

Board Office Use: Legislative File Info.	
File ID Number	19-0431
Introduction Date	4/10/19
Enactment Number	19-0536
Enactment Date	4/10/19 If



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

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

Action Requested	Approval of Board Resolution No. <u>1819-0151</u> authorizing student travel by school site <u>236/Urban Promise Academy</u> to <u>Harvard University - Graduate School of Education</u> for the period of <u>02/27/2019</u> through <u>03/04/2019</u>
Itinerary and activities	02/27/2019 - Fly from SFO to BOS 02/27/2019 - Arrive at the lodging destination 02/28/2019 - Visit Harvard University and prep for Conference 03/01/2019 - Attend Conference 03/02/2019 - Attend Conference 03/03/2019 - Visit Historic Sites based on U.S. History in Boston 03/04/2019 - Fly from BOS to SFO
Educational Purpose of Trip	The purpose of the Alumni of Color Conference is to inspire and impact the improvement and importance of the education sector. This annual conference conveys students, alumni, and artists. This annual conference will expose students to social justice practices in education. Through this unique experience students also have the opportunity of touring Harvard University, giving them a glimpse into higher education and life after high school. During this trip, the students will also visit historic sites in Boston.
Teachers Attending Trip	JONG, CORINNE and BARR, CRYSTAL
Site Administrator Affirms	<ul style="list-style-type: none"> Parental permission forms will be on file for all students participating and school has emergency communication protocol There will be sufficient and appropriate chaperones for this field trip (including at least one OUSD certificated employee and non-OUSD chaperones, if any, will meet criminal background check requirements) School will address financial or accessibility issues that might prevent students from participating
Recommendation	Approval of Board Resolution authorizing student travel described above.
Fiscal Impact	Amount of District funds to be used for trip costs will be \$ <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 Resource Code: <u>N/A</u> - <u>N/A</u>

Board Office Use - Legislative File Info	
File ID Number	19-0601
Introduction Date	4/10/19
Enactment Number	19-0536
Enactment Date	4/10/19 If

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

Resolution No. 1819-0151

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 02/27/2019 through 03/04/2019 to HARVARD UNIVERSITY - GRADUATE SCHOOL OF EDUCATION by JETBLUE AIRLINES (FLIGHTS: 434 AND FLIGHTS: 633)

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: URBAN PROMISE ACADEMY - SITE: 236

Destination: HARVARD UNIVERSITY - SCHOOL OF GRADUTE EDUCATION

Departure Date: 02/27/2019

Return Date: 03/04 2019

Passed by the following vote:

PREFERENTIAL AYES: Student Director Josue Chavez

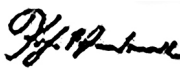
AYES: Jumoke Hinton Hodge, Gary Yee, Shanthy Gonzales, Roseann Torres, James Harris, Vice President Jody London and President Aimee Eng

NAYS: None

ABSTAINED: None

ABSENT: Student Director Yota Omosowho

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

By: 

Kyla Johnson-Trammell, Superintendent
Secretary, Governing Board



OAKLAND UNIFIED SCHOOL DISTRICT
Community Schools, Thriving Students

Site: UPA
 Teacher Supervising Trip: Comy Tang
 Destination: Harvard University
 Date of Departure: 2/21/19

PROGRAM/ADMISSION COSTS

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

Org. Key	Object #	Resource #	Amount	Req #	PO #
	5829				
	5829				

TRANSPORTATION/CHARTER BUSES

Note: If buses will be used, the approved bus company list is located on the Intranet with the Field Trip information.

Bus Company: Walker Charter Services

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): ADD 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.



Site: UPA
 Teacher Supervising Trip: Conn Jang
 Destination: Harvard University
 Date of Departure: 2/27/19

APPROVAL OF REQUEST	Signature	Check One		Date
		Approved	Denied	
Site Administrator <input checked="" type="checkbox"/> Trip aligns with grade level standards <input checked="" type="checkbox"/> Trip purpose, supervision plan, transportation, safety parameters and funding are appropriate <input checked="" type="checkbox"/> Reviewed agreements/contracts with any facility, program or vendor (attach copies) <input checked="" type="checkbox"/> Organization(s) involved in the trip have expertise in operating student trips	<i>[Signature]</i>			1/29/19
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>	✓		1.30.19
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>	✓		2/7/19

APPROVAL OF TRIP	Signature	Check One		Date
		Approved	Denied	
Site Administrator <input checked="" type="checkbox"/> Forward the completed : (1) Checklist Prior to Trip Departure; (2) list of students and adults attending trip; (3) "Declaration of Driver" and required attachments, completed by each driver of private or rental vehicle	<i>[Signature]</i>	X		1/29/19
Risk Management <input type="checkbox"/> Confirm receipt of completed Checklist, list of students/adults, and Declarations of Driver <input type="checkbox"/> Notify Site of Trip Approval once approved by Superintendent	<i>[Signature]</i>	✓		3/1/19
Superintendent <input type="checkbox"/> Approve/disapprove trip <input type="checkbox"/> Returns Request Form to Risk Management				



Site: UPA
 Teacher Supervising Trip: Cory Tang
 Destination: Harvard University
 Date of Departure: 2/27/19

CHECKLIST TO BE COMPLETED BY SITE ADMINISTRATOR PRIOR TO TRIP DEPARTURE

(initial each item certifying completion)

- CF "OUSD Student Out of State Field Trip/Excursion Permission Slip" has been signed by parent(s)/guardian(s) of all student participants.
- CF "Adult Participant Field Trip/Excursion Chaperone Agreement"-signed by all non-District employee chaperones.
- CF OUSD Fingerprint and TB risk assessment per OUSD AR 1240 have been obtained for all non-District employee chaperones.
- CF No student has been prevented from making a trip due to lack of sufficient funds.
- CF 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.)
- CF 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: NA
- CF 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)
- CF 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.
- CF Adult to Student Ratio is at least 1:10 as required by OUSD BP 6153 (or higher if high risk activities).
- CF Sleeping arrangements and night supervision are safe and appropriate.
- CF 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.
- CF 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.
- CF 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.
- CF Swim/Water Activities: OUSD "Procedures for Fields Trips including Swim or Water Activities" have been met.
- CF 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: UPA - Urban Promise Academy Site Number: _____

Destination: Harvard University

Departure - Date: 2/27/19 Time: 5:00 AM

Return - Date: 3/4/19 Time: 9:00 PM

Class(es)/Group Attending: Warriors for Justice

Grade(s): 6-11 # of Students: 5 # of Adults: 2

Teacher Supervising Trip: Cory Jong

Supervising Teacher's Email Address: Cory.Jong@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"/> Student has medication 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 checked="" type="checkbox"/> Other condition(s): <u>ADD</u> | | |

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.



FIELD TRIP/EXCURSION INFORMATION
(to be kept by Parent/Guardian)

TO BE COMPLETED BY TEACHER

Destination: Harvard University - Graduate School of Education
 Address: 13 Appian Way, Cambridge, MA 02138

School or Center: Urban Promise Academy

Departure - Date: 2/27/19 Time: 5:00 AM Place of Departure: UPA

Return - Date: 3/4/19 Time: 9:00 PM Place of Return: UPA

Class/Group Attending: Warriors for Justice

Name(s) of Classroom Teacher(s): Corinne Jong, Crystal Barr

Teacher Supervising Trip: Corinne Jong

Emergency Contact # During Trip: 213-321-8864

<p>The field trip will involve the following: (Describe activities and itinerary):</p> <p><input type="checkbox"/> Swim/water activities permission required)</p>	<p>Please see "Conference Overview" attached, or https://alumni.ofcolorconference2019.org/conference-overview/</p>
<p>Mode(s) of transportation:</p>	<p>Please see flight info attached Left on public transportation, TBD</p>
<p>Student needs to bring:</p>	<p>Warm clothes for snowy/winter East Coast weather:</p> <ul style="list-style-type: none"> - Jacket/coat - Thermal underwear - Hat - Gloves - Wool/warm socks - Boots/water resistant shoes - Passport or school ID

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): 2/27/19 - 3/4/19

to: Harvard University

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 _____



Certificate of Insurance Coverage Request Form

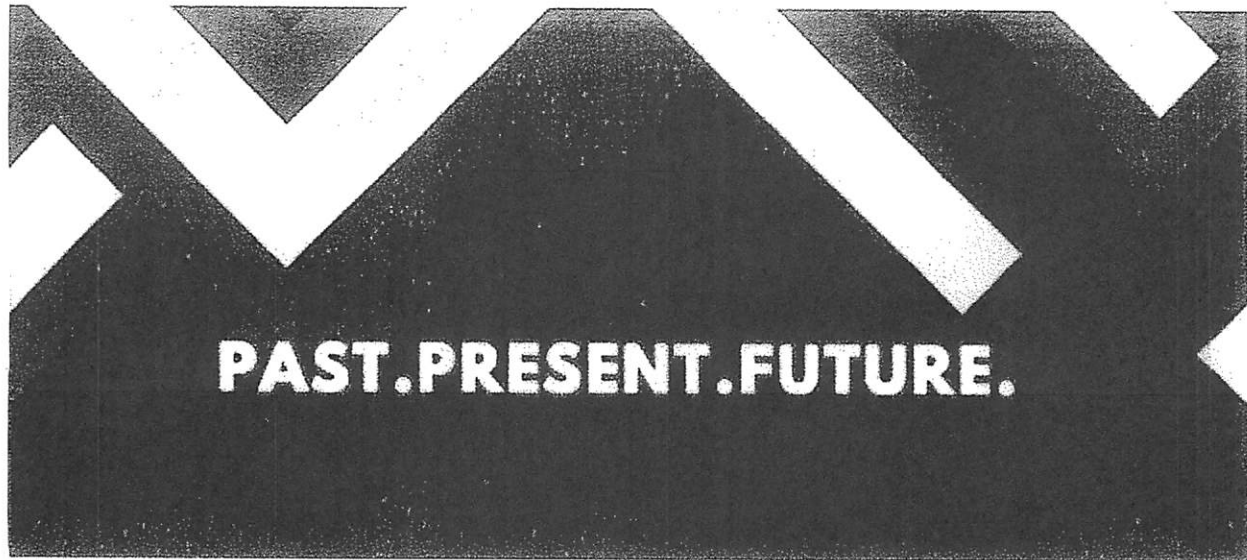
(Field Trip)

Request Date: 1/24/19	Site Name: Urban Promise Academy	
Site Contact Person: Cory Jong / Claire Fisher	Telephone: 510-436-3636	Fax:
Site Contact Person Email Address: cory.jong@ousd.org / claire.fisher@ousd.org		
Event Location Name: Harvard University - Graduate School of Education		
Address: 13 Appian Way, Cambridge, MA 02138		
Event Contact Person Information Name: Tracie Jones	Telephone: NA email: tracie-jones@gse.harvard.edu	Fax:
Event Date and Time: 2/27/19 - 3/4/19		
Brief Description of the Event: * see https://osa.gsa.harvard.edu/alumni-color-conference The mission of the Alumni of Color Conference (AACC) is to inspire and impact the improvement of the education sector by annually convening alumni, students, practitioners, artists, and scholars both from the Harvard Graduate School of Education and across the nation in order to share best practices.*		
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



January 19th, 2019

Dear Angelika Soriano, Angelica Perkins, Samantha May Robles, and Cory Jong,

Submission: 59

Warriors for Justice: A Middle School Student-Led, Social Justice Club

Thank you for submitting a proposal for the 17th Annual Alumni of Color Conference at the Harvard Graduate School of Education to be held on March 1st and 2nd. We received a large number of submissions this year, and the review process was highly competitive. After careful review, we would like to inform you that you have been selected to present at the 2019 Alumni of Color Conference!

We commend you on your thoughtful and critical proposal. Please confirm your intention to present at the 17th Annual Alumni of Color Conference by **5:00 PM on Sunday, January 27th**. You may send your confirmation through our [Google Form](#).

Please note: all communication will be with the lead presenter(s) only. It is the lead presenter(s)' responsibility to keep any co-presenters informed.

Once again we offer you our deep heartfelt congratulations! Once we have received your response, members of the AOCC Proposals and Programming Committee will be in touch with further conference logistics. We appreciate your programmatic contribution to AOCC 2019 and look forward to engaging in this important dialogue with you.

Sincerely,

The 2019 AOCC Proposals and Programming Committee

Presenter confirmation form: <https://goo.gl/forms/G4z2UD9B8UnwIWNG2>

Your itinerary for your upcoming trip

2 messages

JetBlue Reservations <jetblueairways@email.jetblue.com>
Reply-To: JetBlue Reservations <reply@email.jetblue.com>
To: coryjong@gmail.com

Tue, Jan 22, 2019 at 11:14 PM

Your upcoming trip on Wed, Feb 27



Flight status Change/cancel Manage flights Travel info Baggage info

YOU'RE ALL SET TO JET.

Get ready to enjoy free snacks and drinks, great inflight entertainment and the most legroom in coach.

[LEARN MORE](#)

IS YOUR ID STILL OKAY TO TRAVEL?

Customers from some states must bring a passport or Global Entry card to the airport as a primary form of identification. See if you're affected.

[LEARN MORE](#)

Your confirmation code is MJSEPV

This is not your boarding pass.



YOUR ITINERARY

DATE	DEPARTS/ ARRIVES	ROUTE	FLIGHT/ OPERATED BY	TRAVELERS	FREQUENT FLIER ¹	SEAT ²	TERMINAL
Wed, Feb 27	08:20 AM 04:55 PM	SAN FRANCISCO, CA (SFO) to BOSTON, MA (BOS)	434 jetBlue	Corinne Michele Jong Crystal A Barr Angelica Perkins	N/A N/A N/A N/A N/A	26D 25D 25E 25F 25C	International

CUSTOMER CONCERNS

Any customer inquiries or concerns can be addressed here, emailed to dearjetblue@jetblue.com, or sent to JetBlue Airways, 6322 South 3000 East, Suite G10, Salt Lake City, UT 84121.

NOTICE OF INCORPORATED TERMS

All travel on JetBlue is subject to JetBlue's Contract of Carriage, the full terms of which are incorporated herein by reference, including but not restricted to: (i) Limits on JetBlue's liability for personal injury or death, and for loss, damage, or delay of goods and baggage, including special rules for fragile and perishable goods; (ii) Claims restrictions, including time periods within which you must file a claim or bring an action against JetBlue; (iii) Rights of JetBlue to change the terms of the Contract of Carriage; (iv) Rules on reservations, check-in, and refusal to carry; (v) JetBlue's rights and limits on its liability for delay or failure to perform service, including schedule changes, substitution of aircraft or alternate air carriers, and rerouting; (vi) Non-refundability of reservations. International travel may also be subject to JetBlue's International Passenger Rules Tariffs on file with the U.S. Department of Transportation and, where applicable, the Montreal Convention or the Warsaw Convention and its amendments and special contracts. The full text of the Contract of Carriage is available for inspection at www.jetblue.com and all airport customer service counters. Tariffs may also be inspected at all airport customer service counters. You have the right to receive a copy of the Contract of Carriage and tariffs by mail upon request.

NOTICE OF INCREASED GOVERNMENT TAX OR FEE

JetBlue reserves the right to collect additional payment after a fare has been paid in full and tickets issued for any additional government taxes or fees assessed or imposed.

CARRY-ON BAGGAGE RULES

In general, customers are restricted to: one (1) carry-on item that must be placed in the overhead bin and must not exceed external dimensions of 22in x 14in x 9in; and one (1) small personal item, such as a purse, briefcase, laptop computer case, small backpack, or a small camera, which must fit completely under the seat in front of the customer. Please visit www.jetblue.com for additional information and exceptions. On any given flight, JetBlue reserves the right to further restrict the number of carry-on items as circumstances may require.

