

Board Office Use: <b>Legislative File Info.</b>	
File ID Number	22-1556
Introduction Date	6/29/22
Enactment Number	22-1304
Enactment Date	6/29/2022 er



# Memo

**To** Board of Education  
**From** Kyla Johnson-Trammell, Superintendent  
**Meeting Date** June 29, 2022  
**Subject** Approval of Request for Student Travel

<b>Action Requested</b>	Approval of Board Resolution No. <u>2122-</u> authorizing student travel by school site Community Schools and Student Services Department to <u>the National Association of Restorative Justice in Community Conference,</u> for the period of <u>July 6, 2022</u> through <u>July 9, 2022</u>
<b>Itinerary and activities</b>	Students will participate, engage, and present a workshop at the National Association of Restorative Justice in Community Conference. ACC and RJ leaders will present in circle workshop format, pertinent topics to inform and discuss with the conference. Schedule can be found here - <a href="https://nacri.org/images/NACRJ_sampleAgenda_revised_May2.pdf">https://nacri.org/images/NACRJ_sampleAgenda_revised_May2.pdf</a>
<b>Educational Purpose of Trip</b>	OUSD RJ and ACC leaders, and their adult allies, have been selected to share about their youth organizing and RJ work by leading a workshop for RJ leaders from across the country at this national conference. In this workshop, students will guide participants in an interactive session that showcases their visionary model of youth development, peer RJ, and meaningful student engagement. Attendees will learn ways students have used RJ to make systems change in educational governing bodies and be empowered to apply these learnings to their communities. We will be learning the history of youth power in the Bay Area and will spend time learning how to advocate for local systemic change in your community. We will share the work that youth in Oakland have been working on such as The Oakland Youth Vote also known as Measure QQ and Defunding OUSD police and it connects to restorative justice. Our work stems from the foundation of RJ, using RJ structures and agendas to speak with members of city council, school board, and the mayor around defunding Oakland Police and Oakland youth vote. We hope to have interactive conversations around using circle as a tool to build relationships and organize. Conference link - <a href="http://www.nacri.org">www.nacri.org</a>
<b>Teachers Attending Trip</b>	<b>David Yusem, Nupur Behera, Heather Manchester</b>
<b>Site Administrator Affirms</b>	<ul style="list-style-type: none"> <li>Parental permission forms will be on file for all students participating and school has emergency communication protocol</li> <li>There will be sufficient and appropriate chaperones for this field trip (including at least one OUSD certificated employee and non-OUSD chaperones, if any, will meet criminal background check requirements)</li> <li>School will address financial or accessibility issues that might prevent students from participating</li> </ul>
<b>Recommendation</b>	Approval of Board Resolution authorizing student travel described above.
<b>Fiscal Impact</b>	Amount of District funds to be used for trip costs will be \$ <u>5,592</u> Funding source for the trip will be: <input type="checkbox"/> General Purpose <input checked="" type="checkbox"/> Restricted Funds <input type="checkbox"/> No District funds will be used Resource Code: <small>010-9501-0-1110-2480-4391-</small> _____

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

Resolution No. 2122-0247

**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 July 6, 2022 through July 9, 2022 to National Association of Restorative Justice in Community Conference,  
by \_\_\_\_\_

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: Community Schools and Student Services Department

Destination: Chicago, IL

Departure Date: July 6, 2022 Return Date: July 9, 2022

Passed by the following vote:


AYES: Aimee Eng, Clifford Thompson, Vice President Benjamin "Sam" Davis, President Gary Yee

NAYS: None

ABSTAINED: VanCederic Williams, Mike Hutchinson

ABSENT: (Vacancy), Samantha Pal (Student Director), Natalie Gallegos Chavez (Student Director)

I hereby certify that the foregoing is a full, true and correct copy of a Resolution adopted by the Governing Board of the Oakland Unified School District at a Regular Meeting held June 29, 2022.

By:   
Kyla Johnson-Trammell, Superintendent  
Secretary, Governing Board



## 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 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](http://ousd.org/volunteers) or email [volunteers@ousd.org](mailto: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 <b>each</b> driver of private or rental vehicle

### TRIP INFORMATION TO BE COMPLETED BY TEACHER:

School or Center: Community Schools & Student Services Site Number: 922

Destination:	<u>[REDACTED]</u>
Address:	<u>[REDACTED]</u>
Phone or Contact Info:	<u>[REDACTED]</u>

Departure - Date: 7/6/22 Time: TBD Place of Departure: [REDACTED]

Return - Date: 7/9/22 Time: TBD Place of Return: [REDACTED]

Class(es)/Group Attending: RJ Leaders

Grade(s): 11 # of Students: 2 # of Adults: 3

Teacher Supervising Trip: David Yusem, Nupur Behera, Heather Manchester

Emergency Contact # During Trip: 510-710-1269, 714-261-5444, 707-301-7185

Supervising Teacher's Email Address: david.yusem@ousd.org, nupur.behera@ousd.org, heather.manchester@ousd.org



Site: Community Schools & Student Services

Teacher Supervising Trip: David Yusem, Nupur Behera, Heather Manchester

Destination: Chicago, IL

Date of Departure: 7/6/22

<p>Describe itinerary and activities:</p> <p><input type="checkbox"/> Trip will include swim or water activities)</p>	<p>Students will participate, engage, and present a workshop at the National Association of Restorative Justice in Community Conference. ACC and RJ leaders will present in circle workshop format, pertinent topics to inform and discuss with the conference. Schedule can be found here - <a href="https://nacRJ.org/images/NACRJ_sampleAgenda_revised_May2.pdf">https://nacRJ.org/images/NACRJ_sampleAgenda_revised_May2.pdf</a></p>
<p>Names of teachers and staff attending trip:</p>	<p>Teachers:</p> <p>Staff: <b>David Yusem, Nupur Behera, Heather Manchester</b></p>
<p>Describe mode of transportation for each leg of the trip:</p>	<p>Airplane (tickets TBD)</p>
<p>Describe educational purpose of trip, including how it aligns with grade level standards, supports the teaching and learning and/or parent ed/training component of site plan, including related activities prior to trip and student follow-up activities that will occur after the field trip/excursion:</p>	<p>OUSD RJ and ACC leaders, and their adult allies, have been selected to share about their youth organizing and RJ work by leading a workshop for RJ leaders from across the country at this national conference. In this workshop, students will guide participants in an interactive session that showcases their visionary model of youth development, peer RJ, and meaningful student engagement. Attendees will learn ways students have used RJ to make systems change in educational governing bodies and be empowered to apply these learnings to their communities. We will be learning the history of youth power in the Bay Area and will spend time learning how to advocate for local systemic change in your community. We will share the work that youth in Oakland have been working on such as The Oakland Youth Vote also known as Measure QQ and Defunding OUSD police and it connects to restorative justice. Our work stems from the foundation of RJ, using RJ structures and agendas to speak with members of city council, school board, and the mayor around defunding Oakland Police and Oakland youth vote. We hope to have interactive conversations around using circle as a tool to build relationships and organize. Conference link - <a href="http://www.nacRJ.org">www.nacRJ.org</a></p>

**TRIP COSTS**

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

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

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

Amount of District funds to be used for trip costs will be \$5,592

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

Resource #: 010-9301-0-1110-2460-4391-822-9220-2233-0501-99899



Site: Community Schools & Student Services

Teacher Supervising Trip: David Yusem, Nupur Behera, Heather Manchester

Destination: Chicago, IL

Date of Departure: 7/6/22

**PROGRAM/ADMISSION COSTS**

Total Cost of Program/Admission: \$5,592 Source:  General Funds  Restricted  No District Funds

Cost per student: \$1,864 Cost per adult: \$1,864

Org. Key	Object #	Resource #	Amount	Req #	PO #
	<b>5829</b>	010-8301-0-1110-2490-4391-922-9220-2233-			
	<b>5829</b>	010-8301-0-1110-2490-4391-922-9220-2233-			

