

Board Office Use: Legislative File Info.	
File ID Number	14-0171
Introduction Date	2-26-14
Enactment Number	14-0281
Enactment Date	2-26-14



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

To Board of Education

From Dr. Gary Yee, Acting Superintendent and Secretary, Board of Education
By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action
Vernon Hal, Deputy Superintendent, Business & Operations

Board Meeting Date 2-26-14

Subject Approval of Request for Student Travel

Action Requested	<input checked="" type="checkbox"/> Approval of request for student travel of <u>Oakland Technical High School</u> to <u>Cincinnati, Ohio</u> for the period of <u>March 22, 2014</u> through <u>March 29, 2014</u> . Grade(s): <u>9th</u> # of Students: <u>23</u> of Adults: <u>2</u> <input type="checkbox"/> Ratification of Educational Organization Contract with _____
Educational Purpose of Trip	Students will visit Black Colleges to see students who have made it through high school and went on to college to pursue a college degree. Students will also have a chance to ask questions regarding classes, scholarships; they will also visit historic sites.
Itinerary and activities	<ul style="list-style-type: none"> • March 24 - Visit Kentucky State University • March 25 - Visit Fisk University and Tennessee State University • March 26 - Visit Jackson State University and Tugaloo College • March 27 - Visit Tuskegee University and Alabama State University • March 28 - Visit Morehouse College, Clark Atlanta and Spellman College
Teachers and Staff Attending Trip	Jacqueline Johnson, Dora Hopson
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 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>Oakland Technical High School</u> to <u>Cincinnati, Ohio</u> for the period of <u>March 22, 2014</u> through <u>March 29, 2014</u> . Grade(s): <u>9th</u> # of Students: <u>23</u> # of Adults: <u>2</u>
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 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. 1314-1023

AUTHORIZATION FOR APPROVAL OF STUDENT TRAVEL AND/OR EDUCATIONAL ORGANIZATION CONTRACT

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, Superintendent requests the Board of Education to approve the Request for student travel to Cincinnati, Ohio, for the period of March 22, 2014 through March 29, 2014 by Oakland Technical High School students.

NOW, THEREFORE, BE IT RESOLVED, the Board of Education of the Oakland Unified School District does hereby approve: air travel to Cincinnati, Ohio, where each will board chartered bus for the Black Colleges Tour; and chartered bus tour of historically Black Colleges as follows:

March 24, 2014	Kentucky State University, Frankfort, Kentucky;
March 25, 2014	Fisk University, and Tennessee State University, each, in Nashville, Tennessee;
March 26, 2014	Jackson State University, Jackson, Mississippi and Tugaloo College, Tugaloo, Mississippi;
March 27, 2014	Tuskegee University, Tuskegee, Alabama; and Alabama State University, Montgomery, Alabama;
March 28, 2014	Morehouse College, Clark Atlanta University and Spellman College, each, in Atlanta, Georgia; and return

to see students who have made it through high school and went on to college to pursue a college degree; have a chance to ask questions regarding classes, scholarships; visit historic sites, during the period of March 22, 2014 through March 29, 2014, at no cost to the District.

Passed by the following vote:

AYES: Jody London, Jumoke Hinton Hodge, Anne Washington, Roseann Torres, Christopher Dobbins, Vice President James Harris and President David Kakishiba

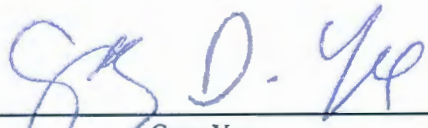
NAYS: None

ABSTAINED: None

ABSENT: None

I hereby certify that the foregoing is a full, true and correct copy of a Resolution adopted by the Board of Education of the Oakland Unified School District at a Regular Meeting held February 26, 2014.

File ID Number: A-0171
Introduction Date: 2-26-14
Enactment Number: 14-0281
Enactment Date: 2-26-14
By: _____



Gary Yee,
Secretary, Board of Education

RECEIVED
1/30/14



OAKLAND UNIFIED
SCHOOL DISTRICT

OUT OF STATE
FIELD TRIP/EXCURSION REQUEST

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/mentoraes/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 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
Required Documents for Trip Approval	<input 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 type="checkbox"/> Board Approval Memo
	<input type="checkbox"/> "Checklist Prior to Trip Departure"

Required Documents for Request Approval	<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: Facility (attach copy unless publicly owned and operated or commercial lodging e.g. Holiday Inn) Program (attach copy unless publicly owned and operated)
Required Documents for Trip Approval	<input type="checkbox"/> Board Approval Memo
	<input type="checkbox"/> "Checklist Prior to Trip Departure"
	<input type="checkbox"/> List of students and adults attending trip

TRIP INFORMATION TO BE COMPLETED BY TEACHER:

School or Center: Oakland Technical High School Site Number: 305

Destination: Cincinnati Ohio
Address: 5813 Emerald Lake Drive Phone: 510-717-7691

Date of Departure: 3/22/14 Time of Departure: 7:02 am Place of Departure: S.F.O. Airport

Date of Return: 3/29/14 Time of Return: 7:39 pm Place of Return: S.F.O. Airport

Class(es) or Group Attending: BSU (Black Student Union Club)

Grade(s): 9- # of Students: # of Adults: 2

Teacher Supervising Trip: Ms. Jacqueline Johnson Emergency Contact # during trip: 510-717-7691

Supervising teacher's email address: OUSD-K12.CA.VS

Describe Itinerary and activities: <input type="checkbox"/> Trip will include swim or water activities) <u>NO</u>	<u>See Flier</u>
---	------------------



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

Site: OAK Tech #305
 Teacher Supervising Trip: Ms. Jacqueline Johnson
 Destination: Cincinnati Ohio
 Trip Departure Date: 3/22/14

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		✓		1/21/14
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		✓		1/22/14
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 checked="" type="checkbox"/> Notify Site of conditional approval of Request pending receipt of the completed Checklist Prior to Trip Departure (and attachments)		✓		1/31/2014

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		✓		1/21/14
Risk Management <input checked="" type="checkbox"/> Confirm receipt of completed Checklist, list of students/adults, and Declarations of Driver <input checked="" type="checkbox"/> Notify Site of Trip Approval once approved by Superintendent		✓		1/31/2014
Superintendent <input type="checkbox"/> Approve/disapprove trip <input type="checkbox"/> Returns Request Form to Risk Management		✓		2/3/14



**OAKLAND UNIFIED
SCHOOL DISTRICT**

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

Names of Teachers and staff attending trip:	Teachers: Ms. Jacqueline Johnson Staff: MS. DORA HOPSON
Describe mode of transportation for each leg of the trip:	Airplane From San Francisco Ca. to Cincinnati Ohio we will board a TOUR bus Fall college VISITS
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:	Students will have a chance of a lifetime to visit Black Colleges to see students who have made it through High School and went on to college to persue a college degree. they will also have a chance to ask questions re: classes Scholarships, they will also visit Historic site when students return to school. they will present to their peers and several groups about their experience

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: Oak Tech
Teacher Supervising Trip: Ms. Jacqueline Johnson
Destination: Cincinnati Ohio
Trip Departure Date: 3/22/14

CHECKLIST TO BE COMPLETED BY SITE ADMINISTRATOR PRIOR TO TRIP DEPARTURE (initial each item certifying completion)

- AD OUSD Student Field Trip/Excursion Permission Slip has been signed by parent(s)/guardian(s) of all student participants.
AD Adult Participant Field Trip/Excursion Chaperone Agreement signed by all non-District employee chaperones.
N/A OUSD Fingerprint and TB clearance requirements per OUSD AR 1240 have been obtained for all non-District employee chaperones.
AD No student has been prevented from making a trip due to lack of sufficient funds.
AD 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.
AD 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: March 6, 2014
AD 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).
AD 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.
AD Adult to Student Ratio is at least 1:10 as required by OUSD BP 6153 (or higher if high risk activities).
AD Sleeping arrangements and night supervision are safe and appropriate.
AD Safety requirements have been met (e.g., first aid kits, emergency contact and health info, instructions for chaperones, cell phones).
AD 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.
N/A OUSD Declaration of Driver form completed and signed by driver and registered owners of any private vehicles used on trip and copy of proof of insurance and California driver's license are on file and secured at school site.
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.
AD Site and trip leader has a list of students and adults attending trip.

TRIP APPROVAL IS CONDITIONED ON COMPLETION OF THIS CHECKLIST



TO BE COMPLETED BY TEACHER

School or Center: Oakland Technical High School

Field Trip Location and Address: 5813 Emerald Lake Drive, Cincinnati, Ohio

Date of Departure: 3/22/14 Time of Departure: _____ Place of Departure: S.F. Airport

Date of Return: 3/29/14 Time of Return: _____ Place of Return: S.F. Airport

Class or Group Attending: B.S.U. (Black Student Union Club)

Name(s) of classroom teacher(s): MS. Jacqueline Johnson

Teacher Supervising Trip: MS. Jacqueline Johnson Emergency Contact # during trip: _____

<p>The field trip will involve the following: (Describe activities and itinerary):</p> <p><input type="checkbox"/> Swim permission required below.)</p>	<p>See attached Flier</p>
<p>Mode(s) of transportation:</p>	<p>Airplane and TOUR BUS</p>
<p>Student needs to bring:</p>	<p>Suitcase, Clothes, meds, personal items Notebooks, pens, coat, small blanket, toiletries and walking shoes.</p>



OAKLAND UNIFIED
SCHOOL DISTRICT

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

TO BE COMPLETED BY CHAPERONE

I, Dora Hopson, have read and understand the trip information materials and hereby agree to
(Name of Adult)
participate in the field trip or excursion on 3/22/14 through 3/29/14 to
ABCU College Tour Cincinnati, Ohio
(Destination)

1. I understand that my participation in this field trip/excursion is voluntary, but having agreed I will follow instructions provided by supervising teacher/coach and I will comply with all District requirements pertaining to the chaperoning of students. I understand that I must undergo a criminal background clearance.¹
2. I understand that no insurance is provided by the Oakland Unified School District for this field trip/ excursion.

Swim Participation – If swimming is a part of the field trip, do you agree to participate in swimming activities as needed? Yes No

My swimming ability is (check one): I do not swim Beginner Intermediate Advanced

Authorization to treat: I hereby give permission to the School staff to secure proper treatment for me.

Notice of Waiver of All Claims: I hereby knowingly waive all of my claims against any school district, charter school, and/or the State of California for injury, accident, illness or death occurring during or by reason of the out-of state field trip or excursion. (Education Code Section 35330)

Adult Participant Phone Numbers: Cell: ⁵¹⁰ 717-7691 Home: ⁵¹⁰ 704-529 Work: ⁵¹⁰ 450-5411

Emergency Contact Person: Tamela Hopson

Emergency Contact Numbers: 1. ⁵¹⁰ 282-5705 2. ⁵¹⁰ 375-9974 3. ⁵¹⁰ 590-2857

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

Health Insurance Plan Name: Health NET Subscriber/Policy No. _____

Date: 1/16/14 Adult Participant Signature: Dora Hopson
Print Name: Dora Hopson

¹ Fingerprinting can be arranged through <https://www.beamentor.org/Linkpages/mentorasp/SpecialProjects/OUSD/>. For questions, email volunteers@ousd.k12.ca.us.
Adult Participant Out of State Field Trip Chaperone Agreement.doc Legal Rev. 2/1/10

VISIONS FOR SUCCESS

Spring 2014 - \$495.00

Annual Black College Tour

March 23 – 29, 2014

For more information contact:

Jennell White (513)607-8894

Minister C.L White, PhD.

(513)604-4782

Email: jennell@fuse.net

Website @ www.v-f-s.org

Scholarships available base upon income.

Leave Sunday March 23, 2014 at
4:00pm at Main street Market, 11865
Hamilton Ave Cincinnati, OH 45231

March 24th	Kentucky State University
March 25th	Fisk University Tennessee State University
March 26th	Jackson State University Tugaloo College
March 27th	Tuskegee University Alabama State University
March 28th	Morehouse College Clark Atlanta Spellman College

Registration Form for 2014 Tour

Name _____ **Address** _____

Phone# _____ **Grade** _____

School _____

**Make money orders payable to Visions for Success. NO REFUNDS
AFTER MARCH 1, 2014. Cut and mail to: Visions for Success - P.O
Box 18531 Fairfield OH 45018-0531 with \$100.00 deposit.**