CHECKED BAGGAGE ALLOWANCE/FEES

For Blue fares, the first checked bag fee is \$30 and the second checked bag is \$40. For Blue Plus fares, one checked bag is included and the second checked bag fee is \$40. For Blue Flex fares, two checked bags are included. For TrueBlue Mosaic members: two checked bags are included. For Mint fares: two checked bags are included. For all fares, the third and any additional bags are \$150 each. All bags are subject to size/weight restrictions. Other fees apply for oversized or overweight baggage. See www.jetblue.com/bags. Excess baggage rules and size/weight restrictions may vary depending on load availability and country restrictions. See www.jetblue.com/bags for more information. Travel on our partner airlines (excluding Cape Air*) ? Baggage rules and fees vary by partner airline and destination. JetBlue will follow our partner airlines' fees when customers are traveling on an itinerary including one of our partner airlines. Excess baggage rules and size/weight restrictions may vary depending on load availability. See www.jetblue.com/bags for more information. Travel on our partner airlines (excluding Cape Air*) ? Baggage rules and fees vary by partner airline and destination. JetBlue will follow our partner airlines' fees when customers are traveling on an itinerary including one of our partner airlines. Excess baggage rules and size/weight restrictions may vary depending on load availability. See <http://www.jetblue.com/partners> for more information.

*For itineraries with a connection only to/from Cape Air, JetBlue's standard fees apply.

CHECK-IN TIMES

For domestic travel, customers traveling with checked baggage must obtain a boarding pass and check their baggage no less than forty (40) minutes prior to scheduled departure and be onboard the aircraft no less than fifteen (15) minutes prior to the scheduled or posted departure time. Customers traveling without checked baggage must obtain a boarding pass no less than thirty (30) minutes prior to scheduled departure and be onboard the aircraft no less than fifteen (15) minutes prior to scheduled or posted departure time. For international travel, all customers must obtain a boarding pass and check their baggage no less than sixty (60) minutes prior to scheduled departure and be onboard the aircraft no less than fifteen (15) minutes prior to the scheduled or posted departure time.

DOCUMENTATION REQUIREMENTS

For domestic travel, customers over the age of 18 must present government-issued photo identification that includes a tamper resistant feature, name, date of birth, gender, and expiration date. Documents required for international travel vary according to country of travel, citizenship, residency, age, length of stay, purpose of visit, etc., and customers should contact the embassy or consulate in their destination country for all documentation requirements, including proof of return or onward travel. It is your responsibility to ensure you have the required documentation for travel. JetBlue reserves the right to deny boarding to anyone without proper documentation and is not responsible for any failure by you to have the required documentation for entry into a foreign country or return into the United States.

ADVICE TO DOMESTIC CUSTOMERS ON CARRIER LIABILITY

For travel entirely within the U.S., JetBlue's liability for loss, damage or delay in delivery of baggage is limited to \$3,500 per ticketed passenger unless a higher value is declared in advance and additional charges are paid. JetBlue assumes no responsibility for fragile, unsuitably packaged, irreplaceable, essential, or perishable items. Please refer to JetBlue's Contract of Carriage for additional information.

ADVICE TO INTERNATIONAL PASSENGERS ON LIMITATION OF LIABILITY

Where a passenger's journey involves an ultimate destination or a stop in a country other than the country of departure, either the Warsaw Convention and the Hague Protocol, their amendments, and any special contracts of carriage embodied in applicable tariffs that waive

Warsaw/Hague limits, or the Montreal Convention may apply to the entire journey including the portion within the countries of departure or destination and, in some cases, may limit the liability of the carrier for death or personal injury, delay, and for loss of or damage to baggage. The Montreal Convention, where applicable, does not impose, and special contracts voluntarily entered into by many carriers, including JetBlue, waive, the Warsaw/Hague limitations for compensatory damages arising out of personal injury or wrongful death caused by an accident, as defined by the applicable treaty. The names of carriers party to the special contracts are available at all ticket offices of such carriers and may be examined upon request.

