

Board Office Use: <b>Legislative File Info.</b>	
File ID Number	18-0039
Introduction Date	2/28/18
Enactment Number	18-0322
Enactment Date	2/28/18 OA



# OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools. Thriving Students.

## Memo

**To** Board of Education  
**From** Kyla Johnson-Trammell, Superintendent  
**Meeting Date** 2/28/18  
**Subject** Approval of Request for Student Travel

<b>Action Requested</b>	Approval of Board Resolution No. <u>1718-0130</u> authorizing student travel by school site <u>Bret Harte Middle School</u> to <u>Washington D.C. and Williamsburg, VA</u> for the period of <u>5/25/2018</u> through <u>5/29/2018</u>
<b>Itinerary and activities</b>	"See Attached Itinerary"
<b>Educational Purpose of Trip</b>	Visiting Washington D.C. will provide 8th grade students with hands on learning of American History and align with state standards for 8th grade history requirement. Students will record observations and analysis of primary source in a Discovery Journal meeting Common Core State Standards for English Language Arts and Literacy in History/Social Studies.
<b>Teachers Attending Trip</b>	Ceanne Smith and Chantel Parnell
<b>Site Administrator Affirms</b>	<ul style="list-style-type: none"> <li>• Parental permission forms will be on file for all students participating and school has emergency communication protocol</li> <li>• 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)</li> <li>• School will address financial or accessibility issues that might prevent students from participating</li> </ul>
<b>Recommendation</b>	Approval of Board Resolution authorizing student travel described above.
<b>Fiscal Impact</b>	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: _____ - _____

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

Resolution No. 1718-0130

**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 5/25/2018 through 5/29/2018 to Washington D.C. and Williamsburg, VA by Airline and Charter Coach Bus

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: Bret Harte Middle School

Destination: Washington D.C. and Williamsburg, VA

Departure Date: 5/25/2018 Return Date: 5/28/2018

Passed by the following vote:

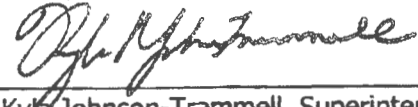
AYES: Shanthi Gonzales, Nina Senn, Jody London, Roseann Torres, James Harris, President Aimee Eng

NAYS: None

ABSTAINED: None

ABSENT: 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 Regular Meeting held 2/28/2018.

By:   
 Kyle 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](http://ousd.org/volunteers) or email [volunteers@ousd.org](mailto: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: Bret Harte Middle School Site Number: 206

Destination: <u>Washington DC and Williamsburg, VA</u>
Address: <u>World Strides Tours 218 West Water Street, Suite 400 Charlottesville, VA</u>
Phone or Contact Info: <u>1-800-999-7676</u>

Departure - Date: 5/25/2018 Time: TBD Place of Departure: San Francisco Airport

Return - Date: 5/29/2018 Time: TBD Place of Return: San Francisco Airport

Class(es)/Group Attending: 8th Grade Humanities

Grade(s): 8th # of Students: 16 # of Adults: 2

Teacher Supervising Trip: Ceanne Smith and Chantel Parnell

Emergency Contact # During Trip: 510-239-6377 and 323-397-2203

Supervising Teacher's Email Address: ceanne.smith@ousd.org and chantel.parnell@ousd.org



Site: Bret Harte Middle School  
 Teacher Supervising Trip: Ceanne Smith and Chantel Parnell  
 Destination: Washington DC, Williamsburg, VA  
 Date of Departure: 5/25/2018

Describe itinerary and activities:  Trip will include swim or water activities)	"See Attached Itinerary"
Names of teachers and staff attending trip:	Teachers: Ceanne Smith and Chantel Parnell  Staff:
Describe mode of transportation for each leg of the trip:	Parents will provide transportation for student to and from San Francisco Airport. Students will meet teacher at airlines ticket counter. See itinerary for additional information.
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:	Visiting Washington D.C. will provide 8th grade students with hands on learning of American History and align with state standards for 8th grade history requirement. Students will record observations and analysis of primary source in a Discovery Journal meeting Common Core State Standards for English Language Arts and Literacy in History/Social Studies.

**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 \$ NA

Funding source for the trip will be:  General Funds  Restricted funds  No District funds will be used  
 Resource #: \_\_\_\_\_



Site: Bret Harte Middle School  
 Teacher Supervising Trip: Ceanne Smith and Chantel Parnell  
 Destination: Washington DC, Williamsburg, VA  
 Date of Departure: 5/25/2018

**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**

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

Will any students need medications during the trip? Yes:  No:  *See Attached Comments from Nurse.*

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 #: N/A

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: Bret Harte Middle School  
 Teacher Supervising Trip: Ceanne Smith and Chantel Parnell  
 Destination: Washington DC, Williamsburg, VA  
 Date of Departure: 5/25/2018

APPROVAL OF REQUEST	Signature	Check One		Date
		Approved	Denied	
<b>Site Administrator</b> <input checked="" type="checkbox"/> Trip aligns with grade level standards <input 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>Atanas Jackson</i>	✓		12/20/17
<b>Network Superintendent</b> <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	<i>[Signature]</i>	✓		12.22.17
<b>Office of Accountability Partners</b> (if restricted funds) <input type="checkbox"/> Compliant use of resources and in alignment with school site plan (SPSA)				
<b>Risk Management</b> <input type="checkbox"/> Business contracts, insurance, safety and policy compliance are sufficient <input type="checkbox"/> Notify Site of <b>conditional approval</b> of Request pending receipt of the completed Checklist Prior to Trip Departure (and attachments)	<i>[Signature]</i>	✓		1/25/18

APPROVAL OF TRIP	Signature	Check One		Date
		Approved	Denied	
<b>Site Administrator</b> <input checked="" type="checkbox"/> Forward the <b>completed</b> : (1) Checklist Prior to Trip Departure; (2) list of students and adults attending trip; (3) "Declaration of Driver" and required attachments, completed by <b>each</b> driver of private or rental vehicle	<i>Atanas Jackson</i>	✓		12/20/17
<b>Risk Management</b> <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>[Signature]</i>	✓		1/25/18
<b>Superintendent</b> <input type="checkbox"/> Approve/disapprove trip <input type="checkbox"/> Returns Request Form to Risk Management	<i>[Signature]</i>	✓		



**CHECKLIST TO BE COMPLETED BY SITE ADMINISTRATOR PRIOR TO TRIP DEPARTURE**

(initial each item certifying completion)

- ~~AD~~ "OUSD Student Out of State Field Trip/Excursion Permission Slip" has been signed by parent(s)/guardian(s) of all student participants.
- ~~NA~~ "Adult Participant Field Trip/Excursion Chaperone Agreement" signed by all non-District employee chaperones.
- ~~NA~~ OUSD Fingerprint and TB risk assessment 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. Pupil expenses include meals, sundries, lodging, etc. (District funds may be used to pay transportation costs or direct educational program costs.)
- ~~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: 9/2/17 06:30
- ~~AD~~ 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)
- ~~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. 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.
- ~~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). At least one adult has current First Aid/CPR training.
- ~~AD~~ 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.
- ~~AD~~ 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.
- ~~NA~~  Swim/Water Activities: OUSD "Procedures for Fields Trips including Swim or Water Activities" have been met.
- ~~AD~~ 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: Bret Harte Middle School Site Number: 206

Destination: Washington DC, Williamsburg, VA

Departure - Date: 5/25/2018 Time: n/a

Return - Date: 5/29/2018 Time: n/a

Class(es)/Group Attending: 8th Grade Humanities

Grade(s): 8th # of Students: 16 # of Adults: 2

Teacher Supervising Trip: Ceanne Smith and Chantel Parnell

Supervising Teacher's Email Address: ceanne.smith@ousd.org and chantel.parnell@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 checked="" 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. *See Attached Comments from Nurse*

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.





**TO BE COMPLETED BY TEACHER**

School or Center: Bret Harte Middle School

Destination: <u>Washington DC, Williamsburg, VA</u>
Address: _____

Departure - Date: 5/25/2018 Time: \_\_\_\_\_ Place of Departure: San Francisco Airport

Return - Date: 5/28/2018 Time: \_\_\_\_\_ Place of Return: San Francisco Airport

Class/Group Attending: 8th Grade Humanities

Name(s) of Classroom Teacher(s): Ceanne Smith and Chantel Parnell

Teacher Supervising Trip: Ceanne Smith and Chantel Parnell

Emergency Contact # During Trip: 510-239-6337 and 323-397-2203

<p><b>The field trip will involve the following:</b> (Describe activities and itinerary):</p> <p>(<input type="checkbox"/>Swim/water activities permission required)</p>	<p>"See Attached Itinerary"</p>
<p><b>Mode(s) of transportation:</b></p>	<p>Parents will provide transportation for student to and from San Francisco Airport. Students will meet teacher at ticket counter. See itinerary for additional information.</p>
<p><b>Student needs to bring:</b></p>	<p>Change of clothes for five days, comfortable walking shoes and spending money for souvenirs.</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](mailto:Rebecca.Cingolani@ousd.org).



**STUDENT FIELD TRIP/EXCURSION PERMISSION SLIP**  
DESTINATION OUTSIDE OF CALIFORNIA (return completed form to School)

Field trips are important as they extend classroom learning experiences and give students opportunities to relate education to the world outside school. However, field trips are voluntary and students are not required to attend. Alternate learning activities are provided for those who do not go.

**TO BE COMPLETED BY PARENT/GUARDIAN**

I give permission for my daughter/son/ward \_\_\_\_\_

(Name of Student – please print)  
5/29/2018

to participate in a field trip on Date(s): 5/25/2018

to: Washington D.C. and Williamsburg, VA

Emergency Number(s) for Parent/Guardian: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Alternate Emergency Contact Name: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

**Student Health Conditions**

- Severe Allergy to: \_\_\_\_\_  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

Medications needed during the school day: \_\_\_\_\_

Medications needed after school hours: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

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 you and your doctor. See your School Nurse/Health Services for more information.

Health Insurance Plan Name: \_\_\_\_\_ Subscriber/Policy No. \_\_\_\_\_

**Swim/Water Activities Permission** – If swimming and/or water activities are a part of the field trip, do you give permission for your daughter/son/ward to participate in these activities? Yes \_\_\_\_\_ No \_\_\_\_\_

My child's swimming ability is (check one): Beginner \_\_\_\_\_ Intermediate \_\_\_\_\_ Advanced \_\_\_\_\_

**Authorization to treat minor:** In the event that I, or other parent/guardian, cannot be contacted, I hereby give permission to the School staff to secure proper treatment for my daughter/son/ward.

**Notice of Waiver of All Claims:** I hereby knowingly waive all of my and my daughter's/son's/ward's 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)

Parent or Guardian Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**FOR HIGH SCHOOLS ONLY:** With permission of the parent/guardian and the supervising teacher, a high school student may meet at and/or leave from the destination on his/her own. Please check below if you grant permission to your high school student to arrive at or leave the destination on his/her own. Under this option, OUSD and the School are not liable for any incidents that may occur.

\_\_\_\_\_ My high school student has my permission to arrive at and/or leave the destination on his/her own: \_\_\_\_\_ arrive \_\_\_\_\_ leave

Parent or Guardian Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_



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

TO BE COMPLETED BY CHAPERONE

N/A

I, \_\_\_\_\_, have read and understand the trip information materials and hereby agree to  
(Name of Adult)  
participate in the field trip or excursion on 5/25/2018 through 5/30/2018 to  
Washington D.C. and Williamsburg, VA  
(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.<sup>1</sup>

2. I understand that no insurance is provided by the Oakland Unified School District for this field trip/ excursion.

Swim/Water Activities Participation – If swimming and/or water activities are a part of the field trip, do you agree to participate in these 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: \_\_\_\_\_ Home: \_\_\_\_\_ Work: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_

Emergency Contact Numbers: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Adult Participant's Critical Medical Needs/Medications/Allergies/Conditions: \_\_\_\_\_

Health Insurance Plan Name: \_\_\_\_\_ Subscriber/Policy No. \_\_\_\_\_

Date: \_\_\_\_\_ Adult Participant Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

<sup>1</sup> For more information, see <http://ousd.org/volunteers>. For questions, email [volunteers@ousd.org](mailto:volunteers@ousd.org).

# Washington, D.C. and Williamsburg, VA Sample Itinerary

## DAY 1

---

Arrive in **Washington, D.C.**

Meet your WorldStrides representative and begin your once-in-a-lifetime experience!

Dinner

Depart for **Williamsburg, VA**

**\*Evening Program ("Storyteller")** Enjoy 18<sup>th</sup>-century African stories and participate in a dynamic performance with costumed interpreters.

Hotel check-in

## DAY 2

---

Breakfast

Hotel check-out

**Jamestown Settlement** (guided tour) Replica of the original site where those three famous ships landed in 1607, and home to: Powhatan Indian Village, James Fort, Museum

**Governor's Palace** Home to seven royal governors and the first two elected governors in Virginia

Lunch

**Colonial Williamsburg Study Visit** Where you'll experience different aspects of colonial life and meet people of the past—a wigmaker, blacksmith, tinsmith, or apothecary!

