

<b>Board Office Use: Legislative File Info.</b>	
File ID Number	18-2566
Introduction Date	1/9/2019
Enactment Number	19-0085
Enactment Date	1/9/2019 If



# OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

## Memo

**To** Board of Education  
**From** Kyla Johnson-Trammell, Superintendent  
**Meeting Date** 1/9/19  
**Subject** Approval of Request for Student Travel

<b>Action Requested</b>	Approval of Board Resolution No. 1819-0122 authorizing student travel by school site Oakland International High School to the National Memorial for Peace and Justice in Montgomery, AL for the period of 2/15/2019 through 2/18/2019
<b>Itinerary and activities</b>	[REDACTED] 2/16 Visit to the National Memorial for Peace and Justice 2/17 Visit to the National Museum for Peace and Justice, Rosa Parks Museum 2/18 Visit to the First White House of the Confederacy [REDACTED] [REDACTED]
<b>Educational Purpose of Trip</b>	We will be visiting Montgomery in alignment with our US History, Government, and Media classes, to learn about the history of lynching in the US South, as it relates to slavery, Jim Crow, and the current era of mass incarceration. We will be visiting Civil War and Civil Rights historic sites, such as the Rosa Parks museum and the First White House of the Confederacy. Students will be taking photographs and videos to document their learning to assemble into projects that can be shared across the school. Teachers in those classes will support students in reading historical documents before the trip and in producing media projects afterwards.
<b>Teachers Attending Trip</b>	Sailaja Suresh, Loraine Woodard, Madenh Hassan, Andrea Negrete, Aparna Badithe, Zachary Silverman, Rafael Silva, Daniel Yoo, Mallory Moser, Alyssa Kronick
<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 \$ 0 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: 9100 - 5221

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

Resolution No. 1819-0122

**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 2/15/2019 through 2/18/2019 to Montgomery, AL by Delta Airlines

NOW, THEREFORE, BE IT RESOLVED, the Board of Education of the Oakland Unified School District does hereby approve the following request for student travel:

School: Oakland International High School

Destination: National Memorial for Peace and Justice

Departure Date: 2/15/2019 Return Date: 2/18/2019

Passed by the following vote:

AYES: Jumoke Hinton Hodge, Gary Yee, Roseann Torres, James Harris, Shanthi Gonzales, Vice President Jody London and President Aimee Eng

NAYS: None

ABSTAINED: Student Directors Yota Omosowho and Josue Chavez

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 January 9, 2019.

By:   
Kyla Johnson-Trammell, Superintendent  
Secretary, Governing Board



OUT-OF-STATE FIELD TRIP/EXCURSION REQUEST

Basic Directions

This packet is available on the Intranet (School Operations Library) as a fillable-saveable pdf file. If typed, similar fields will populate throughout the packet making it quicker and easier to complete.

- 1. Requests must be submitted to Network Superintendent no later than 120 days prior to departure
2. Board approval is required for all out of state trips.
3. Return Health Services Notification Form to the School Nurse or Health Services at the time you are requesting approval for a field trip
4. Use of Restricted Funds requires additional approval by Office of Accountability Partners
5. Obtain fingerprint clearance and complete TB risk assessment (requirements per OUSD AR 1240) for all non-District employee chaperones.
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.

Table with 2 columns: Required Documents for Request Approval, Required Documents for Trip Approval. Lists various documents like insurance certificates, board approvals, and driver declarations.

TRIP INFORMATION TO BE COMPLETED BY TEACHER:

School or Center: Oakland International High School Site Number: 353

Destination: National Memorial for Peace and Justice
Address: 417 Caroline St, Montgomery, AL 36104
Phone or Contact Info: (334) 269-1803

Departure - Date: [Redacted] Time: [Redacted] Place of Departure: [Redacted]

Return - Date: [Redacted] Time: [Redacted] Place of Return: [Redacted]

Class(es)/Group Attending: Justice and Unity Grant Participants

Grade(s): 9-12 # of Students: 18 # of Adults: 14

Teacher Supervising Trip: Sailaja Suresh

Emergency Contact # During Trip: 510-277-2896

Supervising Teacher's Email Address: sailaja.suresh@ousd.org



Site: OIHS  
 Teacher Supervising Trip: Sailaja Suresh  
 Destination: National Memorial for Peace and Justice  
 Date of Departure: [REDACTED]

Describe itinerary and activities:  <input type="checkbox"/> Trip will include swim or water activities)	We will be visiting the National Memorial and Museum for Peace and Justice in Montgomery, Alabama as a part of a grant-funded program to promote peace, justice, and community at our school.
Names of teachers and staff attending trip:	Teachers: Rafael Silva, Loraine Woodard, Madenh Hassan, Andrea Negrete, Aparna Badithe, Zachary Silverman, Daniel Yoo, Alyssa Kronick, Mallory Moser Staff: Dola Abdulla, Nadia Hassan, Lauren Markham, Lydia Gebrehiwot
Describe mode of transportation for each leg of the trip:	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]
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:	We will be visiting Montgomery in alignment with our US History, Government, and Media classes, to learn about the history of lynching in the US South, as it relates to slavery, Jim Crow, and the current era of mass incarceration. We will be visiting Civil War and Civil Rights historic sites, such as the Rosa Parks museum and the First White House of the Confederacy. Students will be taking photographs and videos to document their learning to assemble into projects that can be shared across the school. Teachers in those classes will support students in reading historical documents before the trip and in producing media projects afterwards.

**TRIP COSTS**

District funds may be used to pay transportation costs for out of state trips or direct educational program costs. Transportation costs include airfare, bus fare, car fare, etc. related to transportation to/from the out-of-state destination and the transportation costs for the school sponsored activities during the trip. Direct educational program costs include admission fees for visits which are part of the program (e.g. museum).

District funds may NOT be used to pay for non-travel pupil expenses for out of state trips. Non-travel pupil expenses include meals, sundries, lodging, etc.

If you want to use District funds to pay for non-travel pupil expenses on an out of state trip, you must first obtain approval for a waiver of Education Code 35330 from the OUSD Board of Education and the State Board of Education.

Amount of District funds to be used for trip costs will be \$ 0

Funding source for the trip will be  General Funds  Restricted funds  No District funds will be used  
 Resource #: 9100





Site: OIHS  
 Teacher Supervising Trip: Sailaja Suresh  
 Destination: National Memorial for Peace and Justice  
 Date of Departure:                     

APPROVAL OF REQUEST	Signature	Check One		Date
		Approved	Denied	
<b>Site Administrator</b> <input checked="" type="checkbox"/> Trip aligns with grade level standards <input checked="" type="checkbox"/> Trip purpose, supervision plan, transportation, safety parameters and funding are appropriate <input checked="" type="checkbox"/> Reviewed agreements/contracts with any facility, program or vendor (attach copies) <input checked="" type="checkbox"/> Organization(s) involved in the trip have expertise in operating student trips	<i>Suresh</i>	10/18/18 ✓		
<b>Network Superintendent</b> <input checked="" type="checkbox"/> Trip purpose, transportation, and funding are appropriate <input type="checkbox"/> Organization(s) involved in the trip have expertise in operating student trips	<i>BOA</i>	10/31/18		10/31/18
<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 <b>pending</b> receipt of the completed Checklist Prior to Trip Departure (and attachments)				

APPROVAL OF TRIP	Signature	Check One		Date
		Approved	Denied	
<b>Site Administrator</b> <input 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>Suresh</i>	10/18/18 ✓		
<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				
<b>Superintendent</b> <input type="checkbox"/> Approve/disapprove trip <input type="checkbox"/> Returns Request Form to Risk Management				



Site: OIHS  
 Teacher Supervising Trip: Sailaja Suresh  
 Destination: National Memorial for Peace and Justice  
 Date of Departure: [REDACTED]

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

- "OUSD Student Out of State Field Trip/Excursion Permission Slip" has been signed by parent(s)/guardian(s) of all student participants.
- "Adult Participant Field Trip/Excursion Chaperone Agreement" signed by all non-District employee chaperones.
- OUSD Fingerprint and TB risk assessment per OUSD AR 1240 have been obtained for all non-District employee chaperones.
- No student has been prevented from making a trip due to lack of sufficient funds.
- No District funds will be used to pay for "pupil expenses" on out of state trips unless waiver of Education Code 35330(b)(3) is granted by OUSD Board of Education and the State Board of Education. Pupil expenses include meals, sundries, lodging, etc. (District funds may be used to pay transportation costs or direct educational program costs.)
- Meeting held for staff, noncertificated adults, parent(s)/guardian(s) and students in advance of trip to discuss trip and safety related procedures, itinerary and questions as required by OUSD AR 6153.  
Meeting date: \_\_\_\_\_
- Health Conditions/Medication: School nurse or Health Services has been consulted at least two weeks prior to any field trip. Trip participant health information has been gathered and reviewed and any needed revisions to supervision plan made, including making sure that chaperones understand relevant information (e.g., food allergies). A plan has been developed by a school nurse to collect, secure, and dispense prescription medications from their original containers and consistent with physician's instructions. (See OUSD AR 5141.21)
- Supervision is by certificated personnel and assisted by other school employees, parent(s)/guardian(s), or other authorized chaperones who are at least 21 years old. Site Administrator and Teacher/lead trip staff are satisfied all chaperones are willing and able to perform required duties, including understanding and implementing instructions, understanding health information for students in their group and responding effectively in the event of an emergency.
- Adult to Student Ratio is at least 1:10 as required by OUSD BP 6153 (or higher if high risk activities).
- Sleeping arrangements and night supervision are safe and appropriate.
- Safety requirements have been met (e.g., first aid kits, emergency contact and health info, instructions for chaperones, cell phones). At least one adult has current First Aid/CPR training.
- Confirm that: (1) 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.
- OUSD Declaration of Driver form completed and signed by driver and registered owners of any private vehicles used on trip and copy of proof of insurance and California driver's license are on file and secured at school site. The same forms may be used for multiple trips or for entire school year as long as insurance proof on file is updated. This requirement does not apply to licensed bus companies on the District's approved bus list or for public transportation entities, airlines or AMTRAK.
- Swim/Water Activities: OUSD "Procedures for Fields Trips including Swim or Water Activities" have been met.
- Site and trip leader has a list of students and adults attending trip.

**TRIP APPROVAL IS CONDITIONED ON COMPLETION OF THIS CHECKLIST**



**TO BE COMPLETED BY TEACHER**

School or Center: Oakland International High School

Destination: <u>National Memorial for Peace and Justice</u>
Address: <u>417 Caroline St, Montgomery, AL 36104</u>

Departure - Date: [REDACTED] Time: [REDACTED] Place of Departure: [REDACTED]  
 Return - Date: [REDACTED] Time: [REDACTED] Place of Return: [REDACTED]

Class/Group Attending: Justice and Unity Grant Recipients

Name(s) of Classroom Teacher(s): Loraine Woodard, Madenh Hassan, Andrea Negrete, Aparna Badithe, Daniel Yoo, Mallory Moser, Alysa Kronick, Rafael Silva, Sailaja Suresh

Teacher Supervising Trip: Sailaja Suresh

Emergency Contact # During Trip: 510-277-2896

<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>[REDACTED]</p> <p>[REDACTED]</p> <p>2/16 Visit to the National Memorial for Peace and Justice</p> <p>2/17 Visit to the National Museum for Peace and Justice, Rosa Parks Museum</p> <p>2/18 Visit to the First White House of the Confederacy</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
<p><b>Mode(s) of transportation:</b></p>	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
<p><b>Student needs to bring:</b></p>	<p>Valid Government ID Card</p> <p>Comfortable shoes for walking</p> <p>Overnight bag with clothes and toiletries</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).







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

**TO BE COMPLETED BY CHAPERONE**

I, \_\_\_\_\_, have read and understand the trip information materials and hereby agree to  
(Name of Adult)  
participate in the field trip or excursion on \_\_\_\_\_ 2/15/2019 \_\_\_\_\_ through \_\_\_\_\_ 2/18/2019 \_\_\_\_\_ to  
National Memorial for Peace and Justice in Montgomery, AL  
\_\_\_\_\_  
(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).