NOTICE OF OVERBOOKING OF FLIGHTS

While JetBlue does not intentionally overbook its flights, there is still a slight chance that a seat will not be available on a flight for which a person has a confirmed reservation. If the flight is overbooked, no one will be denied a seat until airline personnel first ask for volunteers willing to give up their reservation in exchange for a payment of the airline's choosing. If there are not enough volunteers, JetBlue will deny boarding to other persons in accordance with its particular boarding priority. With few exceptions, including failure to comply with JetBlue's check-in deadlines, persons denied boarding involuntarily are entitled to compensation. Please refer to JetBlue's Contract of Carriage for the complete rules for the payment of compensation and JetBlue's boarding priorities. Some airlines do not apply these consumer protections to travel from some foreign countries, although other consumer protections may be available. Check with your airline or your travel agent.

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JetBlue Reservations <jetblueairways@email.jetblue.com>
Reply-To: JetBlue Reservations <reply@email.jetblue.com>
To: coryjong@gmail.com

Tue, Jan 22, 2019 at 11:15 PM

[Quoted text hidden]

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For travel entirely within the U.S., JetBlue's liability for loss, damage or delay in delivery of baggage is limited to \$3,500 per ticketed passenger unless a higher value is declared in advance and additional charges are paid. JetBlue assumes no responsibility for fragile, unsuitably packaged, irreplaceable, essential, or perishable items. Please refer to JetBlue's Contract of Carriage for additional information.

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Where a passenger's journey involves an ultimate destination or a stop in a country other than the country of departure, either the Warsaw Convention and the Hague Protocol, their amendments, and any special contracts of carriage embodied in applicable tariffs that waive Warsaw/Hague limits, or the Montreal Convention may apply to the entire journey including the portion within the countries of departure or destination and, in some cases, may limit the liability of the carrier for death or personal injury, delay, and for loss of or damage to baggage. The Montreal Convention, where applicable, does not impose, and special contracts voluntarily entered into by many carriers, including JetBlue, waive, the Warsaw/Hague limitations for compensatory damages arising out of personal injury or wrongful death caused by an accident, as defined by the applicable treaty. The names of carriers party to the special contracts are available at all ticket offices of such carriers and may be examined upon request.

NOTICE OF OVERBOOKING OF FLIGHTS

While JetBlue does not intentionally overbook its flights, there is still a slight chance that a seat will not be available on a flight for which a person has a confirmed reservation. If the flight is overbooked, no one will be denied a seat until airline personnel first ask for volunteers willing to give up their reservation in exchange for a payment of the airline's choosing. If there are not enough volunteers, JetBlue will deny boarding to other persons in accordance with its particular boarding priority. With few exceptions, including failure to comply with JetBlue's check-in deadlines, persons denied boarding involuntarily are entitled to compensation. Please refer to JetBlue's Contract of Carriage for the complete rules for the payment of compensation and JetBlue's boarding priorities. Some airlines do not apply these consumer protections to travel from some foreign countries, although other consumer protections may be available. Check with your airline or your travel agent.

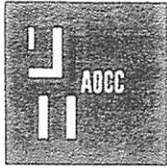
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Alumni of Color Conference

The mission of the Alumni of Color Conference (AOCC) is to inspire and impact the improvement of the education sector by annually convening alumni, students, practitioners, artists, and scholars both from the Harvard Graduate School of Education and across the nation in order to share best practices and cutting edge research on strengthening that practices and competencies of Diversity, Equity, and Inclusion that pertains to people of color in educational spaces.

Support Staff for AOCC

Tracie Jones, Assistant Director for Diversity and Inclusion



Thank you for your participation for AOCC2018! Please check back for further information.

