

SAN MARINO UNIFIED SCHOOL DISTRICT
APPLICATION FOR APPROVAL TO CONDUCT
MULTI-DAY OVERNIGHT AND/OR OUT-OF-STATE/COUNTRY FIELD TRIP
(AT LEAST THREE TO SIX MONTHS BEFORE DEPARTURE DATE)

(Exceptions to timeline must be approved in advance by the Assistant Superintendent of Instructional Services)

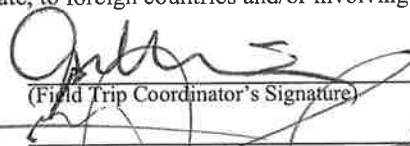
To: Board of Education San Marino High School Date: 12/17/2018

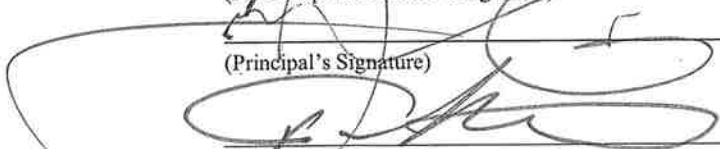
The undersigned for San Marino High School School hereby applies for approval to conduct a field trip to Yosemite National Park Date: 2/10/19-2/15/19

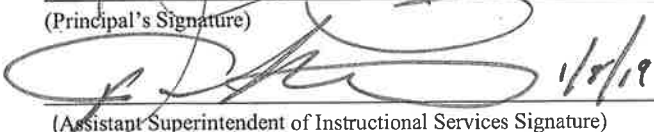
1. Inclusive dates of trip: <u>2/10/19 - 2/15/19</u>	2. Purpose of trip: <input checked="" type="checkbox"/> Paragraph attached describing educational value and specific activities students will be required to complete
NOT DURING TESTING <input checked="" type="checkbox"/> Itinerary attached <u>Principal's Initials</u>	
3a. Membership of Group: <u>Interested Senior Students</u> (e.g., U.S. History class, choral group)	3b. Number of Students Attending: <u>52</u> Boys: <u>32</u> Girls: <u>20</u>
4a. Cost of trip financed by: <u>Student Fee</u> 4b. Name of travel agency contracted for trip: (professional travel organization is required) <u>None</u> 4c. Cost per student: (no student will be excluded from a required trip due to a lack of funds.) <u>\$1000-\$1100</u> () Attached student(s) name and verify funding source	4d. Describe fundraising activities, if any: <u>None</u> Attachment(s), if any
5a. Name of certificated employee(s) in charge of trip: <u>Jorge Munoz</u> Responsible for coordinating fundraising, organization, and supervision while students are on SMUSD – sponsored trip	5b. Names of staff members who will provide supervision of students: <u>Jorge Munoz, Kailyn Enriquez, Robert Chacon, Angus Leung, Zach Quiggle, Vanessa Palacios, Kwan "Angus" Leung, Alec Taratula</u>
5c. Attach names of authorized chaperones on FORM #1 (include relationship to students and/or school)	5d. Student/Chaperone ratio: (see attached FORM #1) <u>9 to 1</u>

This application, together with the necessary documents, must be sent to the Assistant Superintendent of Instructional Services at least three months in advance (unless an exception to timeline is granted).

The undersigned applying for approval of the field trip will ensure conformance with all requirements of San Marino Unified School District procedures for field trips out-of-state, to foreign countries and/or involving multiple days.

Endorsed with Approval:  12/17/18
(Field Trip Coordinator's Signature) (Date)

 12-19-18
(Principal's Signature) (Date)

 1/8/19
(Assistant Superintendent of Instructional Services Signature) (Date)

Endorsed with Approval

BOARD APPROVAL DATE:

San Marino Unified School District
MULTI-DAY OVERNIGHT AND/OR OUT-OF-STATE/COUNTRY FIELD TRIP

Form #1

SCHOOL: San Marino High School **SPONSORING GROUP:** San Marino High School

ACTIVITY: Annual Yosemite Trip **DATE(S):** 2/10/19 - 2/15/19

DESTINATION: Yosemite National Park

Please attach flyer or printed information pertaining to Study Trip.

