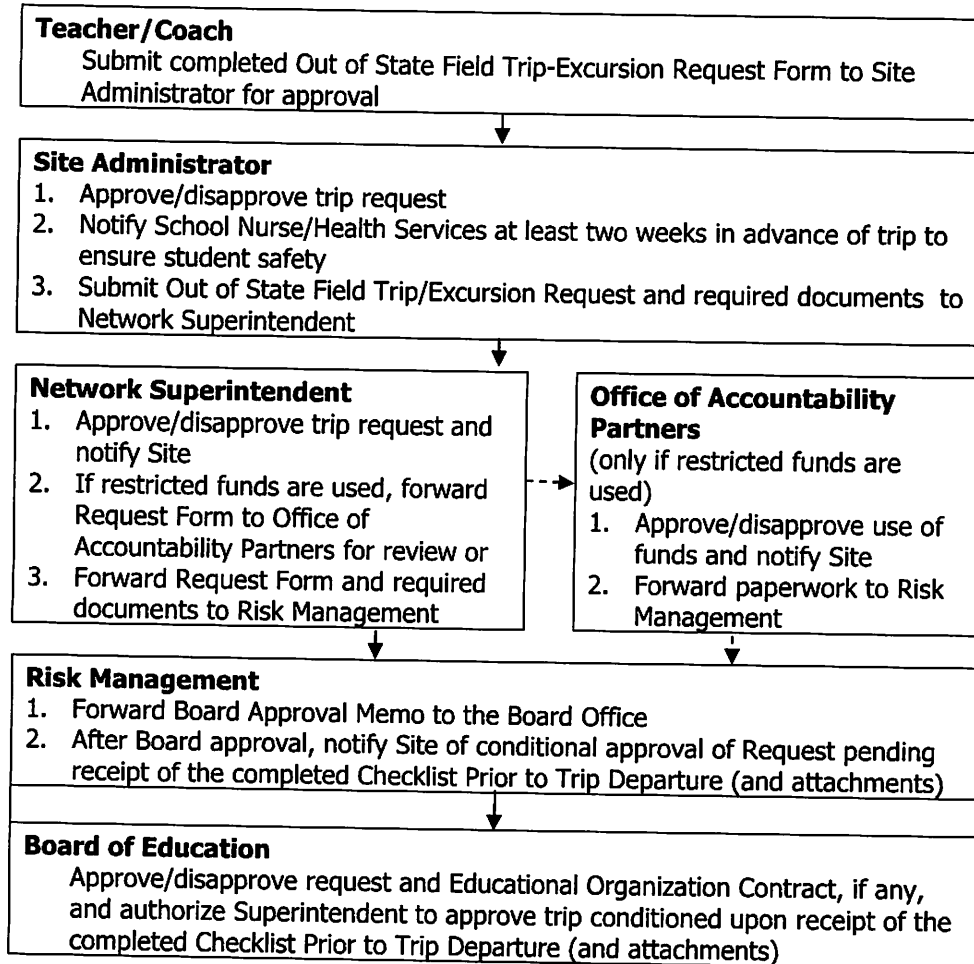


OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

OUT OF STATE FIELD TRIPS APPROVAL PROCESS

REQUEST APPROVAL:



TRIP APPROVAL:

