

**Board Office Use: Legislative File Info.**

File ID Number	15-0898
Introduction Date	5/27/15
Enactment Number	150722
Enactment Date	5/29/15



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools, Thriving Students

# Memo

**To** Board of Education  
**From** Superintendent  
**Meeting Date** May 27, 2015  
**Subject** Approval of Request for Student Travel

<b>Action Requested</b>	Approval of Board Resolution authorizing student travel by school site to _____ for the period of <u>5/21/15</u> through <u>5/25/15</u>
<b>Itinerary and activities</b>	5/21/15 9am Depart/Arrive at 12pm 5/22 Museum Tour, Visit to Cultural Arts Center 5/23/15- Community Art Project 5/24/15- Snorkeling/Hike 5/25/15 Depart
<b>Educational Purpose of Trip</b>	Visual Arts Academy students will study indigenous Hawaiian art by community based artist. They will then participate in leading a community arts project with local youth.
<b>Teachers Attending Trip</b>	Jesse Shapiro, Jackie Martson, Carlos Sutton
<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 \$ <u>0</u> 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: _____

**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 1415-1127**

**AUTHORIZATION FOR APPROVAL OF STUDENT TRAVEL AND/OR EDUCATIONAL ORGANIZATION CONTRACT**

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, Superintendent requests the Board of Education to approve the Request for Student Travel to Honolulu, Hawaii, on May 2, 2015 through May 25, 2015 by Oakland High School students.

NOW, THEREFORE, BE IT RESOLVED, the Board of Education of the Oakland Unified School District does hereby approve:

Request for student travel for 28 students and 3 adults from Oakland High School to travel to Honolulu, Hawaii, in order for the Visual Arts Academy students to study indigenous Hawaiian art by community based artist and participate in leading a community arts project with local youth, for the period of April 23, 2015 through April 25, 2015, at no cost to the District.

Passed by the following vote:

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

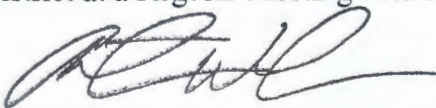
NAYS: None

ABSTAINED: None

ABSENT: None

I hereby certify that the foregoing is a full, true and correct copy of a Resolution adopted by the Board of Education of the Oakland Unified School District at a Regular Meeting held May 27, 2015.

File ID Number: 15-0898  
Introduction Date: 5/24/15  
Enactment Number: 15-0722  
Enactment Date: 5/27/15  
By: AS

By:   
Antwan Smith  
Secretary, Board of Education



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 Regional/Network Officer 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 State & Federal Compliance
5. Obtain Fingerprint and TB clearance (requirements per OUSD AR 1240) for all non-District employee chaperones. (Arrange through <https://www.beamentor.org/Linkpages/mentorasp/SpecialProjects/OUSD/> or email [volunteers@ousd.k12.ca.us](mailto:volunteers@ousd.k12.ca.us). Continuing volunteer chaperones must be fingerprint cleared at least once every 3 years and obtain TB clearance once every 4 years.)
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: Oakland High School Site Number: 304

Destination: Honolulu Hawaii  
 Address: 201 Ohua Ave. Honolulu Hawaii  
 Phone or Contact Info: 808 922-0555

Departure - Date: 5/21/15 Time: 9am Place of Departure: Oakland International Airport

Return - Date: 5/25/15 Time: 9pm Place of Return: Oakland International Airport

Class(es)/Group Attending: VAAMP Seniors

Grade(s): 12 # of Students: 28 # of Adults: 3

Teacher Supervising Trip: Jesse Shapiro, Jackie Martson, Carlos Sutton

Emergency Contact # During Trip: Jesse Shapiro 510 207 1819

Supervising Teacher's Email Address: jesse.shapiro@ousd.k12.ca.us



Site: 304

Teacher Supervising Trip: Jesse Shapiro

Destination: Honolulu, HI

Date of Departure: 5/21/15

<p>Describe itinerary and activities:</p> <p>(<input checked="" type="checkbox"/> Trip will include swim or water activities)</p>	<p>5/21/15- Depart from Oakland International Airport at 10am. Arrive at Hotel at 11am.</p> <p>5/22/15- Visit Polynesian Cultural Center, Honolulu Museum of Art.</p> <p>5/23- Community Art Project at Honolulu Peace Park, Honolulu State Flea Market, Pearl Harbor, and Pineapple Plantation.</p> <p>5/24-Tour of North Shore of Island. (This day will include snorkeling at Hanauma Bay)</p>
<p>Names of teachers and staff attending trip:</p>	<p>Teachers: Jesse Shapiro, Jackie Martson, Carlos Sutton</p> <p>Staff:</p>
<p>Describe mode of transportation for each leg of the trip:</p>	<p>Commercial Airline to destination, Rented Van while at destination, Commercial Airline home from destination.</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>Arts and cultural related fieldtrip for students within the Visual Arts Academy. We will be visiting museums, a cultural art center, and Pearl Harbor. Students are working with a local non-profit on a community service art project. Trip is aimed at developing a sense of the importance of art in expressing culture.</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 #: \_\_\_\_\_