Number of Students: 55 Attach list of student names and gender

Submit 3 days before trip to appropriate Site Administrator

Number of Chaperones: 8 List chaperones names below and indicate gender [M or F], attach pages as needed

For Retirees indicate date retired

Certificated District Chaperones	M	F	Training Completed
Jorge Munoz	x		x
Robert Chacon	x		x
Zachary Quiggle	x		x
Michael Condie	x		x

Classified District Chaperones	M	F	Training Completed
Kailyn Enriquez		x	x
Angus Leung	x		x
Vanessa Palacios		x	x
Alec Taratula	x		x

Non-District Chaperones	M	F	Training Completed

TRANSPORTATION

Commercial Carriers: Yes or No: yes...Charter Bus

(Examples: bus, plane, ferry, taxi, shuttle) (All buses must be CHP approved as SPAB, verify with SMUSD Transportation Department)

Private Vehicles: *DMV Report & Insurance Verification. Attach copy of completed forms*

and Parent/Guardian to sign Transportation Waiver Form for each student: Yes No

FUNDING

Individual Students: Yes x No

Donations: Yes No x

Fundraisers: Yes or No x Name of Fundraiser

Others:

Chaperones expenses to be paid by: ☒ Funding indicated above ☐ Individual Chaperones

CHARGE OR BILL MANDATORY STUDENT TRIP LIABILITY INSURANCE TO:

District Office staff in accordance with Board of Education Policy 3541.1(c) will obtain liability/insurance coverage.

In State x Out of State Out of Country

Others:

When submitting field trip invoices for payment (includes deposits) attach a copy of this form and board item.

Please submit all approved paperwork at least 3 weeks prior to Board Date.

Please route (1) copy of this form to Human Resources Dept.
 Submit to Assistant Superintendent of Instructional Services



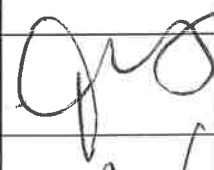



San Marino Unified School District
FIELD TRIP COORDINATOR'S CHECKLIST
FOR MULTI-DAY OUT OF COUNTRY FIELD TRIPS

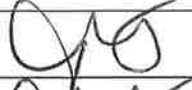


School: San Marino High School


Dates of Trip: 2/10/19-2/15/19

Trip Destination: Yosemite National Park

To be completed by field trip coordinator in charge of the field trip

Date Completed	Initials	SIX MONTHS PRIOR TO TRIP Exceptions to timeline must be approved in advance by the Assistant Superintendent of Instructional Services.
12/17/18		1. Secure Principal's tentative approval to conduct field trip (and approval to conduct fundraising, if applicable). Send form Application for Approval to Conduct Multi-Day Out of Country Field Trip to the site administrator in charge of field trips.
12/17/18		2. Review procedure for fundraising and develop plan to include: a) description of fundraising activities, b) plans to assist students who are unable to pay their own expenses, c) a written statement that no student will be excluded from a required trip due to lack of funds, and d) that funds will be returned to the school if not used for the trip.
N/A		3. Select the travel agency to be used (if appropriate). Have travel agency complete "Compliance Form for Sellers of Educational Travel" and forward to the site administrator in charge of field trips.
12/17/18		4. Obtain and submit copy of itinerary. This itinerary shall include: a) dates (not during testing), b) locations (city, state, country) and c) accommodations. Attach itinerary
12/17/18		5. Arrange for chaperones, if appropriate. Provide chaperones with guidelines to complete Volunteer Application and the on-line training module no later than, date <u>1/31/19</u> . Ensure chaperones have completed chaperone training and agree to comply with all states and District laws, rules, and regulations. Provide list to Principal and secure his/her approval.
N/A		6. If academic competition is involved, submit to Principal for approval: a) written criteria and guidelines used to select participants in academic competitions, and b) copies of written communications used to inform parents and students of the academic competition and of the governing guidelines.
10/13/18		7. Send home request for parental approval of student participation. If parent does not sign, student cannot go.
10/13/18		8. Verify insurance coverage to provide personal medical insurance for participating students where required.
N/A		9. Secure trip cancellation insurance from travel agency where required.




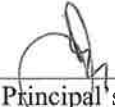
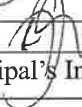



10/13/18		10. Notify parents of other insurance coverage available as an option.
10/13/18		11. Provide written evidence of financial ability to cover travel and living expenses for all participants while outside of San Marino.
10/13/18		12. Verify that permission forms and waivers are returned for all students participating on a field trip. Verify alternate arrangements at school for those students not participating.

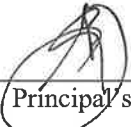

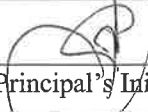
Date Completed	Initials	TWO MONTHS PRIOR TO FIELD TRIP Exceptions to timeline must be approved in advance by the Assistant Superintendent of Instructional Services.
12/17/18		13. Field trip coordinator develops orientation plan for students, parents, and chaperones. <i>1-24-19 @ 6:30pm</i>

Date Completed	Initials	THREE WEEKS PRIOR TO FIELD TRIP Exceptions to timeline must be approved in advance by the Assistant Superintendent of Instructional Services.
1/19/19		14. Arrange for participating students to be excused from other classes.
1/19/19		15. Arrange for first-aid kit and/or snake-bite kit, and ensure they are taken on trip.

Date Completed	Initials	ONE WEEK PRIOR TO FIELD TRIP Exceptions to timeline must be approved in advance by the Assistant Superintendent of Instructional Services.
2/2/19		16. Report to principal's designee the names of all persons (adults and students) who will actually go on the trip. Provide list of students to verify those actually participating prior to departure.
2/2/19		17. File this form with other required papers in school office. (Records must be kept for three years.)

San Marino Unified School District
PRINCIPAL'S CHECKLIST
MULTI-DAY AND/OR OUT-OF-STATE/COUNTRY
FIELD TRIPS

1. Approval for Field Trip: I have reviewed the plan for the field trip to <u>Yosemite National Park</u> on <u>2/10/19-2/15/19</u> (not during testing) and I give tentative approval for the students to participate.	 Principal's Initials	<u>12-19-18</u> Date
2. Approval for Field Trip Fund-Raising: I have reviewed the plan for fundraising for this field trip and give my approval for fundraising activities to begin.	 Principal's Initials	<u>12-19-18</u> Date
3. Lack of Funds: To help students in need of funds, the following actions are being taken: We will use carry over from previous year in order to help offset these costs. Additionally, a small portion of each student's fee is reserved for	 Principal's Initials	<u>12-19-18</u> Date
4. Return of Funds: Any funds not used for the trip will be returned in the following way: Any unused funds will be used to support the Yosemite program and any transportation costs not covered by collected funds.	 Principal's Initials	<u>12-19-18</u> Date
5. Chaperones: An approved list of chaperones is on file in the main office of the school. (FORM #1)	 Principal's Initials	<u>12-19-18</u> Date
6. Academic Competition Trips Only: I certify that written criteria, guidelines and other communication to parents and students related to the competition are on file in the main office of the school.	 Principal's Initials	<u>12-19-18</u> Date
7. Insurance: I certify that each and every student participating in the field trip has personal medical insurance and trip cancellation insurance, if applicable.	 Principal's Initials	<u>12-19-18</u> Date
8. Travel and Living Expenses: Provision has been made for coverage of all expenses while outside of San Marino. This includes airfare, ground transportation, hotels, tours, and meals. Written evidence of this coverage is on file in the main office of the school.	 Principal's Initials	<u>12-19-18</u> Date

<p>9. Contribution of Services: Statement of Acknowledgment and Consent to Conditions of trip are on file at the following location at the school site:</p> <p>APO</p>	 Principal's Initials	12.19.18 Date
<p>10. Authorization for Student Participation: For each and every student participating in the field trip there is a <i>Permission to Participate, Notification of Insurance, Waiver of Claims, and other Release Forms</i> on file in the main office of the school.</p> <p>File title, if appropriate: _____</p>	 Principal's Initials	12.19.18 Date
<p>11. Forward this completed form to the Assistant Superintendent of Instructional Services.</p>	 Principal's Initials	12.18.19. Date

Conflict of Interest Disclosure Form

Each Principal, ASB Advisor or Sponsoring or participating in a tour or trip paid by students is required to complete this form.

