

Board Office Use: Legislative File Info:	
File ID Number	12-1070
Introduction Date	5/9/12
Enactment Number	12-138 PG
Enactment Date	5-9-12 PG



OAKLAND UNIFIED
SCHOOL DISTRICT

2012 MAY -2 A 10:30

Memo

To Board of Education
From Anthony Smith, Superintendent
Board Meeting Date _____
Subject Approval of Request for Student Travel

Action Requested	<input checked="" type="checkbox"/> Approval of request for student travel of <u>Montera Middle School</u> to <u>Washington D.C.,</u> for the period of <u>May 21, 2012</u> through <u>May 24, 2012</u> . Grade(s): <u>8th</u> # of Students: <u>50</u> # of Adults: <u>5</u> <input checked="" type="checkbox"/> Ratification of Educational Organization Contract with <u>Smithsonian Institute</u>
Educational Purpose of Trip	The 8th grade U.S. History curriculum includes the Revolutionary War until Reconstruction following the Civil War. During our trip to Washing D.C., we will be visiting many of the historical sites discussed throughout the school year including but not limited to the U.S. Capitol, the Supreme Court, the White House, Lincoln Memorial, FDR Memorial, Mount Vernon Gettysburg and others. The curriculum aligns perfectly with the planned visits during the trip.
Itinerary and activities	Students will visit Washington D.C.'s historical monuments and Smithsonian Museums using educational materials developed by the Smithsonian Institute. *This trip will not include swim or water
Teachers and Staff Attending Trip	Nicholas Miller and Laura, Harmon
Site Administrator Affirms	<input checked="" type="checkbox"/> Parental permission forms will be on file for all students participating and school has emergency communication protocol <input checked="" type="checkbox"/> At least one OUSD employee accompanying the students is certificated <input checked="" type="checkbox"/> Non-OUSD chaperones, if any, will meet criminal background check requirements <input checked="" type="checkbox"/> There will be sufficient and appropriate chaperones for this field trip <input checked="" type="checkbox"/> School will address financial or accessibility issues that might prevent students from participating
Recommendation	<input checked="" type="checkbox"/> Approval of request for student travel of <u>Montera Middle School</u> to <u>Washington D.C.,</u> for the period of <u>May 21, 2012</u> through <u>May 24, 2012</u> . <input checked="" type="checkbox"/> Ratification of Educational Organization Contract with <u>Smithsonian Institute</u>
Fiscal Impact	Amount of District funds to be used for trip costs will be \$ <u>0</u> Funding source for the trip will be: <input type="checkbox"/> General funds <input type="checkbox"/> Restricted funds <input checked="" type="checkbox"/> No District funds will be used

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

Resolution No. 1112-0255

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 May 21, 2012 through May 24, 2012 to Washington, D.C.

by Montera Middle School.

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: Montera Middle School

Destination: Washington, D.C.

Departure Date: May 21, 2012 Return Date: May 24, 2012

Passed by the following vote:

AYES: Gary Yee, Noel Gallo, Christopher Dobbins, Alice Spearman,
Vice President Jumoke Hinton Hodge, President Jody London

NAYS: None

ABSTAINED: None

ABSENT: David Kakishiba

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 May 9, 2012.

By: 

Edgar Rakestraw, Jr.
Secretary, Governing Board

Board Office Use: Legislative File Info.	
File ID Number	<u>12-1070</u>
Introduction Date	<u>5-9-12</u>
Enactment Number	<u>12-1318</u>
Enactment Date	<u>5/9/12</u>



OUT OF STATE
FIELD TRIP/EXCURSION REQUEST

Site: Montara Middle School
 Teacher Supervising Trip: Nicholas Miller
 Destination: Washington D.C.
 Trip Departure Date: May 21, 2012

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>	✓		3-7-12
Network Executive Officer <input type="checkbox"/> Trip purpose, transportation, and funding are appropriate <input type="checkbox"/> Organization(s) involved in the trip have expertise in operating student trips	<i>[Signature]</i>	✓		4/24/12
State/Federal Compliance (if restricted funds) <input type="checkbox"/> Compliant use of resources and in alignment with school site plan (SPSA)				
Risk Management <input checked="" type="checkbox"/> Business contracts, insurance, safety and policy compliance are sufficient <input type="checkbox"/> Notify Site of conditional approval of Request pending receipt of the completed Checklist Prior to Trip Departure (and attachments)	<i>[Signature]</i>	✓		4/25/2012

Sign Here

APPROVAL OF TRIP	Signature	Check One		Date
		Approved	Denied	
Site Administrator <input type="checkbox"/> Forward the completed: (1) Checklist Prior to Trip Departure; (2) list of students and adults attending trip; (3) "Declaration of Driver" and required attachments, completed by each driver of private or rental vehicle	<i>[Signature]</i>			4/24/12
Risk Management <input checked="" 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>	✓		4/25/2012
Superintendent <input type="checkbox"/> Approve/disapprove trip <input type="checkbox"/> Returns Request Form to Risk Management	<i>[Signature]</i>	✓		4/30/12

Overnight Field Trip/Excursion Request Form

Page 3 of 4

Legal Rev. 2/1/10

Site to keep all field trip records (permission forms, declaration of drivers, etc) for 2 school years following trip completion.

Certified: *[Signature]* 5/10/12

Edgar Rakestraw, Jr., Secretary



RECEIVED
4/25/12
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Basic Directions	
1. Requests must be submitted to Network Executive Officer no later than 120 days prior to departure 2. Board approval is required for all out of state trips. 3. Use of Restricted Funds requires additional approval by State & Federal Compliance 4. OUSD Fingerprint and TB clearance requirements per OUSD AR 1240 has been obtained for all non-District employee chaperones. (Arrange through https://www.beamentor.org/Linkpages/mentorasp/SpecialProjects/OUSD/ or email volunteers@ousd.k12.ca.us . Continuing volunteer chaperones must be fingerprint cleared at least once every 3 years and obtain TB clearance once every 4 years.) 5. Generally 1:10 Adult to Student ratio is required as provided in OUSD Board Policy 6153 6. Check the Pre-Approved Vendor List for contract and insurance requirements	
Required Documents for Request Approval	<input checked="" type="checkbox"/> Copy of program/vendor information describing vendor and scheduled activities <input checked="" type="checkbox"/> All facility, program or vendor agreements/contracts, including OUSD Educational Organization Contract <input checked="" type="checkbox"/> Certificate of Insurance from all private vendors: Facility (attach copy unless publicly owned and operated or commercial lodging e.g. Holiday Inn) Program (attach copy unless publicly owned and operated) <input checked="" type="checkbox"/> Board Approval Memo
Required Documents for Trip Approval	<input checked="" type="checkbox"/> "Checklist Prior to Trip Departure" <input checked="" type="checkbox"/> List of students and adults attending trip <input checked="" type="checkbox"/> "Declaration of Driver" and required attachments, completed by each driver of private or rental vehicle

TRIP INFORMATION TO BE COMPLETED BY TEACHER:

School or Center: Montera Middle School Site Number: 211

Destination: <u>Washington D.C.,</u>
Address: <u>Smithsonian Institute</u> Phone: _____

Date of Departure: May 21, 2012 Time of Departure: 12:00 a.m. Place of Departure: San Francisco
 Date of Return: May 24, 2012 Time of Return: 09:00 p.m. Place of Return: San Francisco
 Class(es) or Group Attending: 8th Grade History Classes
 Grade(s): 8th # of Students: 50 # of Adults: 5
 Teacher Supervising Trip: Nicholas Miller Emergency Contact # during trip: 510.685.6094
 Supervising teacher's email address: nicholas.miller@ousd.k12.ca.us

Describe itinerary and activities: <input type="checkbox"/> Trip will include swim or water activities)	Students will visit Washington D.C.'s historical monuments and Smithsonian Museums using educational materials developed by the Smithsonian Institute. *This trip will not include swim or water
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Names of Teachers and staff attending trip:	Teachers: Nicholas Miller and Laura, Harmon Staff:
Describe mode of transportation for each leg of the trip:	Airplane to Washington D.C., and tour buses will be used in Washington.
Describe how this trip 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:	The 8th grade U.S. History curriculum includes the Revolutionary War until Reconstruction following the Civil War. During our trip to Washington D.C., we will be visiting many of the historical sites discussed throughout the school year including but not limited to the U.S. Capitol, the Supreme Court, the White House, Lincoln Memorial, FDR Memorial, Mount Vernon, Gettysburg and others. The curriculum aligns perfectly with the planned visits during the trip.

TRIP COSTS

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

TRANSPORTATION

Note: Site must order AC Transit and BART tickets.

