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OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

To: Board of Education
From: Antwan Wilson, Superintendent
Meeting Date: 6/24/15
Subject: Approval of Request for Student Travel

Action Requested	<input checked="" type="checkbox"/> Approval of request for student travel of <u>Coliseum College Prep Academy</u> to <u>Ashland, Oregon.</u> for the period of <u>5/29/2015</u> through <u>6/2/2015</u> . Grade(s): <u>12</u> # of Students: <u>17</u> # of Adults: <u>4</u> . <input type="checkbox"/> Ratification of Educational Organization Contract with _____
Educational Purpose of Trip	<ul style="list-style-type: none"> - College exposure and visits. Some students will be attending Chico State in the Fall. - Study of the play Much Ado About Nothing before the trip and then viewing and analyzing the production of the play by the Oregon Shakespeare Festival - Study of the geology and ecology of Crater Lake - Exploration of Crater Lake and exposure to nature - Learning camping skills - Journaling throughout the trip to work on reflection - Creation of a presentation upon return to school to share at the post-session EXPO
Itinerary and activities	<ul style="list-style-type: none"> - Drive to Chico State for college campus tour - Drive to Ashland, OR, and camp at Glenyan RV Park - Visit Oregon Southern University campus and explore Ashland, OR - Attend Oregon Shakespeare Festival's production of Much Ado About Nothing - Camp at Glenyan RV Park - Drive to Farewell Bend Campground outside of Crater Lake National Park - Hike in Crater Lake National Park - Camp at Farewekk Bend Campground - Drive back to Oakland, CA -
Teachers and staff Attending Trip	Rachel Korschun, Sarah Moore-Goepfert, Kate Dillon, Carlus Harris
Site Administrator Affirms	<input checked="" type="checkbox"/> Parental permission forms will be on file for all students participating and school has emergency communication protocol <input checked="" type="checkbox"/> At least one OUSD employee accompanying the students is certificated <input checked="" type="checkbox"/> Non-OUSD chaperones, if any, will meet criminal background check requirements <input checked="" type="checkbox"/> There will be sufficient and appropriate chaperones for this field trip <input checked="" type="checkbox"/> School will address financial or accessibility issues that might prevent students from participating
Recommendation	<input checked="" type="checkbox"/> Approval of request for student travel of <u>Coliseum College Prep Academy</u> to <u>Ashland, Oregon.</u> for the period of <u>5/29/2015</u> through <u>6/2/2015</u> . Grade(s): <u>12</u> # of Students: <u>17</u> # of Adults: <u>4</u> . <input type="checkbox"/> Ratification of Educational Organization Contract with _____
Fiscal Impact	Amount of District funds to be used for trip costs will be \$ <u>NA</u> Funding source for the trip will be: <input type="checkbox"/> General funds <input type="checkbox"/> Restricted funds <input checked="" type="checkbox"/> No District funds will be used

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1415-1141**

**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 Ashland, Oregon, on May 29, 2015 through June 2, 2015 by Coliseum College Prep Academy students.

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

Request for student travel for 17 students and 4 adults from Coliseum College Prep Academy, to travel to Ashland, Oregon, for students to attend the Oregon Shakespeare Festival and visit Crater Lake National Park, for the period of May 29, 2015 through June 2, 2015, at no cost to the District.

Passed by the following vote:

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

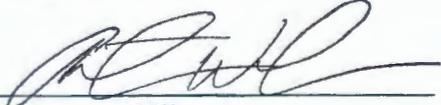
Nays: None

ABSTAINED: None

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 June 24, 2015.

By: _____


Antwan Wilson
Secretary, Board of Education



**OUT-OF-STATE FIELD
TRIP/EXCURSION REQUEST**

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: Coliseum College Prep Academy Site Number: 232

Destination: <u>Oregon Shakespeare Festival and Crater Lake National Park</u>
Address: <u>12 S Pioneer St Ashland, OR and Crater Lake National Park</u>
Phone or Contact Info: <u>(541) 482-4331 and (541) 594-3000</u>

Departure - Date: 5/29/15 Time: 9:00 AM Place of Departure: CCPA

Return - Date: 6/2/15 Time: 4:00 PM Place of Return: CCPA

Class(es)/Group Attending: Oregon Post-Session Group

Grade(s): 12 # of Students: 17 # of Adults: 4

Teacher Supervising Trip: Rachel Korschun and Sarah Moore-Goepfert

Emergency Contact # During Trip: 404-441-4850 or 281-881-7744

Supervising Teacher's Email Address: rachel.korschun@ousd.k12.ca.us OR mrsmsgscience@gmail.com



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Site: Coliseum College Prep Academy