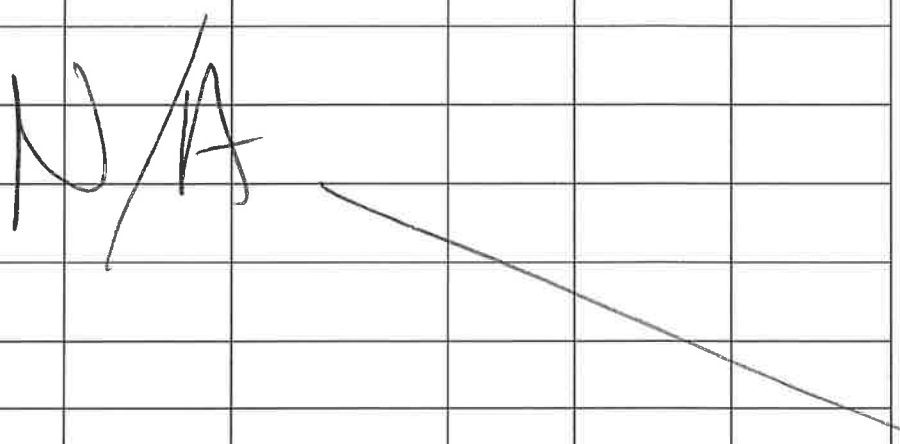
Field Trip and Date: Yosemite Trip, 2/10/19-2/15/19

Name: Jorge Munoz

Position: Assistant Principal

Location: San Marino High School

Indicate below whether you or a member of your family is currently receiving (or has received during the last five year) any gratuity, commission, rebate, or thing of value from any travel agency or travel promoter involved or associated with the trip. Airfare, hotel accommodations, etc., provided in return for chaperoning should be listed and would be considered reasonable and acceptable.

Self	Relative	Company Name	Type of Gratuity	Value of Gratuity	Year of Gratuity
					

Signature: 

Date: 12/17/18

SAN MARINO UNIFIED SCHOOL DISTRICT
STATEMENT OF ACKNOWLEDGMENT AND CONSENT TO CONDITIONS OF TRIP
(Employee Chaperone of the San Marino Unified School District)

I, Jorge Munoz, am an Employee of the San Marino Unified School District
(Name of Employee)

assigned to San Marino High School, a public school operated by
(Name of School)
the San Marino Unified School District.

I understand that a group identified as San Marino High School Students
(School Function)
at the following school(s): San Marino High School

will participate in a field trip to Yosemite National Park

and that I have been asked to accompany these students on their trip during the period from

2/10/2019 to 2/15/2019

I agree to donate as much of my time beyond my normal workday as may be required while on the field trip. I understand that I will suffer no loss of pay by reason of participating in the field trip. I further understand that, except as set forth above, I may receive no additional compensation for any such time or services donated by me, or for any other reason, in connection with the trip.

I am aware of the provisions of Education Code Section 35330, which states in part that "... All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during, or by reason of, the field trip or excursion..."

My acknowledgment of the foregoing paragraph is subject to the provision that I retain any and all of my employment rights including, but not limited to, District liability insurance, workers compensation insurance, and District health insurance.

I acknowledge that I have received Chaperone Guidelines and agree to comply with them.

I acknowledge that I have completed the online training and agree to comply with all state, federal laws, and District policies and regulations.

I have read and understand the foregoing statement and sign it below voluntarily.

Executed in the City of San Marino, County of Los Angeles, State of California, on

12 / 17 / 18
(Date and Year)

[Signature]
(Signature)

Jorge Munoz
(Print or Type Name)

SAN MARINO UNIFIED SCHOOL DISTRICT
STATEMENT OF ACKNOWLEDGMENT AND CONSENT TO CONDITIONS OF TRIP
(Employee Chaperone of the San Marino Unified School District)

I, Jeffrey Michael Condie, am an Employee of the San Marino Unified School District
(Name of Employee)

assigned to San Marino High, a public school operated by
(Name of School)
the San Marino Unified School District.

I understand that a group identified as San Marino High School Students
(School Function)

at the following school(s): San Marino High School

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My acknowledgment of the foregoing paragraph is subject to the provision that I retain any and all of my employment rights including, but not limited to, District liability insurance, workers compensation insurance, and District health insurance.

I acknowledge that I have received Chaperone Guidelines and agree to comply with them.

I acknowledge that I have completed the online training and agree to comply with all state, federal laws, and District policies and regulations.

I have read and understand the foregoing statement and sign it below voluntarily.

Executed in the City of San Marino, County of Los Angeles, State of California, on

12-17-18
(Date and Year)

Jeffrey Michael Condie
(Signature)

Jeffrey Michael Condie
(Print or Type Name)

SAN MARINO UNIFIED SCHOOL DISTRICT
STATEMENT OF ACKNOWLEDGMENT AND CONSENT TO CONDITIONS OF TRIP
(Employee Chaperone of the San Marino Unified School District)

I, Robert Chacon, am an Employee of the San Marino Unified School District
(Name of Employee)

assigned to San Marino High School, a public school operated by
(Name of School)
the San Marino Unified School District.

I understand that a group identified as San Marino High School Students
(School Function)

at the following schools(s): San Marino High School

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2/10/2019 to 2/15/2019

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I am aware of the provisions of Education Code Section 35330, which states in part that "... All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during, or by reason of, the field trip or excursion..."

My acknowledgment of the foregoing paragraph is subject to the provision that I retain any and all of my employment rights including, but not limited to, District liability insurance, workers compensation insurance, and District health insurance.

I acknowledge that I have received Chaperone Guidelines and agree to comply with them.

I acknowledge that I have completed the online training and agree to comply with all state, federal laws, and District policies and regulations.

I have read and understand the foregoing statement and sign it below voluntarily.

Executed in the City of San Marino, County of Los Angeles, State of California, on

12/17/18
(Date and Year)

[Signature]
(Signature)

Robert Chacon
(Print or Type Name)

SAN MARINO UNIFIED SCHOOL DISTRICT
STATEMENT OF ACKNOWLEDGMENT AND CONSENT TO CONDITIONS OF TRIP
(Employee Chaperone of the San Marino Unified School District)

I, Kailyn Enriquez, am an Employee of the San Marino Unified School District
(Name of Employee)
assigned to San Marino High School, a public school operated by
(Name of School)
the San Marino Unified School District.

I understand that a group identified as San Marino High School Students
(School Function)
at the following school(s): San Marino High School
will participate in a field trip to Yosemite National Park,

and that I have been asked to accompany these students on their trip during the period from

2/10/2019 to 2/15/2019

I agree to donate as much of my time beyond my normal workday as may be required while on the field trip. I understand that I will suffer no loss of pay by reason of participating in the field trip. I further understand that, except as set forth above, I may receive no additional compensation for any such time or services donated by me, or for any other reason, in connection with the trip.

I am aware of the provisions of Education Code Section 35330, which states in part that "... All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during, or by reason of, the field trip or excursion..."

My acknowledgment of the foregoing paragraph is subject to the provision that I retain any and all of my employment rights including, but not limited to, District liability insurance, workers compensation insurance, and District health insurance.

I acknowledge that I have received Chaperone Guidelines and agree to comply with them.

I acknowledge that I have completed the online training and agree to comply with all state, federal laws, and District policies and regulations.

I have read and understand the foregoing statement and sign it below voluntarily.

Executed in the City of San Marino, County of Los Angeles, State of California, on

12/17/2018
(Date and Year)
[Signature]
(Signature)
Kailyn Enriquez
(Print or Type Name)

SAN MARINO UNIFIED SCHOOL DISTRICT
STATEMENT OF ACKNOWLEDGMENT AND CONSENT TO CONDITIONS OF TRIP
(Employee Chaperone of the San Marino Unified School District)

I, Kwan "Angus" Leung, am an Employee of the San Marino Unified School District
(Name of Employee)

assigned to San Marino High School, a public school operated by
(Name of School)
the San Marino Unified School District.

I understand that a group identified as San Marino High School Students
(School Function)

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I am aware of the provisions of Education Code Section 35330, which states in part that "... All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during, or by reason of, the field trip or excursion..."

My acknowledgment of the foregoing paragraph is subject to the provision that I retain any and all of my employment rights including, but not limited to, District liability insurance, workers compensation insurance, and District health insurance.

I acknowledge that I have received Chaperone Guidelines and agree to comply with them.

I acknowledge that I have completed the online training and agree to comply with all state, federal laws, and District policies and regulations.

I have read and understand the foregoing statement and sign it below voluntarily.

Executed in the City of San Marino, County of Los Angeles, State of California, on

12/17/2018
(Date and Year)

[Signature]
(Signature)

Kwan "Angus" Leung
(Print or Type Name)

SAN MARINO UNIFIED SCHOOL DISTRICT
STATEMENT OF ACKNOWLEDGMENT AND CONSENT TO CONDITIONS OF TRIP
(Employee Chaperone of the San Marino Unified School District)

I, Alec TARATULA, am an Employee of the San Marino Unified School District
(Name of Employee)
assigned to SAN Marino High School, a public school operated by
(Name of School)
the San Marino Unified School District.

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(School Function)
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I am aware of the provisions of Education Code Section 35330, which states in part that "... All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during, or by reason of, the field trip or excursion..."

My acknowledgment of the foregoing paragraph is subject to the provision that I retain any and all of my employment rights including, but not limited to, District liability insurance, workers compensation insurance, and District health insurance.

I acknowledge that I have received Chaperone Guidelines and agree to comply with them.

I acknowledge that I have completed the online training and agree to comply with all state, federal laws, and District policies and regulations.

I have read and understand the foregoing statement and sign it below voluntarily.

Executed in the City of San Marino, County of Los Angeles, State of California, on

12-17-18
(Date and Year)
Alec Taratula
(Signature)
Alec TARATULA
(Print or Type Name)

SAN MARINO UNIFIED SCHOOL DISTRICT
STATEMENT OF ACKNOWLEDGMENT AND CONSENT TO CONDITIONS OF TRIP
(Employee Chaperone of the San Marino Unified School District)

I, Zak Quiggle, am an Employee of the San Marino Unified School District
(Name of Employee)

assigned to SMHS, a public school operated by
(Name of School)
the San Marino Unified School District.

I understand that a group identified as San Marino High School Students
(School Function)
at the following school(s): San Marino High School
will participate in a field trip to Yosemite National Park

and that I have been asked to accompany these students on their trip during the period from

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My acknowledgment of the foregoing paragraph is subject to the provision that I retain any and all of my employment rights including, but not limited to, District liability insurance, workers compensation insurance, and District health insurance.

I acknowledge that I have received Chaperone Guidelines and agree to comply with them.

I acknowledge that I have completed the online training and agree to comply with all state, federal laws, and District policies and regulations.

I have read and understand the foregoing statement and sign it below voluntarily.

Executed in the City of San Marino, County of Los Angeles, State of California, on

12.18.18
(Date and Year)

Zak Quiggle
(Signature)

ZAK QUIGGLE
(Print or Type Name)

SAN MARINO UNIFIED SCHOOL DISTRICT
STATEMENT OF ACKNOWLEDGMENT AND CONSENT TO CONDITIONS OF TRIP
(Employee Chaperone of the San Marino Unified School District)

I, Vanessa Palacios, am an Employee of the San Marino Unified School District
(Name of Employee)

assigned to Carver Elementary, a public school operated by
(Name of School)
the San Marino Unified School District.

I understand that a group identified as San Marino High School Students
(School Function)

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I am aware of the provisions of Education Code Section 35330, which states in part that "... All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during, or by reason of, the field trip or excursion..."

My acknowledgment of the foregoing paragraph is subject to the provision that I retain any and all of my employment rights including, but not limited to, District liability insurance, workers compensation insurance, and District health insurance.

I acknowledge that I have received Chaperone Guidelines and agree to comply with them.

I acknowledge that I have completed the online training and agree to comply with all state, federal laws, and District policies and regulations.

I have read and understand the foregoing statement and sign it below voluntarily.

Executed in the City of San Marino, County of Los Angeles, State of California, on

12-19-2018
(Date and Year)

Vanessa Palacios
(Signature)

Vanessa Palacios
(Print or Type Name)