

Board Office Use: Legislative File Info.	
File ID Number	<u>13-0886</u>
Introduction Date	<u>5/22/13</u>
Enactment Number	<u>13-0860</u>
Enactment Date	<u>5/22/13</u>



OAKLAND UNIFIED SCHOOL DISTRICT

Success

... CLASSROOM EVERY DAY

Memo

To Board of Education
From Anthony Smith, Superintendent
Board Meeting Date 5-22-13
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 17, 2013</u> through <u>May 21, 2013</u> . Grade(s): <u>8th</u> # of Students: <u>51</u> # of Adults: <u>5</u> <input checked="" type="checkbox"/> Ratification of Educational Organization Contract with <u>The 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 this trip to Washington D.C., our students will visit many of the historical sites discussed throughout the school year including but not limited to the U.S. Capitol, the Supreme Court, Lincoln Memorial, FDR Memorial, Mount Vernon, Gettysburg and others. The curriculum aligns with the planned visits during this trip.
Itinerary and activities	Students will visit Washington D.C. historical monuments and Smithsonian Museums using educational materials developed by the Smithsonian. **This trip will not include swim or water
Teachers and Staff Attending Trip	Nicholas Miller, Megan Calpin/ other adults Jacqueline Atkins, Larry Fischer, Surako Follings, Sr.
Site Administrator Affirms	<input type="checkbox"/> Parental permission forms will be on file for all students participating and school has emergency communication protocol <input 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 type="checkbox"/> There will be sufficient and appropriate chaperones for this field trip <input 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 17, 2013</u> through <u>May 21, 2013</u> . <input checked="" type="checkbox"/> Ratification of Educational Organization Contract with <u>The 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. 1213-0157

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 17, 2013 through May 21, 2013 to Washington, DC
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: U.S. State Capitol, Historical Monuments and Smithsonian Museum

Departure Date: May 17, 2013 Return Date: May 21, 2013

Passed by the following vote:

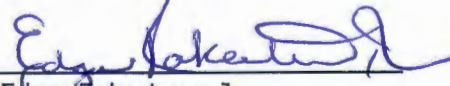
AYES: **Jody London, Roseann Torres, Christopher Dobbins, James Harris, Vice President Jumoke Hinton Hodge and President David Kakishiba**

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 Governing Board of the Oakland Unified School District at a Regular Meeting held May 22, 2013.

By: 
Edgar Rakestraw, Jr.
Secretary, Governing Board

Board Office Use: Legislative File Info.	
File ID Number	13-0886
Introduction Date	5/22/13
Enactment Number	13-0860
Enactment Date	5/22/13



RECEIVED
3/2/13

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 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 17, 2013 Time of Departure: 11:45 p.m. Place of Departure: San Francisco

Date of Return: May 21, 2013 Time of Return: 8:15 p.m. Place of Return: San Francisco

Class(es) or Group Attending: _____

Grade(s): 8th # of Students: 51 # of Adults: 5

Teacher Supervising Trip: Nicholas Miller Emergency Contact # during trip: 925-768-5858

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. historical monuments and Smithsonian Museums using educational materials developed by the Smithsonian. **This trip will not include swim or water
---	---



Names of Teachers and staff attending trip:	Teachers: Nicholas Miller, Megan Calpin/ other adults Jacqueline Atkins, Larry Fischer, Surako Follings, Sr. Staff:
Describe mode of transportation for each leg of the trip:	Airplane to Washington D.C., and tour bus for local transportation while 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 this trip to Washington D.C., our students will visit many of the historical sites discussed throughout the school year including but not limited to the U.S. Capitol, the Supreme Court, Lincoln Memorial, FDR Memorial, Mount Vernon, Gettysburg and others. The curriculum aligns with the planned visits during this 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 17, 2013

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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	4/25/2013
Network Executive Officer <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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	4/30/13
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)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	4/28/2013
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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	5/6/2013
Superintendent <input type="checkbox"/> Approve/disapprove trip <input type="checkbox"/> Returns Request Form to Risk Management		<input checked="" type="checkbox"/>	<input type="checkbox"/>	



OUT OF STATE FIELD TRIP/EXCURSION REQUEST

Site: Montera Middle School
Teacher Supervising Trip: Nicholas Miller
Destination: Washington D.C
Trip Departure Date: May 17, 2013

CHECKLIST TO BE COMPLETED BY SITE ADMINISTRATOR PRIOR TO TRIP DEPARTURE

(initial each item certifying completion)

- Initials: [check] "OUSD Student Field Trip/Excursion Permission Slip" has been signed by parent(s)/guardian(s) of all student participants.
[check] "Adult Participant Field Trip/Excursion Chaperone Agreement" signed by all non-District employee chaperones.
[check] OUSD Fingerprint and TB clearance requirements per OUSD AR 1240 have been obtained for all non-District employee chaperones.
[check] No student has been prevented from making a trip due to lack of sufficient funds.
[check] 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.)
[check] 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: 9-27-12
[check] 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)
[check] 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.
[check] Adult to Student Ratio is at least 1:10 as required by OUSD BP 6153 (or higher if high risk activities).
[check] Sleeping arrangements and night supervision are safe and appropriate.
[check] 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
[check] 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. 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.
[check] Site and trip leader has a list of students and adults attending trip.

TRIP APPROVAL IS CONDITIONED ON COMPLETION OF THIS CHECKLIST



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

TO BE COMPLETED BY TEACHER

School or Center: Montera Middle School

Field Trip Location and Address: Washington D.C. Smithsonian Institute

Date of Departure: May 17, 2013 Time of Departure: 11:45 p.m. Place of Departure: San Francisco

Date of Return: May 21, 2013 Time of Return: 8:15. p.m. Place of Return: San Francisco

Class or Group Attending: _____

Name(s) of classroom teacher(s): Nicholas Miller, Megan Calpin/ other adults Jacqueline Atkins, Larry Fischer, Surako F.

Teacher Supervising Trip: Nicholas Miller Emergency Contact # during trip: 925-768-5858

<p>The field trip will involve the following: (Describe activities and itinerary):</p> <p>(<input type="checkbox"/> Swim permission required below.)</p>	<p>Students will visit Washington D.C. historical monuments and Smithsonian Museums using educational materials developed by the Smithsonian.</p> <p>**This trip will not include swim or water</p>
<p>Mode(s) of transportation:</p>	<p>Airplane to Washington D.C., and tour bus for local transportation while in Washington.</p>
<p>Student needs to bring:</p>	<p>Change of clothing for the trip good including walking shoes and reusable water bottle.</p>



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
03/11/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aon Risk Services Northeast, Inc. Boston MA Office One Federal Street Boston MA 02110 USA	CONTACT NAME: PHONE (A/C. No. Ext): (866) 283-7122 FAX (A/C. No.): (847) 953-5390	
	E-MAIL ADDRESS:	
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED EF Travel, Inc. dba EF Education, Inc. and all Subsidiaries and Affiliates One Education Street Cambridge MA 02141 USA	INSURER A: AXA Insurance Company	33022
	INSURER B: Moderna Forsakringar SAK AB	0906FI
	INSURER C: Liberty Mutual Fire Ins Co	23035
	INSURER D: Liberty Insurance Corporation	42404
	INSURER E:	
	INSURER F:	

Holder Identifier :

Certificate No : 570049238576



COVERAGES **CERTIFICATE NUMBER: 570049238576** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. **Limits shown are as requested**

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJ. <input type="checkbox"/> LOC			PCS00134412 SIR applies per policy terms & conditions	10/01/2012	10/01/2013	EACH OCCURRENCE \$5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$5,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMPIOP AGG \$5,000,000
C	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			AS2-691-544157-062	10/01/2012	10/01/2013	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION			14979786 SIR applies per policy terms & conditions	10/01/2012	10/01/2013	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N N/A	wc7691544157052	10/01/2012	10/01/2013	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Monteria Middle School Attn: Jackqueline Felix 5555 Ascot Drive Oakland CA 94611 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Aon Risk Services Northeast Inc.</i>
---	--



OAKLAND UNIFIED
SCHOOL DISTRICT

Name: Surako Valdez Follings Sr.
TB Clearance Date: 01/31/2013
DOJ Clearance Date: 02/11/2013
FBI Clearance Date: 02/01/2013

Dear OUSD Volunteer:

You have completed the necessary clearance steps required by OUSD to serve as a volunteer.

Please note: All Volunteers shall act in accordance with district policies, regulations, school rules and directives of the supervising employee or administrator. Any volunteer who has not been fingerprinted must remain under the supervision of an OUSD employee while working with students. Consultants are not allowed to supervise volunteers.

Thank you for supporting OUSD students. If you need assistance in finding a volunteer opportunity at a school site, please contact us at the Department of Family, Schools, and Community Partnerships by email at carolyn.delfino@ousd.k12.ca.us or call (510) 273-1500.

Sincerely,

Raquel Jimenez
Family & Community Engagement
Family, Schools, & Community Partnerships
Oakland Unified School District
2111 International Blvd.
Oakland, CA 94606
(P) 510-434-7766 EXT. 233
(F) 510-434-7767
Raquel.Jimenez@ousd.k12.ca.us
Community Schools, Thriving Students

2/12/2013



Smithsonian
STUDENT TRAVEL

Confirmed Tour Itinerary

Washington, DC: 4 Day Tour

Tour Date: Saturday, May 18, 2013 to Tuesday, May 21, 2013

(4 Day Trip to Washington DC)

Jacqueline Felix, MONTERA MIDDLE SCHOOL

Tour Director: Larry Fischer

Day 1: Saturday, May 18, 2013

Welcome to Washington, DC!

Introduction to the Smithsonian

Smithsonian Museum Complex

Holocaust Museum Permanent Exhibition

Dinner at Union Station

Guided night sightseeing of Washington D.C.

Hotel: Sheraton Rockville
920 King Farm Boulevard
Rockville, MD, 20850, US
240-912-8200

Day 2: Sunday, May 19, 2013

Breakfast at your hotel

Guided sightseeing of Washington D.C.

Arlington National Cemetery

Iwo Jima Memorial

White House Photo Stop

Mount Vernon Estate & Gardens

Dinner at Nandos King Street

Legends of Alexandria Tour

Day 3: Monday, May 20, 2013

Breakfast at your hotel
National Archives
Supreme Court Photo Stop
Library of Congress
United States Capitol Building Tour & Visitor's Center
Dinner at King Street Blues Crystal City
Sheer Madness at the Kennedy Center

Day 4: Tuesday, May 21, 2013

Breakfast at your hotel
Dive down Embassy Row
National Zoo
Depart for home!

Itinerary is subject to change

Your EF Tour Director is your first point of contact throughout the tour. As a backup, our emergency line is open 24 hours a day, 7 days a week. Please do not hesitate to contact us at 1-800-503-2323 should you need assistance.

Have a wonderful tour, and be sure to call us when you return. We want to hear all about your trip!

Washington D.C. Student List
Montera M.S.
May 17-22, 2013

33. Kathryn Packer-Dawley

1. Jourdan R. Amen
2. Andrew Brown
3. Christopher (Klein) Clement
4. Jeremy Crist
5. Alexander Dunn
6. Isabel Ear
7. Oliva Fallon
8. Nicole Figueroa
9. Lulu Fletcher
10. Surako Follings, Jr.
11. Tyra Fong-Sims
12. Victoria Foresman
13. Matthew Francis
14. Semo Grbich
15. Jolen Griffin
16. Do'mazhana Handy
17. Christopher Ho
18. Daniel Hunter
19. Kelly Hutchinson
20. Hunter Johnson
21. Niccolo Kariya
22. Rebekah Kaufman
23. Claudia Margarita Ku
24. Emily Lounds
25. Thomas McMaster
26. Itzel Mikrut-Franco
27. Reece Mladjov
28. Ryka Mohammadian
29. Ashley Nguyen
30. Christopher Nylund
31. Tamia Operario
32. Sofia Ortiz
34. Jessica Pedraza
35. Felicia Pierce
36. David Pomar
37. Mekka Reeder-Harper
38. D'Nyia Rhodes
39. Mahaugoni Sellman
40. Sean Senn
41. Caroline Shields
42. Nathan Tadesse
43. Dakota Taliaferro
44. Ajani Torres-Cedillo
45. Olivia Towner
46. Bailee Walker
47. Tarn Weir
48. Nile Whitmore
49. Samuel Wild
50. Armani Young
51. Kalani Sanders

Adult Chaperones-Nicholas Miller & Megan Calpin (OUSD teachers)
Jackqueline Atkins, Surako Follings, Sr., & Larry Fischer

Montera Toros



Montera Middle School Class 2013 Washington DC Informational Meeting Thursday, September 27, 2012 6:30 TO 7:30PM

I. Washington DC Leaders (6:30 to 6:35pm)

- Washington DC Coordinator – Jackie Felix-Atkins
- Campus Washington DC Leader/chaperone – Mr. N. Miller
- Teacher Chaperone- Ms. M. Caplin

II. Washington DC business (6:35 to 6:45pm)

- Field trip and medical forms (deadline October 5, 2012)
- Sign up Deadline extended to October 15, 2012
- Wait List
- Trip safety

III. Destination information (6:45 to 7:00pm)

- Smithsonian Museums –(approved)
- Holocaust Museum – (approved)
- The Lincoln Memorial – (approved)
- Martin Luther King Memorial – (approved)
- Franklin D Roosevelt Memorial – (approved)
- The George Washington Mason Memorial – (approved)
- Play Shear Madness – The Kennedy theater –(approved)
- White House tour - (pending)
- Congresswomen Barbara Lee office visit – (pending)

IV. Trip updates(7:00 to 7:10pm)

- Tentative Trip dates – May 18 – 22, 2013
- Students absence
- Students homework

V. Fundraisers scheduled (7:10 to 7:15 pm)

Support Washington DC budget

- Lunches for students and Chaperones
- Scholarship (partial \$500.00)
- T-shirts
- Washington DC expensive
- **3rd Annual Crab Feed Event - Saturday, February 9, 2013, cost \$40.00**
(Students responsible for 5 tickets)
- 3rd Annual Car Wash Date TBA

Q & A (7:15 to 7:30)

******Parents, please discuss with your student the importance to be on their best behavior while attending the trip. Any students disruptive during the trip will result in losing their privileges to attend 8th grade dance, picnic, and promotion.**

Oakland Unified School District

Board of Education
LaEscuelita Education
Center
1050 2nd Avenue,
Workspace B-237 (2nd
Floor)
Oakland, CA 94606-2212
(510) 879-8199 Voice
(510) 273-3235 Fax
(510) 273-3474 TTY/TDD
boe@ousd.k12.ca.us

Master

File Number: 13-0886

File ID: 13-0886	Type: Resolution	Status: Draft
Version: 1	Reference:	In Control: Teaching and Learning Committee
Requester:		File Created: 04/26/2013
File Name: Student Travel - Washington, DC - Montera Middle School		Final Action:

Title: [Approval by the Board of Education of Resolution No.1213-0157 - Authorization for Approval of Student Travel and/or Educational Organization Contract, for 51 students and 5 adults from Montera Middle School, to visit Historical Monuments and the Smithsonian Institute in Washington, DC; using educational materials developed by the Smithsonian during the period of May 17, 2013 through May 21, 2013, at no cost to the District]

Notes:

Agenda Date: 05/08/2013

Sponsors:

Enactment Date:

Attachments:

Enactment Number:

Funding Source:

Hearing Date:

Contact: Tina.Tranzor@ousd.k12.ca.us

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
------------	--------------	-------	---------	----------	-----------	--------------	---------

Text of Legislative File 13-0886

Title

[Approval by the Board of Education of Resolution No.1213-0157 - Authorization for Approval of Student Travel and/or Educational Organization Contract, for 51 students and 5 adults from Montera Middle School, to visit Historical Monuments and the Smithsonian Institute in Washington, DC; using educational materials developed by the Smithsonian during the period of May 17, 2013 through May 21, 2013, at no cost to the District]