

Board Office Use: Legislative File Info.	
File ID Number	16-0619
Introduction Date	4/13/16
Enactment Number	16-0513
Enactment Date	7/13/16 <i>de</i>



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Memo

To Board of Education
From Antwan Wilson, Superintendent
Meeting Date 7/13/16
Subject Approval of Request for Student Travel

Action Requested	Approval of Board Resolution authorizing student travel by school site Edna Brewer Middle School to Washington D.C. - National 4-H Conference Center for the period of <u>5/26/16</u> through <u>5/30/16</u>
Itinerary and activities	Fly to and from San Francisco (SFO to Washington DC (IAD)). Tour the Lincoln Memorial, Korean Memorial, Vietnam Memorial, Nurses Memorial, and World War II Memorial, Lafayette Square to see north side of White House, Smithsonian American History Museum, Jefferson and FDR Memorials, US Supreme Court and Library of Congress, US Capitol. Group picture in front of Capitol. Student speeches on Lincoln Memorial Steps, Arlington National Cemetery, Mount Vernon, Smithsonian Air & Space Museum, Synthetic Theater to see "Three Men in a Boat (To Say Nothing of the Dog)," Frederick Douglass House, National Archives - Constitution of the United States and Declaration of Independence, Smithsonian Museum of Natural History, MLK Memorial, Manassas National Battlefield Park.
Educational Purpose of Trip	Students will explore and experience first hand the institutions of the political center of the United States. This trip will give life to the content that students have been studying over the course of the 8th grade including the founding of the nation, constitutional democracy, powers of the government, citizenship, constitutional rights, significant military history, and the struggle for the equality of marginalized classes of citizens. Prior to the trip, students participate in community service, research the contributions of significant figures from US history, and compose a speech to be delivered from the steps of the Lincoln Memorial.
Teachers Attending Trip	Erica Hutter, Courtney McBride, Scott Corwin, Jonathan Tran, Caitlin Everett, Ismael Amendariz, Stephanie Holmes
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</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> </u> - <u>210</u>

Board Office Use: Legislative File Info.	
File ID Number	16-0619
Introduction Date	04/13/2016
Enactment Number	16-0513
Enactment Date	04/13/2016 <i>02</i>

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

Resolution No. 1516-0190

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 5/26/16 through 5/30/16 to Washington D.C. - National 4-H Conference Center by Edna Brewer 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: Edna Brewer Middle School

Destination: Washington D.C. - National 4-H Conference Center

Departure Date: 5/26/16 Return Date: 5/30/16

Passed by the following vote:

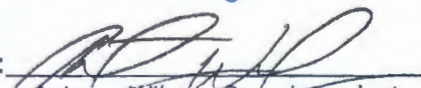
AYES: Roseann Torres, Jody London, Aimee Eng, Jumoke Hinton Hodge, Vice President Nina Senn, President James Harris

NAYS: None

ABSTAINED: None

ABSENT: Shanthi Gonzales

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 4/13/16.

By: 
Antwan Wilson, Superintendent
Secretary, Governing Board

RECEIVED
3/14/16



OAKLAND UNIFIED SCHOOL DISTRICT

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 Regional/Network Officer 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 State & Federal Compliance
5. Obtain Fingerprint and TB clearance (requirements per OUSD AR 1240) for all non-District employee chaperones.
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.

Required Documents for Request Approval: Copy of program/vendor information, All facility, program or vendor agreements/contracts, Certificate of insurance, Board Approval Memo and Board Resolution.
Required Documents for Trip Approval: Checklist Prior to Trip Departure, List of students and adults attending trip, Declaration of Driver and required attachments.

TRIP INFORMATION TO BE COMPLETED BY TEACHER:

School or Center: Edna Brewer Middle School Site Number: 210

Destination: Washington D.C. - National 4-H Conference Center
Address: 7100 Connecticut Ave, Chevy Chase, MD 20815
Phone or Contact Info: (301) 961-2801

Departure - Date: 5/25/16 Time: 9:55 PM Place of Departure: SFO - San Francisco Intl. Airport

Return - Date: 5/30/16 Time: 9:50 PM Place of Return: SFO - San Francisco Intl. Airport

Class(es)/Group Attending: Eligible 8th grade students

Grade(s): 8 # of Students: 74 # of Adults: 16

Teacher Supervising Trip: Erica Hutter & Courtney McBride

Emergency Contact # During Trip: [Redacted]

Supervising Teacher's Email Address: erica.hutter@ousd.org & courtney.mcbride@ousd.org



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Site: Edna Brewer Middle School

Teacher Supervising Trip: Erica Hutter & Courtney McBride

Destination: Washington DC - National 4-H Conference Center

Date of Departure: 5/25/16

<p>Describe itinerary and activities:</p> <p><input type="checkbox"/> Trip will include swim or water activities)</p>	<p>Fly to and from San Francisco (SFO) to Washington DC (IAD). Tour the Lincoln Memorial, Korean Memorial, Vietnam Memorial, Nurses Memorial, and World War II Memorial, Lafayette Square to see north side of White House, Smithsonian American History Museum, Jefferson and FDR Memorials, US Supreme Court and Library of Congress, US Capitol, Group picture in front of Capitol, Student Speeches on Lincoln Memorial Steps, Arlington National Cemetery, Mount Vernon, Smithsonian Air & Space Museum, Synethic Theater to see 1°Three Men in A Boat (To Say Nothing of the Dog), ± Frederick Douglass House, National Archives -- Constitution of the United States and Declaration of Independence, Smithsonian Museum of Natural History, MLK Memorial, Manassas National Battlefield Park</p>
<p>Names of teachers and staff attending trip:</p>	<p>Teachers: Erica Hutter, Courtney McBride, Scott Corwin, Jonathan Tran, Caitlin Everett, Ismael Amendariz, Stephanie Holmes Staff: Ronnie Johnson, Sean Johnson, Kieman Rok</p>
<p>Describe mode of transportation for each leg of the trip:</p>	<p>SFO to DC - Plane (Virgin Airlines - SFO to IAD flight #86) All travel within DC - Charter bus (Oleta Coach Lines) DC to SFO - Plane (Virgin Airlines - IAD to SFO flight #77)</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>Students will explore and experience first hand the institutions of the political center of the United States. This trip will give life to the content that students have been studying over the course of the 8th grade including the founding of the nation, constitutional democracy, powers of the government, citizenship, constitutional rights, signigicant military history, and the struggle for the equality of marginalized classes of citizens. Prior to the trip students participate in community service, research the contributions of significant figures from US history, and compose a speech to be delivered from the steps of the Lincoln Memorial.</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 \$ 0

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

Resource #: _____



OAKLAND UNIFIED SCHOOL DISTRICT

Site: Edna Brewer Middle School
 Teacher Supervising Trip: Erica Hutter & Courtney McBride
 Destination: Washington DC - National 4-H Conference Center
 Date of Departure: 5/25/16

PROGRAM/ADMISSION COSTS

Total Cost of Program/Admission: \$ 1200 Source: General Funds Restricted No District Funds
 Cost per student: \$ 1200 Cost per adult: \$ 550

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: _____

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

Cost of transportation: \$ 0 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:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Severe Allergy | <input type="checkbox"/> Student has an Epi-pen at school |
| <input checked="" type="checkbox"/> Asthma | <input checked="" 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>ADHD</u> | <input checked="" type="checkbox"/> 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 874-3748.

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 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

Site: Edna Brewer Middle School

Teacher Supervising Trip: Erica Hutter & Courtney McBride

Destination: Washington DC - National 4-H Conference Center

Date of Departure: 5/25/16

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>Erica Hutter</i>	✓		1/12/16
Regional/Network 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>Reed</i>	✓		2/2/16
State/Federal Compliance (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>Reed</i>	✓		3/14/16

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>Erica Hutter</i>			
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>Reed</i>			3/14/16
Superintendent <input type="checkbox"/> Approve/disapprove trip <input type="checkbox"/> Returns Request Form to Risk Management	<i>Michael</i>			



Site: Edna Brewer Middle School
Teacher Supervising Trip: Erica Hutter & Courtney McBride
Destination: Washington DC - National 4-H Conference Center
Date of Departure: 5/25/16

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: _____
- _____ 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)
- _____ 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.
- _____ Swim/Water Activities: OUSD "Procedures for Fields Trips including Swim or Water Activities" have been met.
- _____ 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