

Board Office Use: Legislative File Info.	
File ID Number	18-0468
Introduction Date	3-23-18
Enactment Number	18-0514
Enactment Date	3/23/18 e



Memo

To Board of Education
From Kyla Johnson-Trammell, Superintendent
Meeting Date _____
Subject Approval of Request for Student Travel

Action Requested	Approval of Board Resolution No. <u>1718-0153</u> authorizing student travel by school site oakland technical high school to <u>Spain: granada, sevilla, cordoba, madrid, and barcelona</u> for the period of <u>3-27-18</u> through <u>4-6-18</u>
Itinerary and activities	Madrid- City and museo del prado, royal palace and historic village Barcelona - city cathedral, and Park Guell Sevilla and Cordoba - Explore the architecture and cathedral, mosque of cordoba Granada, visit the alhambra and a flamenco show
Educational Purpose of Trip	In order to graduate from OT, students need to take 2 years of Spanish (3 recommended for college). This trip will allow students to explore the Spanish language and culture and encourage them to continue improving their language skills. It also prepares them for AP next year at OT or in college.
Teachers Attending Trip	Fabiola Zepeda and Felicidad Guirao
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 \$ _____ 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: _____ - 305

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

Resolution No. 1718-0153

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 3-27-18 through 4-6-18 to Spain: granada, sevilla, cordoba, madrid, and barcelona by oakland technical high 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: oakland technical high school

Destination: Spain: granada, sevilla, cordoba, madrid, and barcelona

Departure Date: 3-27-18 Return Date: 4-6-18

Passed by the following vote:

AYES: Jody London, Nina Senn, Shanthi Gonzales, President Aimee Eng

NAYS: None

ABSTAINED: None

ABSENT: Rose Ann Torres, James Harris, Vice President Jumoke Hinton Hodge

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 Special Meeting held March 23, 2018.

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 or email 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 each driver of private or rental vehicle

TRIP INFORMATION TO BE COMPLETED BY TEACHER:

School or Center: oakland technical high school Site Number: 305

Destination: Spain: granada, sevilla, cordoba, madrid, and barcelona

Address: [REDACTED]

Phone or Contact Info: [REDACTED]

Departure - Date: 3-27-18 Time: 8am Place of Departure: [REDACTED]

Return - Date: 4-6-18 Time: 4pm Place of Return: [REDACTED]

Class(es)/Group Attending: spanish classes

Grade(s): 10-12 # of Students: 14 # of Adults: 2

Teacher Supervising Trip: Felicidad Guirao

Emergency Contact # During Trip: 510-508-2753 / 011-34-6531270

Supervising Teacher's Email Address: felicidad.guirao@ousd.org



Site: oakland technical high school
 Teacher Supervising Trip: Felicidad Guirao
 Destination: Spain: granada, sevilla, cordoba, madrid, and barcelona
 Date of Departure: 3-27-18

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

(paid for by Student Fundraising and parent support.)

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 #
	5826				
	5826				

HEALTH CONDITIONS/MEDICATION

Will there be any students participating in the field trip with the following conditions? Yes: No:

- Severe Allergy Student has an Epi-pen at school
- Asthma Student has an inhaler at school
- Diabetes Student has medication at school
- Seizures Student has medication at school
- Sickle Cell Anemia Student has medication at school
- Other condition(s): _____ Student has medication at school

Will any students need medications during the trip? Yes: No:

If the answer is yes, please fax the attached Health Services Notification Form to 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: oakland technical high school

Teacher Supervising Trip: Felicidad Guirao

Destination: Spain: granada, sevilla, cordoba, madrid, and barcelona

Date of Departure: 3-27-18

APPROVAL OF REQUEST	Signature	Check One		Date
		Approved	Denied	
Site Administrator <input checked="" type="checkbox"/> Trip aligns with grade level standards <input checked="" type="checkbox"/> Trip purpose, supervision plan, transportation, safety parameters and funding are appropriate <input type="checkbox"/> Reviewed agreements/contracts with any facility, program or vendor (attach copies) <input checked="" type="checkbox"/> Organization(s) involved in the trip have expertise in operating student trips		✓		2/3/18
Network Superintendent <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		✓		2/3/18
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)		✓		2/28/18

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		✓		2/3/18
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		✓		2/28/18
Superintendent <input type="checkbox"/> Approve/disapprove trip <input type="checkbox"/> Returns Request Form to Risk Management		✓		2/6/18



Site: oakland technical high school

Teacher Supervising Trip: Felicidad Guirao

Destination: Spain: granada, sevilla, cordoba, madrid, and barcelona

Date of Departure: 3-27-18

CHECKLIST TO BE COMPLETED BY SITE ADMINISTRATOR PRIOR TO TRIP DEPARTURE

(initial each item certifying completion)

- JD "OUSD Student Out of State Field Trip/Excursion Permission Slip" has been signed by parent(s)/guardian(s) of all student participants.
- JD "Adult Participant Field Trip/Excursion Chaperone Agreement" signed by all non-District employee chaperones.
- JD OUSD Fingerprint and TB risk assessment per OUSD AR 1240 have been obtained for all non-District employee chaperones.
- JD No student has been prevented from making a trip due to lack of sufficient funds.
- JD 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.)
- JD 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: _____
- JD 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)
- JD 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.
- JD Adult to Student Ratio is at least 1:10 as required by OUSD BP 6153 (or higher if high risk activities).
- JD Sleeping arrangements and night supervision are safe and appropriate.
- JD 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.
- JD 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.
- JD 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.
- JD Swim/Water Activities: OUSD "Procedures for Fields Trips including Swim or Water Activities" have been met.
- JD 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: oakland technical high school Site Number: 305

Destination: Spain: granada, sevilla, cordoba, madrid, and barcelona

Departure - Date: 3-27-18 Time: 8am [REDACTED]

Return - Date: 4-6-18 Time: 4pm [REDACTED]

Class(es)/Group Attending: spanish classes

Grade(s): 10-12 # of Students: 14 # of Adults: 2

Teacher Supervising Trip: Felicidad Guirao

Supervising Teacher's Email Address: felicidad.guirao@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): _____ | <input type="checkbox"/> 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.



FIELD TRIP/EXCURSION INFORMATION
DESTINATION OUTSIDE OF CALIFORNIA
(to be kept by Parent/Guardian)

TO BE COMPLETED BY TEACHER

School or Center: oakland technical high school

Destination: <u>Spain: granada, sevilla, cordoba, madrid, and barcelona</u>
Address: <u>[REDACTED]</u>

Departure - Date: 3-27-18 Time: 8am Place of Departure: [REDACTED]
 Return - Date: 4-6-18 Time: 4pm Place of Return: [REDACTED]

Class/Group Attending: spanish classes

Name(s) of Classroom Teacher(s): Fabiola Zepeda and Felicidad Guirao

Teacher Supervising Trip: Felicidad Guirao

Emergency Contact # During Trip: 510-508-2753 / 011-34-6531270

<p>The field trip will involve the following: (Describe activities and itinerary):</p> <p>(<input type="checkbox"/>Swim/water activities permission required)</p>	<p>Madrid- City and museo del prado, royal palace and historic village Barcelona - city cathedral, and Park Guell Sevilla and Cordoba - Explore the architecture and cathedral, mosque of cordoba Granada, visit the alhambra and a flamenco show</p>
<p>Mode(s) of transportation:</p>	<p><u>[REDACTED]</u> to Spain. <u>[REDACTED]</u></p> <p>Cities in Spain will be toured in <u>[REDACTED]</u></p> <p>Madrid to barcelona <u>[REDACTED]</u>.</p> <p>Barcelona to <u>[REDACTED]</u></p>
<p>Student needs to bring:</p>	<p>clothing for 10 days</p> <p>spending money for souvenirs/ snacks</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.

Watch videos, read reviews, and enroll on your teacher's Tour Website

My Group Leader is :
Requested Departure Date:
TOUR#
GL#



EXPERIENCE SPAIN

11 days | Spain

Spanish culture is a bit like the local tapas—it's most enjoyable when you try a little bit of everything. In Granada, Moorish meets the modern as you explore the city's ancient streets. Andalusia has produced some of the world's finest olive oil since the 19th century, and you'll learn the secrets at a local farm. Dance is an essential part of the culture, as you'll discover at a flamenco lesson.

YOUR EXPERIENCE INCLUDES:

-  **Full-time Tour Director**
-  **Sightseeing:** 4 sightseeing tours led by expert, licensed local guides; 3 walking tours
-  **Entrances:** Alhambra; Moroccan tea house; flamenco lesson and show; Seville Cathedral; Seville Bullring; Mezquita; Palacio Real; Prado; Park Güell
-  **Experiential learning:** "City Challenge" scavenger hunt; olive farm; flamenco lesson
-  **weShare:** Our personalized learning experience engages students before, during, and after tour, with the option to create a final, reflective project for academic credit.
-   **All of the details are covered:** Round-trip flights on major carriers; comfortable motorcoach; AVE high-speed train; 9 overnight stays in hotels with private bathrooms; European breakfast and dinner daily (lunch instead of dinner on day 7)



What you'll experience on your tour

Day 1: Fly overnight to Spain

Day 2: Málaga | Granada

- Meet your Tour Director at the airport.
- Travel to Granada.

Day 3: Granada

- Take an expertly guided tour of Granada.
- Compete in a "City Challenge" scavenger hunt.
- Visit the Alhambra, Granada's crowning jewel that's widely recognized as the world's premier example of Moorish architecture. Built as an all-in-one *alcazaba* (fortress), *alcazar* (palace) and small *medina* (city), the Alhambra was home to the last of the Nasrid Sultans. Elaborately embellished in the 14th century and surrounded by lush green trees, it was described by Moorish poets as "a pearl set in emeralds." See the exotic mosaics, fountains, latticed windows, arabesques, and ornamented courtyards that made this vast stronghold worthy of royal occupancy. Here, King Ferdinand and Queen Isabella agreed to finance the historic voyage of Christopher Columbus.
- Visit a Moroccan tea house.

Day 4: Granada | Seville

- Visit an olive farm.
- Travel to Seville, city of bullfights, flamenco dancing, and *Carmen*, and the heartbeat of Andalusian culture.
- On your walking tour of Seville, you'll see the Giralda Tower and the Torre del Oro. You can also imagine the spectacle of a traditional Spanish bullfight at the Plaza de Toros, which is celebrated for its Baroque architecture and historical significance.
- Attend a flamenco dance lesson and show.

Day 5: Seville

- Take an expertly guided tour of Seville: Barrio de Santa Cruz.
- Visit the Seville Cathedral, where you'll see the grave of Christopher Columbus.
- Visit the Seville Bullring.
- Enjoy free time in Seville.


Day 6: Córdoba | Madrid

- Travel to Córdoba.
- Visit the Mezquita.
- Continue on to Madrid.


Day 7: Madrid

- Take an expertly guided tour of Madrid: Puerta del Sol; Plaza Mayor.
- Visit the Palacio Real.
- Take a walking tour of Madrid.
- Visit the Prado.


Day 8: Madrid

- Free time to see more of Madrid or  meet Spanish students (subject to school calendar).

Day 9: Madrid | Barcelona

- Travel by , an art lover's dream city and the place where masters like Miró, Picasso, and Dalí flourished.
- Take an expertly guided tour of Barcelona: La Sagrada Família; Montjuïc Hill; Barrio Gótico.
- Visit Park Güell, where you can marvel at its landscaped greenery and playful Modernist mosaics.

Day 10: Barcelona

- On your walking tour of Barcelona, see flower vendors and street vendors as you explore the tree-lined Las Ramblas.
- Time to see more of Barcelona or  See Barcelona by bike.

Day 11: Depart for home



Royal Palace #Spain #Madrid
#Palace #europe #eurotrip
#eftours

AARON, TRAVELER



Via Instagram

Exploring Spain with EF
sealed my decision to become
a high school Spanish teacher.
I got to explore all the cultures
and traditions we read about
and I loved them all and grew
more interested in them and
the language itself than I ever
thought I would!

ALYSSA, TRAVELER



Via Facebook

TOP THREE THINGS I WILL SEE, DO, TRY, OR EXPLORE

1. _____
2. _____
3. _____