Dinner

Return to **Washington, D.C.**

Hotel check-in

## DAY 3

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Breakfast

**Alexandria** One of America's oldest and most historic cities

**Mount Vernon** George Washington's home, plantation, and Education Center, which showcases life during colonial times, 18<sup>th</sup>-century treasures, and our first president as a farmer and businessman

Lunch

**Holocaust Museum** Get a glimpse of life for the victims of Nazi Germany with a viewing of "Daniel's Story" at this living memorial

**World War II Memorial** Honors the 16 million who served — and 400,000 who died — in the U.S. Armed Forces during WWII, and all who supported the war effort

**Washington Monument** (picture stop) The world's tallest stone monument, which honors our nation's first president

Dinner

**FDR, Jefferson, and MLK Memorials**

Return to hotel

## DAY 4

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Breakfast

**Arlington National Cemetery** America's most famous military cemetery: Changing of the Guard, Tomb of the Unknown Soldier, Kennedy Gravesites, Space Shuttle Challenger Memorial

**Iwo Jima Memorial** A tribute to all U.S. Marines based on the famous WWII photo by Joe Rosenthal

Lunch

**Capitol Hill Grounds Tour:** Capitol Visitor Center (by appointment), Supreme Court, Library of Congress

**National Archives** Home of the original Constitution, Bill of Rights, and Declaration of Independence

**Lincoln, Korean War, and Vietnam Veterans Memorials**

Dinner

Return to hotel

## DAY 5

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Breakfast

**White House** (picture stop) Home of the U.S. president

**Ford's Theatre and Petersen House** (by appointment) Where President Lincoln was shot and later died on that fateful day

Lunch

**Smithsonian Institution** The world's largest museum complex: National Air and Space Museum, Natural History Museum, National Gallery of Art, National Museum of American History

Dinner

Depart **Washington, D.C.**, for home





# CERTIFICATE OF LIABILITY INSURANCE

9/30/2018

DATE (MM/DD/YYYY)

11/30/2017

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 have ADDITIONAL INSURED provisions or 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).

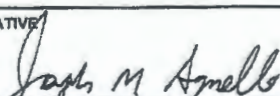
<b>PRODUCER</b> Lockton Companies 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000	<b>CONTACT NAME:</b> _____	
	<b>PHONE (A/C, No, Ext):</b> _____	<b>FAX (A/C, No):</b> _____
<b>E-MAIL ADDRESS:</b> _____		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A: Steadfast Insurance Company</b>		26387
<b>INSURER B: Zurich American Insurance Company</b>		16535
<b>INSURER C: Crum and Forster Insurance Company</b>		42471
<b>INSURER D: Federal Insurance Company</b>		20281
<b>INSURER E:</b> _____		
<b>INSURER F:</b> _____		

**COVERAGES**                      **CERTIFICATE NUMBER:** 15086014                      **REVISION NUMBER:** XXXXXXXX

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.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>HIRED AUTOS</b> <input checked="" type="checkbox"/> <b>NON-OWNED AUTOS</b> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____	Y	N	EOL532937613	9/30/2017	9/30/2018	EACH OCCURRENCE \$ 10,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 10,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 10,000,000 \$
B	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	PRA1071630	9/30/2017	9/30/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
C	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	N	N	5821091334 (25M) 93635915 (15M XS 25M)	9/30/2017 9/30/2017	9/30/2018 9/30/2018	EACH OCCURRENCE \$ 40,000,000 AGGREGATE \$ 40,000,000 \$ XXXXXXXX
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC1071628	9/30/2017	9/30/2018	<input checked="" type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	<b>PROFESSIONAL LIABILITY</b>	N	N	EOL532937613	9/30/2017	9/30/2018	EACH CLAIM: \$10,000,000 AGGREGATE: \$10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 TRIP DATES: 5/25/18 - 5/29/18. BRET HARTE MIDDLE SCHOOL IS AN ADDITIONAL INSURED WITH RESPECT TO THE GENERAL LIABILITY COVERAGE, ONLY AS REQUIRED BY WRITTEN CONTRACT, SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY.

<b>CERTIFICATE HOLDER</b> 15086014 BRET HARTE MIDDLE SCHOOL ATTN: CEANNE SMITH 3700 COOLIDGE AVE OAKLAND CA 94602	<b>CANCELLATION</b> See Attachment 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 
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**Additional Insured — Automatic Status for Common Trip Sponsors, Venues and Clients**

<b>Policy No.</b>	<b>eff. Date of Pol.</b>	<b>Exp Date of Pol.</b>
<b>EOL532937613</b>	<b>9/30/2017</b>	<b>9/30/2018</b>

Named Insured and Address:  
BRET HARTE MIDDLE SCHOOL ATTN: CEANNE SMITH  
3700 COOLIDGE AVE  
OAKLAND CA 94602

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY**

This endorsement modifies insurance provided under the:

**Travel Agents and Tour Operators Professional Liability Policy**

A. Section III. **PERSONS INSURED** is amended to include as an **Insured**:  
F. Any Common Trip Sponsor, Venue and Client the Named Insured is required to add as an additional Insured on this policy under a Standard Tour or Trip Contract.

**B.** The insurance provided to the additional Insured Common Trip Sponsor, Venue and Client applies only to Bodily Injury, Property Damage, Personal Injury, or negligent acts or negligent omissions covered under Section I. A. Coverages and the defense of Suits seeking Damages on account of such Bodily Injury, Property Damage, Personal Injury or any negligent act or negligent omission under Section I. B. Defense with respect to the Travel Agency Operations of the Named Insured.

However, regardless of the provisions of paragraphs A. above:

1. The Company will not extend any insurance coverage to any additional Insured Common Trip Sponsor, Venue and Client:

a. That is not provided to the Named Insured in this policy; or  
b. That is broader coverage than the Named Insured is required to provide to the additional Insured Common Trip Sponsor, Venue and Client in the Standard Tour or Trip Contract.

2. The Company will not provide Limits of Insurance to any additional Insured Common Trip Sponsor, Venue and Client that exceeds the lower of:

a. The Limits of Insurance provided to the Named Insured in this policy; or  
b. The Limits of Insurance the Named Insured is required to provide in the Standard Tour or Trip Contract.

**C.** The Insurance provided to the additional Insured Common Trip Sponsor, Venue and Client does not apply to Bodily Injury, Property Damage, Personal Injury, or any negligent act or negligent omission that results solely from the negligence of the additional Insured.

**D.** The additional Insured must see to it that:

1. The Company is notified as soon as practicable of an Occurrence, a negligent act or negligent omission or an offense that may result in a Claim or Suit;
2. The Company receives written notice of a Claim or Suit as soon as practicable; and
3. A request for defense and indemnity of the Claim or Suit will promptly be brought against any policy issued by any other insurer under which the additional Insured may be an insured in any capacity.

**E.** For the purpose of this endorsement only, Standard Tour or Trip Contract means a written contract or written agreement between the Named Insured and a Common Trip Sponsor, Venue and Client under which:

1. The Named Insured has agreed to directly provide or arrange any travel or tour services; or
2. The Common Trip Sponsor, Venue and Client has allowed the Named Insured to use or occupy premises with respect to performing travel or tour services,

**F.** For the purposes of this endorsement only, Common Trip Sponsor, Venue and Client means any of the following groups and/or organizations: universities, schools and school districts, governmental entities or agencies, corporate clients, church groups, senior citizen groups, alumni associations, parks, museums, theaters, convention halls, bus depots and terminals, sponsoring trade groups, including the directors and employees of such.

**G.** For the purpose of this endorsement only, Section II. EXCLUSIONS, paragraph X., item 1. does not apply to any individual or entity who would qualify as an additional insured under this endorsement with respect to Travel Agency Operations of the Named Insured.

All other terms, conditions, provisions and exclusions of this policy remain the same,



## Educator Confirmation

Confirmation Date: August 21, 2017

**Group**

Program Leader: Ceanne Smith  
 PL ID#: 1396561  
 School: Bret Harte Middle School  
 Oakland, CA 94602-3309 United States

**Program**

Trip#: 151155  
 Program: 5 Days and 4 Nights  
 Destination(s): Williamsburg, Jamestown, Washington D.C.  
 Departing: Friday, May 25, 2018 AM  
 Returning: Tuesday, May 29, 2018 PM  
 Airport: AIR-SFO/OAK

**Terms**

Deposit Amount: \$99 (\$99 of which is non-refundable)  
 Price: \$2281 per student quad occupancy, based on 35 full-paying participants.  
 (Price includes the \$99 deposit noted above)

**Additional Charges for Adults.** Adults (including Program Leaders, chaperones, and discount participants) are automatically registered two to a room unless stated otherwise on the registration letter. WorldStrides charges an adult room supplement if adults cannot be accommodated in a double room because of group configuration, lack of additional adults to room with, and/or hotel availability. Please make sure your full-paying adults are aware of the prices below.

Full Paying Adults:

\$2,281	Quad Room
\$2,509	Triple Room
\$2,623	Double Room
\$2,965	Single Room

Includes: Educational activities, round-trip transportation, accommodations, deluxe motor coach, meals and admissions.

The above inclusions are subject to changes WorldStrides deems advisable for the well-being of the group or changes in circumstances.

Full Refund Program\*: \$249; offered to all registrants; provides a refund of all monies paid if it becomes necessary to cancel at any time prior to departure for any reason, subject to certain exclusions.  
 \*Please note: The non-refundable deposit, handling charges, merchandise fees, fees for returned checks, fees for declined credit cards or electronic drafts, or late payments and registration fees are not refundable.

Standard Cancellation Policy: For individuals/groups not enrolled in the Full Refund Program, WorldStrides will retain a percentage of the base tour price. The amount retained is based on the post-mark date of the cancellation letter and the number of days to trip departure:

Over 74 days	25% (\$120 min. charge if base trip price is greater than or equal to \$400)
45-74 days	50%
44 or less	100%

Late Registrations: Greater of 10% of base tour price or \$30 for registrations received after March 11, 2018.  
 Late Payment: \$60 late payment fee if not paid in full by the final payment deadline.  
 Returned Check Fee: \$35 fee for each returned check, declined credit card, or e-check.  
 Handling Fee: \$6 for each installment.  
 Late Installment Payment Fee: There will be a \$15 late payment fee for any late installment payment  
 Changes in Travel Dates: All monies minus fees will be refunded if WorldStrides changes scheduled program by 3 days or more.

Free Chaperone: One for each 10 full-paying participants.

**Schedule**

Registration Due: June 16, 2017  
 Payments: Monthly installments based on registration date or pay-in-full option. Registrants can sign up for EZPay to have regular payments automatically deducted from their checking account established through a US banking institution. There are no handling fees charged for trip installments when paying through the EZPay option. For single payments or final installments, we offer payment via Electronic Check (e-check) after registering.

Final Payment Deadline: March 11, 2018

**Staff**

Account Manager: India Hill  
 Account Support Representative: Zack Baker





# Supporting Educational Travel

## A Guide for School Administration



[worldstrides.com/discoveries](http://worldstrides.com/discoveries)  
800-684-8544

**Discoveries**

Global Travel Solutions for Students



# WorldStrides® | Our History & Mission



## Our History

In 1964, a middle school social studies teacher from Chicago discovered the incredible educational experience of traveling to Washington, D.C., with his students. He was so encouraged by the powerful effects travel had on his students' eagerness and ability to learn, that he left teaching in 1967 to found Lakeland Tours. His vision to make educational travel easy, fun, and safe for teachers and students came to fruition as Lakeland Tours grew and became the leader in educational student travel.

## Who We Are Today

For nearly 50 years, WorldStrides has set itself apart as the premier student travel organization in the nation. From 1998 to 2000, Lakeland Tours joined forces with other leaders in the educational student travel field – American Student Travel, Bowl Games of America, Educational Field Studies, Heritage Festivals, and Wider Horizons – to form WorldStrides, an organization that provides the highest quality educational travel programs available in the country. Since then, WorldStrides has continued to expand its program offerings by bringing Classic Festivals, the Field Studies Center of New York, the Accent Travel Group, TravelMBA, New Century Tours, Casterbridge Tours, NETC, and WorldPass into the WorldStrides family. When you choose WorldStrides, you can feel confident that you've made the best choice for your students.

## Our Mission

All WorldStrides programs are united under our mission, "enriching students' lives through experiential travel." We strive to extend education into the worldwide classroom for students of all ages and to provide the best opportunity for learning through seeing, experiencing, and interacting.

## Financial Strength

WorldStrides is backed by the financial strength of The Carlyle Group, Charlesbank Capital Partners, and Stability Silverhawk Capital Partners. In addition, WorldStrides' stability and commitment to excellence are shown through our membership in the United States Tour Operators Association (USTOA) Travelers Assistance Program, which provides the best consumer protection plan in the industry.

## Accreditation

WorldStrides satisfies the same educational standards as public and private schools across the country, and is accredited by regional accrediting bodies across the United States:

- AdvancED (parent organization for the Northwest Accreditation Commission, the North Central Association Commission on Accreditation and School Improvement, and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement)
- Western Association of Schools and Colleges
- Middle States Association of Colleges and Schools



# WorldStrides® | Our History & Mission



**Professional Affiliations** WorldStrides maintains various professional partnerships to guarantee our reputation of quality, including:

### Educational Organizations

- Center for Civic Education
- Colonial Williamsburg
- Monticello
- Mount Vernon
- United State Holocaust Memorial Museum
- Students Against Destructive Decisions (SADD)
- National Wildlife Federation Academic Associations

### Academic Associations

- National Council for the Social Studies (NCSS)
- Association for Middle Level Education (AMLE)

- National Science Teachers Association (NSTA)
- International Baccalaureate Organization (IBO)
- National Association of Elementary School Principals (NAESP)
- National Association of Secondary School Principals (NASSP)
- International association for K-12 Online Learning (INACOL)

### Approved Professional Development Providers

- Georgia Department of Education
- Illinois State Board of Education
- Michigan Institute for Educational Management
- New Jersey Department of Education

- Pennsylvania Department of Education
- Texas State Board of Education
- Washington State Board of Education (Approved provider for the FLAG Foundation)

### Travel Associations

- United States Tour Operators Association (USTOA)
- Student and Youth Travel Association of North America (SYTA)
- National Tour Association (NTA)
- Washington, D.C. Convention and Visitors Association
- American Society of Travel Agents (ASTA)
- International Airlines Travel Agent Network (IATAN) Airlines Reporting

## The WorldStrides Team

Your group's leader will have a passionate and professional team of travel experts who will work closely with your group from the time you decide to lead a WorldStrides program, until your group returns home safely. Our primary goal is to provide a safe and secure travel experience. Without a focus on safety, our programs could not exist. Next, we strive to enrich lives by taking students beyond classroom walls and inspiring student travelers by providing a unique and experiential educational program. WorldStrides has a staff of more than 700 professionals, many of whom are former educators, and all of whom are dedicated to making sure every aspect of your program is a success.

## Our Customers Say it Best...

"Thank you for employing individuals like [my Account Manager] so that teachers like me have the confidence to take young adults safely across the country and back! Thank you again for the fine program you offer." Ronda Knapp-Douglas, Teacher, CA

"It is [your] steadfastness to duty, attention to detail, and friendly, courteous, and solicitous demeanor that keeps me coming back year after year with WorldStrides." Michael B. Riemer, Teacher, LA

"I'm impressed with Stephen [Course Leader] because he doesn't just give the students information, he makes it fun." Mrs. Newman, Parent, IN

"As a U.S. History teacher, I was singularly impressed with our tour guide. She enriched the experience with her exemplary demeanor, character, and professionalism. When coupled with the high degree of skill and motivation in sharing our nation's capital with a group of eighth grade students, you have a one-in-a-million tour guide." Dave Taylor, Teacher, CA

worldstrides.com/discoveries  
800-688-8584

**Discoveries**

Educational journeys for students



# WorldStrides® | At A Glance

For a group like yours, it is critical that your travel provider has the resources and experience necessary to smoothly and efficiently coordinate a youth group in the areas that you will visit. We are confident that nearly 50 years as a student travel specialist provides us with this level of experience. Educational travel requires special skills that go far beyond making simple hotel and airline reservations. When emergencies arise, this experience is important. We also realize that price is important, and our prices consistently provide the highest value for your students' money.

Not all companies are the same, have the same priorities, or provide the same experience. WorldStrides sets the bar high. In terms of safety, education, and passion for student travel, our team has consistently beaten all other competitors. WorldStrides is the standard by which every other company measures themselves.

## EXPERIENCE WITH YOUTH GROUPS

- |  |  |
|--|--|
| Number of years in student travel business                         | <input checked="" type="checkbox"/> Nearly 50  |
| Number of participants during this period                          | <input checked="" type="checkbox"/> 6 million+ |
| Number of participants per year                                    | <input checked="" type="checkbox"/> 300,000    |
| Number of groups last year   | <input type="checkbox"/> 3,000+                |
| Number of full-time staff dedicated to youth group travel programs | <input type="checkbox"/> 700+                  |

**Be sure your organization has the experience you deserve.**

## QUALIFICATIONS TO COORDINATE YOUR PROGRAM

- |   |                              |
|---|------------------------------|
| Does the organization have a 24/7 Tour Central office?  | <input type="checkbox"/> Yes |
| Does the organization employ and train its own Course Leaders?                                  | <input type="checkbox"/> Yes |
| Will a staff member stay at the hotel with the group?   | <input type="checkbox"/> Yes |
| Does the organization provide student training for its staff on how to best work with students? | <input type="checkbox"/> Yes |

**Your group is at risk without appropriate contingency plans.**

## EDUCATIONAL FOCUS

- |   |   |
|---|---|
| Does the organization employ a full-time education team?  | <input type="checkbox"/> Yes                                      |
| Does the organization offer students the opportunity to earn school credit?   | <input type="checkbox"/> Yes                                      |
| Does the organization offer teachers the opportunity to earn professional development?  | <input type="checkbox"/> Yes                                      |
| Is the organization accredited by regional accrediting bodies across the United States?   | <input type="checkbox"/> Yes                                      |
| Who issues accreditation for the organization?  |   |
| Western Association of Schools and Colleges   | <input type="checkbox"/> WASC                                     |
| Middle States Association Commissions on Elementary and Secondary Schools   | <input type="checkbox"/> MSA                                      |
| AdvancED (parent organization for the Northwest Accreditation Commission, North Central Association Commission on Accreditation, and School Improvement and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement) | <input type="checkbox"/> AdvancED (NWAC, SACS CASI, and NCA CASI) |



# WorldStrides® | Educational Travel Programs vs. School Field Trips

Because WorldStrides programs are typically non-school-sponsored/affiliated, they do not follow the traditional model of a school field trip. When you let your administration know about your plans to travel, it may be helpful for you to highlight the points outlined below. These points will ensure that they don't confuse your program with a school field trip that would require an approval process.

## Non-School- Sponsored Status

Unlike a school field trip, a WorldStrides educational travel program is not sponsored by the school and does not require the school or school district to allocate funds.

## Programs Don't Occur During School Time

Just like a part-time job or a camp or youth sport/activity that a student chooses to participate in, a WorldStrides program does not result in lost class time for students or the need for a substitute instructor when a teacher leads a program.

## Voluntary Student Participation

Since the trip is not paid for by the school and does not take place during school time, neither the school nor the students are obligated to participate. Similar to summer camp, this program is available for all students, but only some will decide to go.

Summer camps, supplemental enrichment programs, Boy Scouts and Girl Scouts, and even the Little League are all non-school sponsored programs that are embraced by the community and promoted in schools. Most administrators are very supportive of WorldStrides educational travel programs. Below is a simple approach many of our Program Leaders have found easy and successful.

## A Simple Approach to Presenting Your Program

1. Present the CD that was sent to you by your WorldStrides representative. This shows your administrator the quality of our programs and the strengths that have made WorldStrides the nation's leader in student travel. The CD will also answer any questions they may have about our unmatched safety record and extensive liability coverage. In fact, WorldStrides can name you and your school as co-insured, protecting you with the power of the most comprehensive insurance policy in the student travel industry.
2. Explain which accredited program you have chosen and the educational value of the experience. Include the dates you plan to travel, so your administration understands that the trip won't happen during school time and will not result in missed classes for you or your students. Since the trip is not paid for by the school and is non-school-sponsored, students are never obligated to attend.
3. Offer to connect administrators with WorldStrides references so they can hear first-hand from teachers and administrators in your area who have enriched students' lives through travel with WorldStrides programs. If your administrator needs any other documentation from WorldStrides, we have additional materials to help explain the merits of the program you have chosen to offer your school community.

	School Field Trip	WorldStrides Program
When the trip occurs	During school time	During summer or school holidays
How the trip is funded	With school or school district money	By individual parents and students
Who attends	All students	Only students who choose to go
How funds are collected	Teachers and school administration collect money from students	Billing and payment collection is done completely outside of school by WorldStrides
How parents' questions & concerns are handled	Calls flow through the school secretary and school office	Calls are directed to the teacher after school hours or are answered by WorldStrides' Customer Service department



# WorldStrides® | At A Glance

## INSURANCE AND CONSUMER PROTECTION

Does the organization maintain liability insurance?

Yes

Does this coverage apply to the Program Leader (teacher)?

Yes

What are the limits of this policy?

\$50 million

What is the cost for supplemental medical and dental insurance?

\$0

Who pays if an emergency mandates an itinerary change?

WorldStrides

Does the organization maintain USTOA consumer protection?

Yes

Amount of deposits covered by consumer protection

\$1 million

**Insurance and consumer protection are there to protect you.**

[worldstrides.com/discoveries](http://worldstrides.com/discoveries)  
800-688-8584

**Discoveries**

*Educational journeys for students*

  
 **WorldStrides®** | Value: Programs

### All-inclusive Price

WorldStrides offers inclusive travel packages for our programs:

- Teachers travel free with the first 15 students (ratio can be customized)
- For each additional 15 students who travel, teachers can bring along another adult
- Round-trip transportation to destination city
- Deluxe motorcoach transportation at your destination
- Quality hotel accommodations
- Free high school credit for middle and high school students
- College credit for traveling high school students (at an additional cost)
- Professional development for educators
- Knowledgeable Motorcoach Drivers
- Specially trained Course Leaders
- Educational tools to support your program before you leave, on your trip, and after you return
- Professional Night Chaperones, in addition to hotel security, when traveling on East Coast programs
- All reservations and logistical planning
- Tour Central offices to assist 24 hours a day
- Hearty meals
- Comprehensive accident, illness, and accident-related dental insurance for all participants
- 24-hour Doctors on Call program to provide in-hotel or phone consultations for participants
- All admissions, fees, and gratuities (fees for checked luggage are the responsibility of each traveler)

### Quality Customer Service

WorldStrides provides all customer service:

- A personal Account Manager to assist you in planning your program every step of the way
- An Account Support Representative to assist you in the rare case that your Account Manager is unavailable
- Customer Service Department to handle all parent inquiries
- A personal Financial Services Representative to handle all accounting and invoicing services for your group and assist in allocating fundraising monies
- Online resources for educators and parents at [www.worldstrides.com](http://www.worldstrides.com)

### Fundraising Assistance

Your group's personal Financial Services Representative will assist you in any fundraising that you or your school decide to do. WorldStrides offers nearly \$2 million in FLAG financial assistance annually, as well as the unique Gift of Education program, which has helped thousands of students raise millions of dollars over the years. Additionally, you will receive WorldStrides' fundraising flyer, and can also access our fundraising website at [worldstridesfundraising.com](http://worldstridesfundraising.com) for ideas, tips on grant writing, a list of outside companies that participate in fundraising efforts, and forms to help you keep track of the money you raise.

### We Take Care of the Billing

WorldStrides directly handles all financial responsibility. We set up an individual payment plan for each participant and bill each family directly. If requirements with the group differ, other payment plans can be arranged. In the event that a parent is having difficulties with a final payment, please encourage them to call our customer service department. We may be able to make special payment arrangements on a case-by-case basis. The school and the Program Leader do not need to collect money or worry about payment deadlines.

### Benefits of Traveling with the Industry Leader

For nearly 50 years, WorldStrides has been enriching students' lives by providing top quality educational travel programs. Our staff of more than 1300 professionals is dedicated to serve you. Our accredited programs and commitment to excellence make us the leader in educational student travel.

[worldstrides.com/discoveries](http://worldstrides.com/discoveries)  
800-688-8584

**Discoveries**

*Educational journeys for students*



# WorldStrides® | Safety and Security

## **24/7 Tour Central Office**

We maintain a Tour Central office that can be reached 24 hours a day, because safety is our first priority. Should your group require an extended stay due to an airline problem or weather-related issue, our Tour Central office will make arrangements to accommodate your group (hotel, meals, re-booking airline seats, and providing additional bus usage) at no additional charge to you or your students.

## **Extensive Emergency Manual**

We have developed an extensive emergency manual that details how we will deal with all types of emergency situations (including contingency plans for dealing with extreme situations such as acts of terrorism and airline disasters), and all of our on-site staff members have been trained to carry out these plans. Set procedures, checklists, and immediate access to correct phone numbers will result in faster and more accurate responses, which is critical when dealing with an emergency situation.

## **Night Chaperones**

Our Night Chaperones (evening security) are given extensive training on how to supervise student groups. We also complete criminal background checks on all new applicants before they begin work. Night Chaperones are available on all East Coast, West Coast, Illinois history, and Florida programs. High-quality Night Chaperones are an integral part of our safety net and allow you to get the rest you need while on tour.

## **On-site Coordinators**

WorldStrides On-site Coordinators stay with your group at each hotel on East Coast, West Coast, and Illinois history programs. These individuals will assist with hotel check-in and check-out, be available to answer questions and make necessary adjustments to individual group itineraries, assist with any emergency that may arise, and host an adult hospitality suite each evening with refreshments and snacks. WorldStrides will have additional staff members who will meet your group upon arrival to the East Coast, as well as when the group departs for home. This helps ensure that all facets of airport arrival and departure run smoothly.

## **Liability Insurance**

We maintain an industry-leading multi-million dollar level of liability coverage. Our insurance automatically covers teachers, chaperones, and the school. WorldStrides' insurance is truly geared to protect you. Additionally, accident, illness, and accident-related dental insurance coverage are provided for WorldStrides program participants. Limits per single occurrence are \$7,500 for accident, \$1,500 for illness, and \$750 for accident-related dental.

## **United States Tour Operators Association**

As an Active Member of USTOA, WorldStrides is required to post \$1 million with USTOA to be used to reimburse, in accordance with the terms and conditions of the USTOA Travelers Assistance Program, the advance payments of WorldStrides customers in the unlikely event of WorldStrides' bankruptcy, insolvency or cessation of business. Further, you should understand that the \$1 million posted by WorldStrides may be sufficient to provide only a partial recovery of the advance payments received by WorldStrides. Complete details of the USTOA Travelers Assistance Program may be obtained by writing to USTOA at 275 Madison Avenue, Suite 2014, New York, New York 10016, or by e-mail to [information@ustoa.com](mailto:information@ustoa.com) or by visiting their website at [www.ustoa.com](http://www.ustoa.com).

## **Full Refund Program**

The Full Refund Program protects the investments of your students, their families, and the community. If the participant, the teacher, the school, or the school's administration cancels prior to trip departure, the participant will receive a refund of the money they've paid (less the cost of the Full Refund Program) – regardless of the reason. Participation in this program is optional, though highly recommended. Through this program, WorldStrides has returned millions of dollars to thousands of families who were forced to cancel for countless unexpected situations.



  
 **WorldStrides** | Student Supervision and Safety

### Planning for a Safe Experience before Departure

Safety is the number one priority at WorldStrides. All participants are expected to demonstrate high standards of conduct, courteousness, and consideration toward others. Students and their parent/legal guardian must sign a Behavior Contract so everyone understands the proper rules of conduct. Students behaving inappropriately while on the program may be sent home at the parent's expense.

#### Medical Release Form

A parent/legal guardian for each participant must complete a medical release form and provide emergency contact information and authorization for treatment in the event of an emergency. Teachers carry all Medical Release Forms throughout the trip.

### Ensuring Students' Safety While on the Program

#### Adult Supervision

With a chaperone-to-student ratio of 1:15 (can be customized to fit your group's needs), students receive proper attention and supervision. The Program Leader will identify the adult chaperones for the program. WorldStrides suggests selecting adults who are flexible, helpful, and comfortable with the students. Please note that at selected sites, students may be allowed the freedom to explore on their own.

#### Course Leaders

A specially trained Course Leader guides each group throughout your WorldStrides program. Course Leaders devote 100% of their attention to the students, challenging them to assess and apply what they learn through firsthand experience so they take the most away from the program. Students also follow a busy schedule, so their days are full of planned activities with adult supervision.

### Emergency Services

#### Tour Central

WorldStrides' Tour Central offices are located in Washington, D.C., New York City, and Williamsburg, VA, and are staffed by full-time WorldStrides employees. These individuals are available 24 hours a day during the tour season to handle emergencies and accommodate the needs of teachers and students.

#### WorldStrides Name Tags

Throughout the trip, all students wear WorldStrides Name Tags with WorldStrides' emergency contact information. The back of this badge contains the Tour Central phone number, giving every student quick access to a WorldStrides employee. In the unlikely event of a problem, help is never more than a phone call away.

#### Doctors on Call Program

WorldStrides has an exclusive partnership with The George Washington University Department of Emergency Medicine. A George Washington University doctor serves on our staff as the WorldStrides Medical Director, overseeing medical response planning for the organization and providing direct case management in the event of a medical response issue anywhere in the world. Our partnership gives us access to doctors who are available 24 hours a day to provide in-hotel emergency care to all our traveling students, parents, and teachers in the Washington, D.C. area and phone consultations for travelers in other locations. This program offers teachers and students the unparalleled benefit of receiving care in the comfort of their own hotel rooms while minimizing the disruption to the entire group.



# WorldStrides® | Student Supervision and Safety

## **WorldStrides Selects Its Suppliers with Safety in Mind**

### **Hotels**

WorldStrides pre-screens its properties and selects only those which are safe, comfortable, and high quality. WorldStrides typically uses hotels such as Marriott, Holiday Inn, Ramada Inn, or comparable. For added security, WorldStrides books only hotels with inside corridors and hallways and provides additional night security (except in Costa Rica or Florida or if the group or the program specifies otherwise).

### **Travel Arrangements**

WorldStrides contracts with major airlines such as American Airlines, Delta Airlines, Southwest Airlines, United Airlines, or comparable. Typically, WorldStrides meets the group upon arrival at their destination.

### **Suppliers**

WorldStrides only works with companies who share WorldStrides' high safety and quality standards. WorldStrides thoroughly screens and regularly evaluates Motorcoach Drivers, hotels, and restaurants by periodically visiting these venues and relying on program evaluation surveys completed by teachers after returning from their program. All participating enterprises maintain their own insurance coverage.

  
 WorldStrides® | Doctors on Call Program

WorldStrides has an exclusive partnership with The George Washington University Department of Emergency Medicine and a George Washington doctor serves on staff as our WorldStrides Medical Director. This means travelers in Washington, D.C., have access to in-hotel emergency medical care 24 hours a day. The Doctors on Call Program offers teachers, parents, and students the unparalleled benefit of receiving care in the comfort of their own hotel rooms while minimizing the disruption to the entire traveling group. We are also able to provide phone consultations to those groups traveling to other locations. The doctors will evaluate the situation, injury, or illness over the phone and make recommendations for treatment accordingly.



#### How does it work?

George Washington's Emergency Physicians will accept our phone calls, determine whether the patient can be treated at the hotel or should go directly to the hospital, and assist us from there all the way through the process. If someone needs to go to the hospital, they will expedite the process and help save valuable time for the patient, the Program Leader, and the On-site Coordinator or Course Leader.

The On-site Coordinator (or Course Leader for Florida and Costa Rica programs) and Program Leader, with the help of Tour Central, will initiate the process when it becomes necessary. The doctor on-call will contact the Program Leader and patient and determine the next steps to be taken. In Washington, D.C., if coming to the hotel makes the most sense, billing will be taken care of immediately and the patient will be treated. The insurance paperwork will be completed at the hotel and the On-site Coordinator/Course Leader will take care of the rest. If the doctor on-call determines that the patient needs to go to the hospital, then our standard emergency plan is activated.



# WorldStrides® | Beyond Classroom Walls: Education

## Accreditation

WorldStrides was the first accredited student travel organization in the nation. Accreditation recognizes educational institutions for performance, integrity, and quality and entitles them to the confidence of the educational community and the public. WorldStrides is accredited through multiple regional accrediting bodies across the nation, including AdvancED (parent organization for the Northwest Accreditation Commission, North Central Association Commission on Accreditation, and School Improvement and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement), Western Association of Schools and Colleges, and Middle States Association of Colleges and Schools. This accreditation means that we have met or exceeded safety and educational standards established for schools all over the world. Accreditation means more educationally sound programs and better value for parents and students. All certificates of accreditation are available upon request.



## Discovery for Credit for Students

All middle school students who participate on WorldStrides programs are eligible to receive high school credit through our Discovery for Credit program. College credit is available for high school students traveling on Dive In or Costa Rica programs (at an additional cost). Students who travel on a WorldStrides program and complete pre- and post-trip online coursework requirements are eligible to receive this credit. This helps students fulfill graduation requirements, open up their course schedules to be able to take upper-level courses, and distinctively showcase themselves to colleges and universities.

## Professional Development

WorldStrides programs comply with states' requirements for professional development. WorldStrides will help educators identify opportunities to earn professional development in their state, assist in the development of a portfolio, as needed, and issue a transcript free of charge.

## Course Leaders

Programs are led by caring and dynamic experts in the field who help students achieve key learning objectives through activities and group discussions. Each Course Leader uses WorldStrides unique brand of educational power or LEAP (Learning through Exploring and Actively Participating). Through this method, learning becomes a real-world experience for students and adults alike. By seeing, experiencing, and interacting on a WorldStrides program, students have the unique opportunity to apply knowledge gained in the classroom. Our Course Leaders have rich and varied backgrounds that lend themselves to superlative educational experiences for students, fresh perspectives, and engaging interaction during our programs. WorldStrides Course Leaders have a passion for helping students discover a love of learning that will last a lifetime!

## Education Team

WorldStrides employs a full-time education team, who are responsible for maintaining our accreditation, developing curriculum materials, training our Course Leaders, assessing student learning, and providing educators with opportunities to grow through our professional development program.

## Tour Components

In addition to safety, security, and educational content, we have also invested in the quality of our tour components, which remain consistently strong and continue to deliver exceptional service.

worldstrides.com/discoveries  
800-688-5584

**Discoveries**

*Educational journeys for students*



# WorldStrides® | The Educational Value of Student Travel

## Educational Value of Student Travel

Learning through personal experience takes education beyond the classroom. Through educational travel, students use knowledge acquired in the classroom to analyze the world around them and make a personal connection by applying their knowledge to their understanding and view of the future.

In the classroom, students read about unique marine life and the dependence of living things on their environment. Students on a WorldStrides program truly begin to understand each person's relationship with our planet as they snorkel off the coast of a barrier island in Florida and see starfish, sea urchins, and sand dollars in their natural environment. In the classroom, students learn about space exploration and the laws of physics. With WorldStrides, students explore Kennedy Space Center, see the International Space Station, and man the control room for a mock shuttle launch. Focused activities guided by a WorldStrides Course Leader make learning come to life for students and educators alike.

## Value for the Teacher

Only an accredited organization can help you grow professionally and allow the Program Leader and chaperones to earn professional development. Many educators teach about the space launches from Kennedy Space Center or diverse ecosystems having never been to key places where the events took place or the environments that are home to assorted ecosystems. WorldStrides programs provide every teacher with full immersion in the curriculum and professional development opportunities. Seasoned Program Leaders agree that they learn something new and meaningful each time they travel.

## What do Students Learn?

WorldStrides challenges students to identify important environmental problems (pollution, population, resources, food production, transportation, space travel), and analyze how their future choices may shape the solutions to these issues. Courses present many opportunities to consider careers in science and challenge students to solve societies' problems by applying scientific knowledge.

## Accreditation Sets WorldStrides Apart

WorldStrides is independently accredited by regional accrediting bodies across the country. We maintain both school accreditation, which verifies the high academic quality of our programs, and corporate accreditation, which assures our organization's commitment to safety, security, and financial stability. Our accredited status attests to our high academic standards. Traveling with an accredited organization means that your program is centered around a structured curriculum that meets state standards.

## Discovery Journals and High School Credit

Each student is provided with an interactive Discovery Journal filled with educational games, fun facts about the sites, and thought-provoking questions. The journals are designed to stimulate critical thinking and creativity, while enhancing the quality of your educational travel program. Students can earn high school or college credit by completing online coursework through our Discovery for

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**Discoveries**

*Educational Journeys for Students*



# WorldStrides® | Earn credit with **Discovery for Credit**

Your WorldStrides program is so much more than a typical field trip. Each itinerary is built around WorldStrides' accredited curriculum that allows students the option to earn high school or college credit.

## What is involved?

Discovery for Credit is an online learning environment offered in conjunction with WorldStrides travel programs. Content and assessment for all courses are developed and maintained by the WorldStrides education team, eliminating the Program Leader's need to provide additional instruction or grading.

## How does it work?

To access Discovery for Credit, students must log in to MyTrip using their Trip ID and Customer Account Number. Once logged in, students can access their Discovery for Credit Dashboard to enroll in the appropriate courses and complete the required online assignments. Online instructors are available to answer questions throughout the process.

## High School Credit Details

- Free of charge
- Deadline for completing coursework is six months from the return date of travel
- Upon successful completion of coursework, WorldStrides will mail an official transcript to the student.

*To best facilitate the transfer of credit earned, WorldStrides recommends that students and parents inquire what their high school's transfer credit policy is, in case additional paperwork is requested prior to beginning coursework.*

## College Credit Details

- Discounted tuition rate based on the number of credits the student wishes to earn
- Deadline for completing coursework varies based on the partner university's semester timeline
- The participant can request an official transcript via the partner university



For more information about Discovery for Credit, call your WorldStrides representative or visit [worldstrides.com](http://worldstrides.com)

[worldstrides.com/discovery](http://worldstrides.com/discovery)  
800-668-4984

**Discoveries**

*Educational journeys for students*