**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 #
	<b>5826</b>				
	<b>5826</b>				

**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.



# OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

Site: Community Schools & Student Services

Teacher Supervising Trip: David Yusem, Nupur Behera, Heather Manchester

Destination: Chicago, IL

Date of Departure: 7/6/22

APPROVAL OF REQUEST	Signature	Check One		Date
		Approved	Denied	
<b>Site Administrator</b> <input checked="" type="checkbox"/> Trip aligns with grade level standards <input checked="" type="checkbox"/> Trip purpose, supervision plan, transportation, safety parameters and funding are appropriate <input checked="" type="checkbox"/> Reviewed agreements/contracts with any facility, program or vendor (attach copies) <input checked="" type="checkbox"/> Organization(s) involved in the trip have expertise in operating student trips	Andrea Bustamante	X		5/27/2022
<b>Network Superintendent</b> <input type="checkbox"/> Trip purpose, transportation, and funding are appropriate <input type="checkbox"/> Organization(s) involved in the trip have expertise in operating student trips	Matin Abdel-Qawi		X	5/31/22
<b>Office of Accountability Partners</b> (if restricted funds) <input type="checkbox"/> Compliant use of resources and in alignment with school site plan (SPSA)				
<b>Risk Management</b> <input type="checkbox"/> Business contracts, insurance, safety and policy compliance are sufficient <input checked="" type="checkbox"/> Notify Site of <b>conditional approval</b> of Request <b>pending</b> receipt of the completed Checklist Prior to Trip Departure (and attachments)	<i>[Signature]</i>		✓	5/24/22

APPROVAL OF TRIP	Signature	Check One		Date
		Approved	Denied	
<b>Site Administrator</b> <input checked="" type="checkbox"/> Forward the <b>completed</b> : (1) Checklist Prior to Trip Departure; (2) list of students and adults attending trip; (3) "Declaration of Driver" and required attachments, completed by <b>each</b> driver of private or rental vehicle	Andrea Bustamante	X		5/27/2022
<b>Risk Management</b> <input checked="" type="checkbox"/> Confirm receipt of completed Checklist, list of students/adults, and Declarations of Driver <input checked="" type="checkbox"/> Notify Site of Trip Approval once approved by Superintendent	<i>[Signature]</i>		✓	6/4/22
<b>Superintendent</b> <input checked="" type="checkbox"/> Approve/disapprove trip <input type="checkbox"/> Returns Request Form to Risk Management	Souha Aguil		✓	6/2/2022



**CHECKLIST TO BE COMPLETED BY SITE ADMINISTRATOR PRIOR TO TRIP DEPARTURE**

(initial each item certifying completion)

DY "OUSD Student Out of State Field Trip/Excursion Permission Slip" has been signed by parent(s)/guardian(s) of all student participants.

DY "Adult Participant Field Trip/Excursion Chaperone Agreement" signed by all non-District employee chaperones.

DY OUSD Fingerprint and TB risk assessment per OUSD AR 1240 have been obtained for all non-District employee chaperones.

DY No student has been prevented from making a trip due to lack of sufficient funds.

DY 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.)

DY 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: 5/27/22

DY N/A 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)

DY 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.

DY Adult to Student Ratio is at least 1:10 as required by OUSD BP 6153 (or higher if high risk activities).

DY Sleeping arrangements and night supervision are safe and appropriate.

DY 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.

DY 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.

DY N/A 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.

DY N/A  Swim/Water Activities: OUSD "Procedures for Fields Trips including Swim or Water Activities" have been met.

DY Site and trip leader has a list of students and adults attending trip.

DY Staff and students will wear masks while indoors (including transportation) during the trip.

DY Each individual attending the trip will have their own room/tent/cabin to spend the night, or will sleep outdoors.  
*COVID protocols. Students vaccinated/sharing room*

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



**HEALTH SERVICES NOTIFICATION FORM**

**TRIP INFORMATION:**

School or Center: Community Schools & Student Services Site Number: 922

Destination: NARJC, Hyatt Regency McCormick Place

Departure - Date: 7/6/22 Time: TBD

Return - Date: 7/9/22 Time: TBD

Class(es)/Group Attending: RJ Students

Grade(s): 11 # of Students: 2 # of Adults: 3

Teacher Supervising Trip: David Yusem, Nupur Behera, Heather Manchester

Supervising Teacher's Email Address: david.yusem@ousd.org, nupur.behera@ousd.org, heather.manchester@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): _____ |   |

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.





**TO BE COMPLETED BY TEACHER**

School or Center: Community Schools & Student Services

Destination: NARJC, Hyatt Regency McCormick Place  
Address: 2233 S. Martin Luther King Drive, Chicago, IL 60616

Departure - Date: 7/6/22 Time: TBD Place of Departure: Oakland International Airport

Return - Date: 7/9/22 Time: TBD Place of Return: Oakland International Airport

Class/Group Attending: RJ Leaders

Name(s) of Classroom Teacher(s): \_\_\_\_\_

Teacher Supervising Trip: David Yusem, Nupur Behera, Heather Manchester

Emergency Contact # During Trip: 714-261-5444

<p><b>The field trip will involve the following:</b> (Describe activities and itinerary):</p> <p>(<input type="checkbox"/>Swim/water activities permission required)</p>	<p>Students will participate, engage, and present a workshop at the National Association of Restorative Justice in Community Conference. ACC and RJ leaders will present in circle workshop format, pertinent topics to inform and discuss with the conference. Schedule can be found here - <a href="https://nacj.org/images/NACRJ_sampleAgenda_revised_May2.pdf">https://nacj.org/images/NACRJ_sampleAgenda_revised_May2.pdf</a></p>
<p><b>Mode(s) of transportation:</b></p>	<p>Airplane (tickets TBD)</p>
<p><b>Student needs to bring:</b></p>	<p>1 carry on suitcase and backpack, ID, mask, proof of vaccine, and a great attitude.</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](mailto:Rebecca.Cingolani@ousd.org).





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

**TO BE COMPLETED BY CHAPERONE**

I, David Yusem, Nupur Behera, Heather Manchester, have read and understand the trip information materials and hereby agree to participate in the field trip or excursion on 7/6/22 through 7/9/22 to National Association of Restorative Justice in Community Conference, Chicago, IL  
(Name of Adult) (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.<sup>1</sup>

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: 714-261-5444 Home: \_\_\_\_\_ Work: \_\_\_\_\_

Emergency Contact Person: David Yusem, Nupur Behera, Heather Manchester

Emergency Contact Numbers: 1. 510-710-1269 2. 707-301-7185 3. 714-261-5444

Adult Participant's Critical Medical Needs/Medications/Allergies/Conditions: None

Health Insurance Plan Name: Kaiser Subscriber/Policy No. 110017494784

Date: 5/24/22 Adult Participant Signature: 

Print Name: Nupur Behera

<sup>1</sup> For more information, see <http://ousd.org/volunteers>. For questions, email [volunteers@ousd.org](mailto:volunteers@ousd.org).



**Certificate of Insurance Coverage Request Form**

**(Field Trip)**

Request Date:		Site Name: Community Schools & Student Services	
Site Contact Person: David Yusem, Nupur Behera, Heather Manchester		Telephone: <b>714-261-5444</b>	Fax:
Site Contact Person Email Address: david.yusem@ousd.org, nupur.behera@ousd.org, heather.manchester@ousd.org			
Event Location Name: National Association of Restorative Justice in Community Conference, Chicago, IL			
Address: <b>2233 S. Martin Luther King Drive, Chicago, IL 60616</b>			
Event Contact Person Information Name:		Telephone:	Fax:
Event Date and Time:			
Brief Description of the Event: Students will participate, engage, and present a workshop at the National Association of Restorative Justice in Community Conference. ACC and RJ leaders will present in circle workshop format, pertinent topics to inform and discuss with the conference.			
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](mailto:cynthia.grice@ousd.org)  
Fax (510) 879-4022

CG 7/2016