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

of buses ordered: _____ Size of bus ordered: _____ Wheelchair accessible needed? _____

Bus Company: _____ Cost of transportation: \$ _____ Restricted funds? _____

Charter Bus Account: Org. Key _____ Object: **5826** Charter Bus PO #: _____

ADMISSION COSTS

Cost per student: \$ _____ Cost per adult: \$ _____ Total cost: \$ _____ Restricted funds? _____

Admission Account: Org. Key _____ Object: **5829** Admissions PO #: _____

SUBSTITUTES Are Subs Needed? Yes: No: (Note: School site is responsible for ordering substitutes)

CERTIFICATES OF INSURANCE

Facility/Program Insurance: Attach copies of Proof of Insurance from all private vendors (except publicly owned and operated).

District Insurance: Has vendor requested that OUSD provide a certificate of the District's insurance? Yes: No:
If yes, attach the written requirements provided by the Facility. (Once the Certificate of Insurance is prepared, it will be faxed to the contact person at the facility and the school site contact. The original certificate will then be sent to the school site contact and will be given to the facility if required.)

STATE & FEDERAL COMPLIANCE

If restricted funds are used for this field trip/excursion, State & Federal Compliance approval is required.

1. Attach a copy of the site plan, if modified.
2. Documentation of the follow up activities is to be maintained at the site for State and Federal compliance review.



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

Site: Montera Middle School
 Teacher Supervising Trip: Nicholas Miller
 Destination: Washington D.C.
 Trip Departure Date: May 21, 2012

CHECKLIST TO BE COMPLETED BY SITE ADMINISTRATOR PRIOR TO TRIP DEPARTURE

(initial each item certifying completion)

- "OUSD Student Field Trip/Excursion Permission Slip" has been signed by parent(s)/guardian(s) of all student participants.
- "Adult Participant Field Trip/Excursion Chaperone Agreement" signed by all non-District employee chaperones.
- OUSD Fingerprint and TB clearance requirements per OUSD AR 1240 have been obtained for all non-District employee chaperones.
- No student has been prevented from making a trip due to lack of sufficient funds.
- No District funds will be used to pay for "pupil expenses" on out of state trips unless waiver of Education Code 35330(b)(3) is granted by OUSD Board of Education and the State Board of Education. Pupil expenses include meals, sundries, lodging, etc. (District funds may be used to pay transportation costs or direct educational program costs.)
- Meeting held for staff, noncertificated adults, parent(s)/guardian(s) and students in advance of trip to discuss trip and safety related procedures, itinerary and questions as required by OUSD AR 6153.
Meeting date: 3-23-12
- Health Conditions/Medication: 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 to collect, secure, and dispense prescription medications from their original containers and consistent with physician's instructions. (See OUSD AR 5141.21)
- Supervision is by certificated personnel and assisted by other school employees, parent(s)/guardian(s), or other authorized chaperones who are at least 21 years old. Site Administrator and Teacher/lead trip staff are satisfied all chaperones are willing and able to perform required duties, including understanding and implementing instructions, understanding health information for students in their group and responding effectively in the event of an emergency.
- Adult to Student Ratio is at least 1:10 as required by OUSD BP 6153 (or higher if high risk activities).
- Sleeping arrangements and night supervision are safe and appropriate.
- Safety requirements have been met (e.g., first aid kits, emergency contact and health info, instructions for chaperones, cell phones). At least one adult has current First Aid/CPR training.
- Confirm that: (1) if destination is out of Oakland, arrangements have been made for use of an additional vehicle in event of illness or emergency and (2) students received instruction in safe conduct on bus or other transport.
- OUSD Declaration of Driver form completed and signed by driver and registered owners of any private vehicles used on trip and copy of proof of insurance and California driver's license are on file and secured at school site. The same forms may be used for multiple trips or for entire school year as long as insurance proof on file is updated. This requirement does not apply to licensed bus companies on the District's approved bus list or for public transportation entities, airlines or AMTRAK.
- N/A Water Activities: OUSD "Procedures for Fields Trips including Swim or Water Activities" have been met.
- N/A Confirm all student participants on higher risk activities (e.g. swimming, snow trips, horseback riding, sailing, rafting, etc) are covered by medical or accident insurance as required by AR 6153. Do not exclude students without insurance; however, contact Risk Management for instructions.
- Site and trip leader has a list of students and adults attending trip.

TRIP APPROVAL IS CONDITIONED ON COMPLETION OF THIS CHECKLIST



Washington, D.C. and Gettysburg

Name: Nick Aaron Miller
Account Number: 3501504
Tour Number: 1005377
Status: Active ⓘ
Group Leader: Jacqueline Felix
Individual Travel Dates: 5/21/2012 - 5/24/2012 ⓘ
Group Travel Dates: 5/21/2012 - 5/24/2012 ⓘ
Tour Length: 4 days ⓘ
Departing in: 83 days (5/21/2012)
Departure Gateway: San Francisco ⓘ

Current account balance:
\$0.00

Monthly Payment Plan:
 You are not able to activate EF's Monthly Payment Plan at this time. Please pay for your tour in full by 110 days prior to departure.
[Learn more](#)

All-Inclusive Travel Coverage with Program Fee Protection: ⓘ
 Travel worry free for only \$85.00! 

Tour details

Itinerary Hotel and Transportation

Day 1: Washington, D.C. and Gettysburg

Arrive in Washington, D.C.
 Learn about the Smithsonian Institution during an introduction by your tour director
 Visit the Smithsonian museum of your choice, which may include:

- National Air and Space Museum
- National Museum of Natural History
- National Museum of African Art
- National Museum of American History
- Smithsonian American Art Museum
- National Portrait Gallery

Take a night tour of Washington

- Lincoln Memorial
- WWII Memorial
- Korean War Veterans Memorial
- Vietnam Veterans Memorial

Day 2: Washington, D.C. and Gettysburg

Take a guided tour of Gettysburg National Military Park
 Visit the Gettysburg Museum and Visitor Center
 Visit the Cyclorama Experience

Day 3: Washington, D.C. and Gettysburg

Take a guided tour of Washington

- Washington Monument
- FDR Memorial
- Martin Luther King, Jr National Memorial
- Jefferson Memorial

Make a photo stop at the White House

Visit Mt. Vernon

- Explore the estate and gardens of George Washington's home, including the Georgian mansion, Ford Orientation Center and Donald W. Reynolds Museum and Education Center

Enjoy an evening activity

Day 4: Washington, D.C. and Gettysburg

Visit Capitol Hill

- U.S. Capitol and Visitor Center
- U.S. Supreme Court
- Library of Congress

See the U.S. Capitol and Visitor Center

Visit the U.S. Supreme Court

Take a guided tour of the Library of Congress

Visit the National Archives

Depart for home

[Download itinerary](#) [Print](#)

Program fee includes:

- Round-trip transportation
- Air-conditioned motorcoach while on tour
- 3 nights hotel accommodations (4 or 6 nights on our 5- or 7-day tour)
- Breakfast and dinner daily
- Full-time Smithsonian Student Travel tour director
- Sightseeing tour led by a licensed guide
- Visits to special attractions per itinerary
- Educational materials developed by the Smithsonian
- Overnight security
- Gratuities
- Smithsonian Membership

Oakland Unified School District

Board of Education
Paul Robeson Building
1025 2nd Avenue, Suite
320
Oakland, CA 94606-2212
(510) 879-8199 Voice
(510) 879-8000 Fax
(510) 879-8739 TTY/TDD
boe@ousd.k12.ca.us

Master

File Number: 12-1070

1070

Type: Resolution

Status: Draft

Reference:

In Control: Teaching and Learning Committee

File Created: 05/23/2012

File Name: Student Travel - Washington, D.C. - Montera Middle School

Final Action:

Title:

Notes:

Sponsors:

Enactment Date:

Funding Source:

Hearing Date:

Contact: Russom.Mesfun@ousd.k12.ca.us

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File 12-1070

Approval by the Board of Education of Resolution No. 1112-0255 - Authorization for Approval of Student Travel and/or Educational Organization Contract, for 50 students and 5 adults from Montera Middle School, to travel to Washington, D.C., to study 8th grade U.S. History curriculum, including the Revolutionary War until Reconstruction following the Civil War; will visit many of the historial sites discussed throughout the school year including but not limited to the U.S. Capitol, the Supreme Court, the White House, Lincoln Memorial, FDR Memorial, Mount Vernon, Gettysburg and others; curriculum aligns perfectly with the planned visits during the trip, for the period May 21, 2012 through May 24, 2012.