×

CONFERENCE

OVERVIEW

FRIDAY, MARCH 1ST

2:00 PM - 5:30 PM

REGISTRATION

3:00 PM - 4:00 PM

KICK OFF & OPENING
REMARKS

4:10 PM - 5:20 PM

**SATURDAY, MARCH
2ND**

8:00 AM - 10:00 AM

REGISTRATION

9:00 AM - 10:00 AM

KEYNOTE

10:15 AM - 11:30 AM

BREAKOUT SESSION

5:30 PM - 7:00 PM

KEYNOTE

7:30 PM - 8:30PM

ALUMNI RECEPTION

BREAKOUT SESSION

#1

11:40 AM - 12:40 PM

LUNCH (GRAB & GO)
& AFFINITY GROUP
BREAKOUTS

1:00 PM - 2:00 PM

KEYNOTE

2:15 PM - 3:30 PM

BREAKOUT SESSION

#2

3:00 PM - 4:30 PM

CAREER &
NETWORKING FAIR

3:40 PM - 4:55 PM

BREAKOUT SESSION

#3

5:00 PM - 5:30 PM

AWARD CEREMONY

5:30 PM - 7:00 PM

KEYNOTE

7:00 PM - 10:00 PM

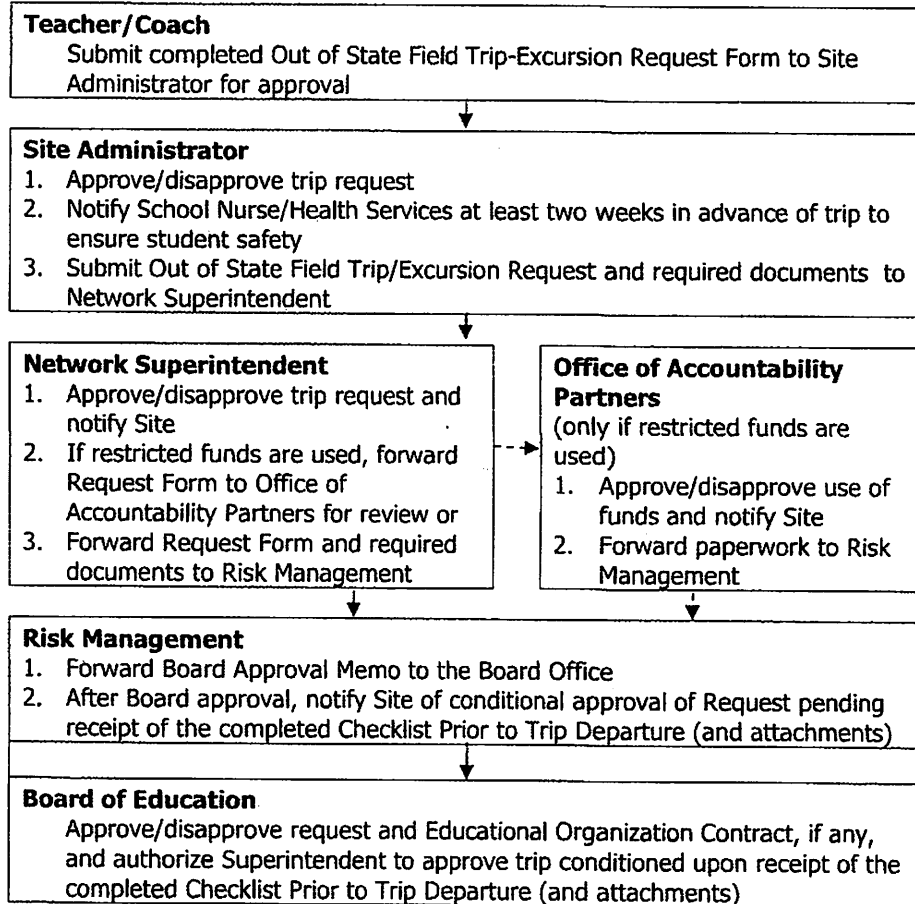
CLOSING RECEPTION
+ AFTERPARTY

Download [Whova](#) to
receive all AOCC
updates and logistical
information. We are
trying to go as GREEN
as possible!



OUT OF STATE FIELD TRIPS APPROVAL PROCESS

REQUEST APPROVAL:



TRIP APPROVAL:

