

Board Office Use: Legislative File Info.	
File ID Number	24-0868
Introduction Date	4/24/24
Enactment Number	24-0740
Enactment Date	4/24/2024 CJH



# Board Cover Memorandum

**To** Board of Education

**From** Kyla Johnson-Trammell, Superintendent  
Pamela Moy, Principal, Oakland High School

**Meeting Date** April 24, 2024

**Subject** Approval of Request for Student Travel

**Action Requested** Approval of Board Resolution No. 2324-0031 authorizing student travel by school site Oakland High School for five 10<sup>th</sup> and 11<sup>th</sup> grade students to visit Morehouse College, Atlanta, GA, for the period of April 9, 2024 through April 12, 2024, at no cost to the District.

**Educational Purpose of Trip** Provide our students exposure to and access to higher education. Specifically, we are promoting our historically black colleges to our African American students for consideration. we believe if students can see themselves in higher education it becomes a possibility.

**Itinerary and Activities**

[REDACTED]

**Teachers Attending Trip** Edward Davis and Jamil Brown

**Site Administrator Affirms**

- Parental permission forms will be on file for all students participating and school has emergency communication protocol.
- There will be sufficient and appropriate chaperones for this field trip (including at least one OUSD certificated employee and non-OUSD chaperones, if any, will meet criminal background check requirements).
- School will address financial or accessibility issues that might prevent students from participating.

**Recommendation** Approval of Board Resolution authorizing student travel described above.

**Fiscal Impact** No Fiscal Impact

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**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT**  
Resolution No. 2324-0031

**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 6153 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 6153, the Superintendent requests the Board of Education to authorize student travel for the period of April 9, 2024 to April 12, 2024.

**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 High School

Destination: Morehouse College, Atlanta, Georgie

Departure Date: April 9, 2024

Return Date: April 12, 2024

Passed by the following vote:


AYES: Jennifer Brouhard, VanCedric Williams, Jorge Lerma, Valarie Bachelor, Clifford Thompson, President Benjamin Davis

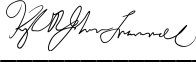
NAYS: None

ABSTAINED: None

ABSENT: Anevay Cruz - Student Director, Vida Mendoza - Student Director, Vice President Mike Hutchinson

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 on 4/24/2024.

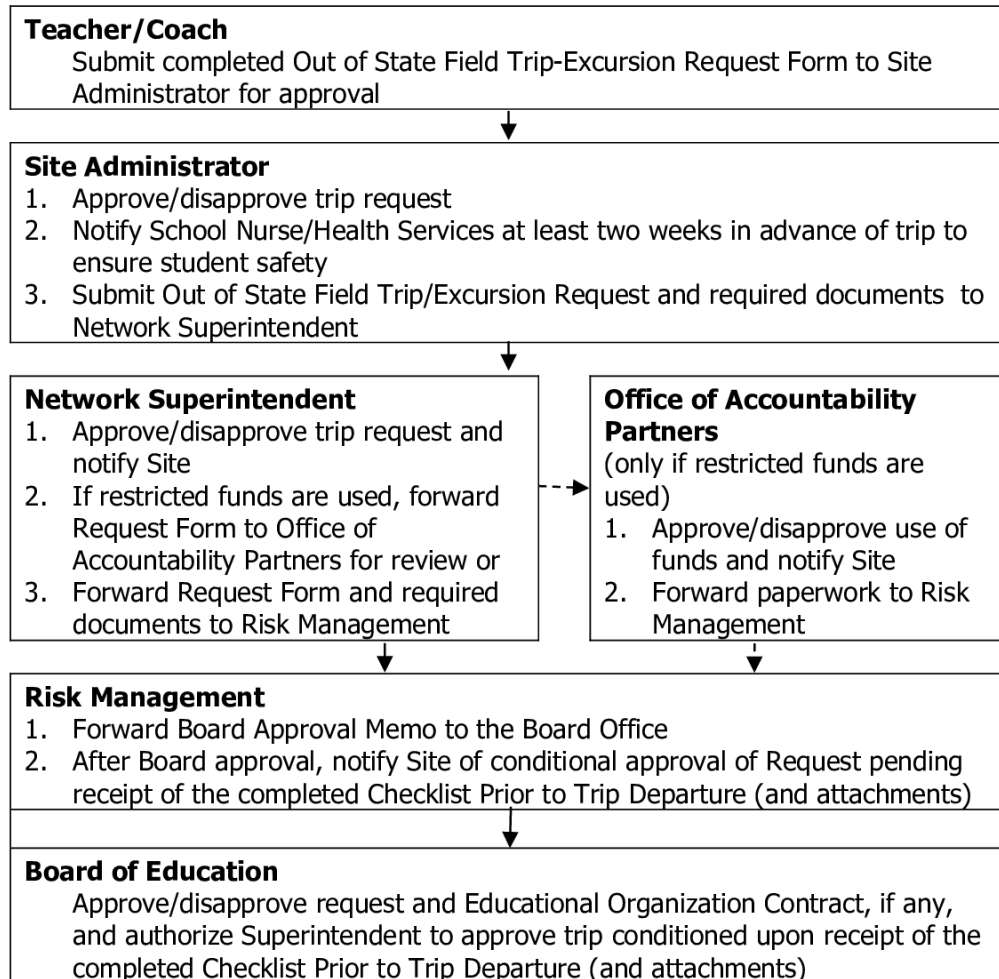
Name: Benjamin Davis  
Position: President, Board of Education  
Sign:  Date: 4/25/2024

By:  4/25/2024  
Kyla Johnson-Trammell  
Secretary, Board of Education

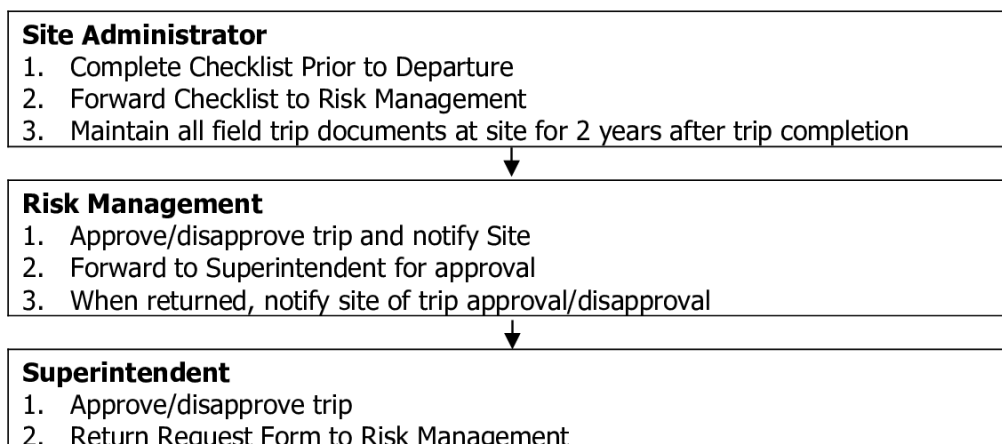


## **OUT OF STATE FIELD TRIPS APPROVAL PROCESS**

### **REQUEST APPROVAL:**



### **TRIP APPROVAL:**





## 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 <b>each</b> driver of private or rental vehicle

### TRIP INFORMATION TO BE COMPLETED BY TEACHER:

School or Center: Oakland High Site Number: 304

Destination: Morehouse College

Address: [REDACTED]

Phone or Contact Info: [REDACTED]

Departure - Date: 04/09/2024 Time: [REDACTED] Place of Departure: [REDACTED]

Return - Date: 04/12/2024 Time: [REDACTED] Place of Return: [REDACTED]

Class(es)/Group Attending: Julian Reed, Khaleed Odumuyiwa, J'Amon Melik Hartley, Kollin Pont-Tate, Marcel Macon-Bennett

Grade(s): 10th / 11th # of Students: 5 # of Adults: 2

Teacher Supervising Trip: Jamil Brown

Emergency Contact # During Trip: [REDACTED]

Supervising Teacher's Email Address: Jamil.brown@ousd.org



# OAKLAND UNIFIED SCHOOL DISTRICT


Community Schools, Thriving Students

Site: \_\_\_\_\_

Teacher Supervising Trip: \_\_\_\_\_

Destination: \_\_\_\_\_

Date of Departure: \_\_\_\_\_

<p>Describe itinerary and activities:</p> <p><input type="checkbox"/> Trip will include swim or water activities)</p> <p>No</p>	
<p>Names of teachers and staff attending trip:</p>	<p>Teachers: Edward Davis</p> <p>Staff: Jamil Brown</p> <p>Non-OUSD Chaperones: NA</p>
<p>Describe mode of transportation for each leg of the trip:</p>	<p>Parents will drop students off at [redacted]. Students and chaperones will fly from [redacted] to Atlanta. In Atlanta there will be a car service taking students and chaperones to and from all scheduled activities on the itinerary. Students and chaperones will fly home from Atlanta to [redacted] and parents will pick up students from [redacted] Airport.</p>
<p>Describe educational purpose of trip, including how it aligns with grade level standards, supports the teaching and learning and/or parent ed/training component of site plan, including related activities prior to trip and student follow-up activities that will occur after the field trip/excursion:</p>	<p>Provide our students exposure to and access to higher education. Specifically we are promoting our historically black colleges to our African American students for consideration. We believe if students can see themselves in higher education it becomes a possibility.</p>

## TRIP COSTS

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

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

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

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

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

Resource #: \_\_\_\_\_

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional



Site: \_\_\_\_\_

Teacher Supervising Trip: \_\_\_\_\_

Destination: \_\_\_\_\_

Date of Departure: \_\_\_\_\_

**PROGRAM/ADMISSION COSTS**

Total Cost of Program/Admission: \$ \_\_\_\_\_ Source:  General Funds  Restricted  No District Funds

Cost per student: \$ \_\_\_\_\_ Cost per adult: \$ \_\_\_\_\_

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional

**TRANSPORTATION/CHARTER BUSES** [Click here for approved bus company list](#)

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? No

Cost of transportation: \$ \_\_\_\_\_ Source:  General Funds  Restricted Funds  No District Funds

Resource #

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional

**HEALTH CONDITIONS/MEDICATION**

Will there be any students participating in the field trip with the following conditions? No

- Severe Allergy  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

Will any students need medications during the trip? Yes

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? 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 #: \_\_\_\_\_

1. Attach a copy of the site plan, if modified. Modified SPSA Date: \_\_\_\_\_
2. Documentation of the follow up activities is to be maintained at the site for State and Federal compliance review.



**OAKLAND UNIFIED SCHOOL DISTRICT**

Community Schools, Thriving Students

Site: \_\_\_\_\_

Teacher Supervising Trip: \_\_\_\_\_

Destination: \_\_\_\_\_

Date of Departure: \_\_\_\_\_

APPROVAL OF REQUEST	Signature	Check One		Date
		Approved	Denied	
<b>Site Administrator</b> <input type="checkbox"/> Trip aligns with grade level standards <input type="checkbox"/> Trip purpose, supervision plan, transportation, safety parameters and funding are appropriate <input type="checkbox"/> Reviewed agreements/contracts with any facility, program or vendor (attach copies) <input type="checkbox"/> Organization(s) involved in the trip have expertise in operating student trips	<i>Pamela Moy</i>	Approved		03/13/2024
<b>Network Superintendent</b> <input type="checkbox"/> Trip purpose, transportation, and funding are appropriate <input type="checkbox"/> Organization(s) involved in the trip have expertise in operating student trips	<i>Vanessa Sifuentes</i>	Approved		03/13/2024
<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)	<i>Rebecca Littlejohn</i>	Approved		03/20/2024

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>Pamela Moy</i>	Approved		03/13/2024
<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>Rebecca Littlejohn</i>	Approved		03/20/2024
<b>Superintendent</b> <input type="checkbox"/> Approve/disapprove trip <input type="checkbox"/> Returns Request Form to Risk Management	<i>Sondra Aguilera</i>	Approved		03/20/2024





Site: \_\_\_\_\_

Teacher Supervising Trip: \_\_\_\_\_

Destination: \_\_\_\_\_

Date of Departure: \_\_\_\_\_

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

- psm "OUSD Student Out of State Field Trip/Excursion Permission Slip" has been signed by parent(s)/guardian(s) of all student participants.
- psm "Adult Participant Field Trip/Excursion Chaperone Agreement" signed by all non-District employee chaperones.
- psm OUSD Fingerprint and TB risk assessment per OUSD AR 1240 have been obtained for all non-District employee chaperones.
- psm No student has been prevented from making a trip due to lack of sufficient funds.
- psm 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.)
- psm 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: 03/15/2024
- psm 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)
- psm 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.
- psm Adult to Student Ratio is at least 1:10 as required by OUSD BP 6153 (or higher if high risk activities).
- psm Sleeping arrangements and night supervision are safe and appropriate.
- psm 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.
- psm 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.
- psm 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.
- psm  Swim/Water Activities: OUSD "Procedures for Fields Trips including Swim or Water Activities" have been met.
- psm Site and trip leader has a list of students and adults attending trip.
- psm Staff and students will wear masks while indoors (including transportation) during the trip.  
\*\*IF MANDATED\*\*

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