

Board Office Use: Legislative File Info.	
File ID Number	18-0884
Introduction Date	5/23/18
Enactment Number	18-0876
Enactment Date	5/23/18 er



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

To Board of Education
 From Kyla Johnson-Trammell, Superintendent

Meeting Date

Subject Approval of Request for Student Travel

Action Requested	Approval of Board Resolution No. <u>1718-0182</u> authorizing student travel by school site <u>Oakland Technical</u> to <u>Shakespeare Festival</u> for the period of <u>May 21, 2018</u> through <u>May 24, 2018</u>
Itinerary and activities	Students will attend the Oregon Shakespeare Festival in Ashland, Oregon where they will see four plays, Henry V, Othello, Sense and Sensibility, and Manhatta
Educational Purpose of Trip	AP English Literature students are fulfilling AP course requirements, as they are expected to master several plays. Prior to the trip, students will have read, discussed, and written academic essays on three Shakespeare plays and four others outside of Shakespeare. They will also attend workshops before each play to see the process of play making.
Teachers Attending Trip	Marietta Joe, Doug Stubblefield, Jah Yee Woo, Elizabeth Haugen, Ethan Baum
Site Administrator Affirms	<ul style="list-style-type: none"> • 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	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: _____ - <u>305</u>

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

Resolution No. 1718-0182

AUTHORIZATION FOR APPROVAL OF STUDENT TRAVEL

WHEREAS, the Board of Education believes that field trips and other travel opportunities for students are a valuable tool in supporting classroom instruction and promoting students' awareness of places and events;

WHEREAS, Board Policy 6143 requires the Board of Education of the Oakland Unified School District to approve all trips involving out-of-state and out of country travel; and

WHEREAS, pursuant to Board Policy 6143, the Superintendent requests the Board of Education to authorize student travel for the period of May 21, 2018 through May 24, 2018 to Shakespeare Festival
by Oakland Technical

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 Technical

Destination: Shakespeare Festival

Departure Date: May 21, 2018 Return Date: May 24, 2018

Passed by the following vote:

AYES: Jody London, Nina Senn, Roseann Torres, James Harris, Vice President Jumoke Hinton Hodge, President Aimee Eng

NAYS: Shanthi Gonzales

ABSTAINED: None

ABSENT: None

P. AYES: Enasia Mc-Elvaine, Gema Quetzal (Student Directors)

I hereby certify that the foregoing is a full, true and correct copy of a Resolution adopted by the Governing Board of the Oakland Unified School District at a Regular Meeting held May 23, 2018.

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. Arrange through ousd.org/volunteers or email 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 be 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: Oakland Technical Site Number: 305

Destination: <u>Shakespeare Festival</u>
Address: <u>15 S Pioneer St, Ashland, OR 97520</u>
Phone or Contact Info: <u>800-219-8161</u>

Departure - Date: May 21, 2018 Time: 9:00 AM Place of Departure: Oakland Tech

Return - Date: May 24, 2018 Time: 5:00 PM Place of Return: Oakland Tech

Class(es)/Group Attending: Senior Paideia

Grade(s): 12 # of Students: 59 # of Adults: 6

Teacher Supervising Trip: Marietta Joe

Emergency Contact # During Trip: 510-610-4117

Supervising Teacher's Email Address: marietta.joe@ousd.org



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

Site: Oakland Technical
Teacher Supervising Trip: Marietta Joe
Destination: Shakespeare Festival
Date of Departure: May 21, 2018

<p>Describe itinerary and activities:</p> <p><input type="checkbox"/> Trip will include swim or water activities)</p>	<p>Students will attend the Oregon Shakespeare Festival in Ashland, Oregon where they will see four plays, Henry V, Othello, Sense and Sensibility, and Manhatta</p>
<p>Names of teachers and staff attending trip:</p>	<p>Teachers: Marietta Joe, Doug Stubblefield, Jah Yee Woo, Elizabeth Haugen, Ethan Baum</p> <p>Staff:</p>
<p>Describe mode of transportation for each leg of the trip:</p>	<p>Motor Coach and Van (Delta charter)</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>AP English Literature students are fulfilling AP course requirements, as they are expected to master several plays. Prior to the trip, students will have read, discussed, and written academic essays on three Shakespeare plays and four others outside of Shakespeare. They will also attend workshops before each play to see the process of play making.</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 \$ 0

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

Resource #: 305



Site: Oakland Technical
Teacher Supervising Trip: Marietta Joe
Destination: Shakespeare Festival
Date of Departure: May 21, 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: Delta Charter

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:

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 #: _____

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: Oakland Technical

Teacher Supervising Trip: Marietta Joe

Destination: Shakespeare Festival

Date of Departure: May 21, 2018

APPROVAL OF REQUEST	Signature	Check One		Date
		Approved	Denied	
Site Administrator <input checked="" type="checkbox"/> Trip aligns with grade level standards <input checked="" type="checkbox"/> Trip purpose, supervision plan, transportation, safety parameters and funding are appropriate <input checked="" type="checkbox"/> Reviewed agreements/contracts with any facility, program or vendor (attach copies) <input checked="" type="checkbox"/> Organization(s) involved in the trip have expertise in operating student trips	<i>Marietta Joe</i>	✓		3/13/18
Network Superintendent <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>Bob</i>	✓		4/2/18
Office of Accountability Partners (if restricted funds) <input type="checkbox"/> Compliant use of resources and in alignment with school site plan (SPSA)				
Risk Management <input type="checkbox"/> Business contracts, insurance, safety and policy compliance are sufficient <input type="checkbox"/> Notify Site of conditional approval of Request pending receipt of the completed Checklist Prior to Trip Departure (and attachments)	<i>Reese</i>	✓		4/20/18

APPROVAL OF TRIP	Signature	Check One		Date
		Approved	Denied	
Site Administrator <input checked="" type="checkbox"/> Forward the completed : (1) Checklist Prior to Trip Departure; (2) list of students and adults attending trip; (3) "Declaration of Driver" and required attachments, completed by each driver of private or rental vehicle	<i>Marietta Joe</i>	✓		3/31/18
Risk Management <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>Reese</i>	✓		4/20/18
Superintendent <input type="checkbox"/> Approve/disapprove trip <input type="checkbox"/> Returns Request Form to Risk Management	<i>C. Saug</i>	✓		4/27/18



Site: Oakland Technical

Teacher Supervising Trip: Marietta Joe

Destination: Shakespeare Festival

Date of Departure: May 21, 2018

CHECKLIST TO BE COMPLETED BY SITE ADMINISTRATOR PRIOR TO TRIP DEPARTURE

(initial each item certifying completion)

- AT "OUSD Student Out of State Field Trip/Excursion Permission Slip" has been signed by parent(s)/guardian(s) of all student participants.
- AT "Adult Participant Field Trip/Excursion Chaperone Agreement" signed by all non-District employee chaperones.
- AT OUSD Fingerprint and TB risk assessment per OUSD AR 1240 have been obtained for all non-District employee chaperones.
- AT No student has been prevented from making a trip due to lack of sufficient funds.
- AT 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.)
- AT 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 8153.
- AT Meeting date: _____
- AT 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)
- AT 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.
- AT Adult to Student Ratio is at least 1:10 as required by OUSD BP 6153 (or higher if high risk activities).
- AT Sleeping arrangements and night supervision are safe and appropriate.
- AT 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.
- AT 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.
- AT 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.
- AT Swim/Water Activities: OUSD "Procedures for Fields Trips including Swim or Water Activities" have been met.
- AT 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: Oakland Technical Site Number: 305

Destination: Shakespeare Festival

Departure - Date: May 21, 2018 Time: 9:00 AM Oakland Tech

Return - Date: May 24, 2018 Time: 5:00 PM Oakland Tech

Class(es)/Group Attending: Senior Paideia

Grade(s): 12 # of Students: 59 # of Adults: 6

Teacher Supervising Trip: Marietta Joe

Supervising Teacher's Email Address: marietta.joe@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 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.

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: Oakland Technical

Destination: Shakespeare Festival

Address: 15 S Pioneer St, Ashland, OR 97520

Departure - Date: May 21, 2018 Time: 9:00 AM Place of Departure: Oakland Tech

Return - Date: May 24, 2018 Time: 5:00 PM Place of Return: Oakland Tech

Class/Group Attending: Senior Paideia

Name(s) of Classroom Teacher(s): Marietta Joe, Doug Stubblefield, Jah Yee Woo, Elizabeth Haugen, Ethan Baum

Teacher Supervising Trip: Marietta Joe

Emergency Contact # During Trip: 510-610-4117

<p>The field trip will involve the following: (Describe activities and itinerary):</p> <p>(<input type="checkbox"/>Swim/water activities permission required)</p>	<p>Students will attend the Oregon Shakespeare Festival in Ashland, Oregon where they will see four plays, Henry V, Othello, Sense and Sensibility, and Manhatta</p>
<p>Mode(s) of transportation:</p>	<p>Motor Coach and Van</p>
<p>Student needs to bring:</p>	<p>appropriate clothes</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.