Teacher Supervising Trip: Rachel Korschun and Sarah Moore-Goepfert

Destination: Oregon Shakespeare Festival and Crater Lake National Park

Date of Departure: 5/29/15

<p>Describe itinerary and activities:</p> <p><input type="checkbox"/> Trip will include swim or water activities)</p>	<ul style="list-style-type: none"> - Drive to Chico State for college campus tour - Drive to Ashland, OR and camp at Glenyan RV Park - Visit Oregon Southern University campus and explore Ashland, OR - Attend Oregon Shakespeare Festival's production of Much Ado About Nothing - Camp at Glenyan RV Park - Drive to Farewell Bend Campground outside of Crater Lake National Park - Hike in Crater Lake National Park - Camp at Farewell Bend Campground - Hike in Crater Lake National Park - Camp at Farewell Bend Campground - Drive back to Oakland, CA
<p>Names of teachers and staff attending trip:</p>	<p>Teachers: Rachel Korschun, Sarah Moore-Goepfert, Kate Dillon, Carlus Harris</p> <p>Staff:</p>
<p>Describe mode of transportation for each leg of the trip:</p>	<p>Teachers will be driving their own personal cars for the duration of the trip. There will be four teachers and four cars.</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>	<ul style="list-style-type: none"> - College exposure and visits. Some students will be attending Chico State in the fall. - Study of the play Much Ado About Nothing before the trip and then viewing and analyzing the production of the play by the Oregon Shakespeare Festival. - Study of the geology and ecology of Crater Lake. - Exploration of Crater Lake and exposure to nature. - Learning camping skills. - Journaling throughout the trip to work on reflection. - Creation of a presentation upon return to school to share at the post-session EXPO.

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

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

Resource #: _____



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Site: Coliseum College Prep Academy

Teacher Supervising Trip: Rachel Korschun and Sarah Moore-Goepfert

Destination: Oregon Shakespeare Festival and Crater Lake National Park

Date of Departure: 5/29/15

PROGRAM/ADMISSION COSTS

Total Cost of Program/Admission: \$ 0 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: NIA

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.



OAKLAND UNIFIED
SCHOOL DISTRICT

Site: CCPA
 Teacher Supervising Trip: KORSCHUN
 Destination: CRATER LAKE, ASHLAND
 Date of Departure: 5/29/15

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 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	 	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	4/23/15 4/23/16
Regional/Network Officer <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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	4/28/15
State/Federal Compliance (if restricted funds) <input type="checkbox"/> Compliant use of resources and in alignment with school site plan (SPSA)				
Risk Management <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)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	5/1/2015

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	 	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	4/23/15 4/23/15
Risk Management <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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	5/1/2015
Superintendent <input type="checkbox"/> Approve/disapprove trip <input type="checkbox"/> Returns Request Form to Risk Management		<input checked="" type="checkbox"/>	<input type="checkbox"/>	5/1/15



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: 5/13/15
- 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: Coliseum College Prep Academy Site Number: 232

Destination: Oregon Shakespeare Festival and Crater Lake National Park

Departure - Date: 5/29/15 Time: 9:00 AM CCPA

Return - Date: 6/2/15 Time: 4:00 PM CCPA

Class(es)/Group Attending: Oregon Post-Session Group

Grade(s): 12 # of Students: 17 # of Adults: 4

Teacher Supervising Trip: Rachel Korschun and Sarah Moore-Goepfert

Supervising Teacher's Email Address: rachel.korschun@ousd.k12.ca.us OR mrsmsgscience@gmail.com

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

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: Coliseum College Prep Academy

Destination: <u>Oregon Shakespeare Festival and Crater Lake National Park</u>
Address: <u>12 S Pioneer St Ashland, OR and Crater Lake National Park</u>

Departure - Date: 5/29/15 Time: 9:00 AM Place of Departure: CCPA
 Return - Date: 6/2/15 Time: 4:00 PM Place of Return: CCPA

Class/Group Attending: Oregon Post-Session Group

Name(s) of Classroom Teacher(s): Rachel Korschun, Sarah Moore-Goepfert, Kate Dillon, Carlus Harris

Teacher Supervising Trip: Rachel Korschun and Sarah Moore-Goepfert

Emergency Contact # During Trip: 404-441-4850 or 281-881-7744

<p>The field trip will involve the following: (Describe activities and itinerary):</p> <p>(<input type="checkbox"/>Swim/water activities permission required)</p>	<ul style="list-style-type: none"> - Drive to Chico State for college campus tour - Drive to Ashland, OR and camp at Glenyan RV Park - Visit Oregon Southern University campus and explore Ashland, OR - Attend Oregon Shakespeare Festival's production of Much Ado About Nothing - Camp at Glenyan RV Park - Drive to Farewell Bend Campground outside of Crater Lake National Park - Hike in Crater Lake National Park - Camp at Farewell Bend Campground - Hike in Crater Lake National Park - Camp at Farewell Bend Campground - Drive back to Oakland, CA
<p>Mode(s) of transportation:</p>	<p>Teachers will be driving their own personal cars for the duration of the trip. There will be four teachers and four cars.</p>
<p>Student needs to bring:</p>	<ul style="list-style-type: none"> - 1 nicer outfit to wear to the Oregon Shakespeare Festival. - Clothes that can get dirty and you can hike in. - Warm clothes for at night - Hat and gloves. - Flashlight. - Sturdy shoes for hiking. - Bug spray - 2 lunches



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): 5/29/15 to 6/2/15

to: Oregon Shakespeare Festival and Crater Lake National Park

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 Name¹: _____ 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.

¹ 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 5/29/15 through 6/2/15 to Oregon Shakespeare Festival and Crater Lake National Park (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: 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 Fingerprinting can be arranged through https://www.beamentor.org/Linkpages/mentorasp/SpecialProjects/OUSD/. For questions, email volunteers@ousd.k12.ca.us.



**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.