Site: 304  
 Teacher Supervising Trip: Jesse Shapiro  
 Destination: Honolulu HI  
 Date of Departure: 5/21/15

**PROGRAM/ADMISSION COSTS**

Total Cost of Program/Admission: \$ 0 Source:  General Funds  Restricted  No District Funds  
 Cost per student: \$ \_\_\_\_\_ Cost per adult: \$ \_\_\_\_\_

Org. Key	Object #	Resource #	Amount	Req #	PO #
	<b>5829</b>				
	<b>5829</b>				

**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: Walker Charter Services

# 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 #
	<b>5826</b>				
	<b>5826</b>				

**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 is yes, please fax the attached Health Services Notification Form to 874-3748.

**CERTIFICATES OF INSURANCE**

Facility/Program Insurance: Attach copies of Proof of Insurance from all private vendors (except publicly owned and operated).

District Insurance: Has vendor requested that OUSD provide a certificate of the District's insurance? Yes:  No:   
**If yes, attach the written requirements provided by the Facility.** (Once the Certificate of Insurance is prepared, it will be faxed to the contact person at the facility and the school site contact. The original certificate will then be sent to the school site contact and will be given to the facility if required.)

**STATE & FEDERAL COMPLIANCE**

If restricted funds are used for this field trip/excursion, State & Federal Compliance approval is required 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: 304

Teacher Supervising Trip: Jesse Shapiro

Destination: Honolulu HI

Date of Departure: 5/21/15

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		✓		3/13/15
<b>Regional/Network Officer</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		✓		4.13.15
<b>State/Federal Compliance (if restricted funds)</b> <input type="checkbox"/> Compliant use of resources and in alignment with school site plan (SPSA)				
<b>Risk Management</b> <input checked="" type="checkbox"/> Business contracts, insurance, safety and policy compliance are sufficient <input checked="" type="checkbox"/> Notify Site of conditional approval of Request pending receipt of the completed Checklist Prior to Trip Departure (and attachments)		✓		4/16/2015

APPROVAL OF TRIP	Signature	Check One		Date
		Approved	Denied	
<b>Site Administrator</b> <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		✓		3/13/15
<b>Risk Management</b> <input checked="" type="checkbox"/> Confirm receipt of completed Checklist, list of students/adults, and Declarations of Driver <input checked="" type="checkbox"/> Notify Site of Trip Approval once approved by Superintendent		✓		4/16/2015
<b>Superintendent</b> <input type="checkbox"/> Approve/disapprove trip <input type="checkbox"/> Returns Request Form to Risk Management				



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

(initial each item certifying completion)

- "OUSD Student 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 clearance requirements 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: 4/16/15
- 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) if destination is out of Oakland, arrangements have been made for use of an additional vehicle in event of illness or emergency and (2) students received instruction in safe conduct on bus or other transport.
- 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.
- Confirm all student participants on higher risk activities (e.g. swimming, snow trips, horseback riding, sailing, rafting, etc) are covered by medical or accident insurance as required by AR 6153. Do not exclude students without insurance; however, contact Risk Management for instructions.
- 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 High School Site Number: 304

Destination: Honolulu HI

Departure - Date: 5/21/15 Time: 9am

Return - Date: 5/25/15 Time: 10pm

Class(es)/Group Attending: VAAMP Seniors

Grade(s): 12 # of Students: 28 # of Adults: 3

Teacher Supervising Trip: Jesse Shapiro, Jackie Martson, Carlos Sutton

Supervising Teacher's Email Address: jesse.shapiro@ousd.k12.ca.us

HEALTH CONDITIONS/MEDICATION:

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

If the answer to any of these questions is yes, please fax this form to 874-3748.

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.



<b>Board Office Use: Legislative File Info.</b>	
File ID Number	
Introduction Date	
Enactment Number	
Enactment Date	

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

Resolution No. \_\_\_\_\_

**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 5/21/15 through 5/25/15 to Honolulu, HI  
by way of commercial airline.

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: Honolulu, HI

Departure Date: 5/21/15 Return Date: 5/25/15

Passed by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

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 \_\_\_\_\_.

By: \_\_\_\_\_

Gary Yee  
Secretary, Governing Board



**Certificate of Insurance Coverage Request Form**  
**(Field Trip)**

<b>Request Date:</b> 3/9/15	<b>Site Name:</b> Oakalnd High School	
<b>Site Contact Person:</b> Jesse Shapiro	<b>Telephone:</b> 510. 207. 1819	<b>Fax:</b>
<b>Site Contact Person Email Address:</b> jesse.shapiro@ousd.k12.ca.us		
<b>Event Location Name:</b>		
<b>Address:</b>		
<b>Event Contact Person Information Name:</b>	<b>Telephone:</b>	<b>Fax:</b>
<b>Event Date and Time:</b>		
<b>Brief Description of the Event:</b>		
<b>Facility Insurance Requirements: (Please attach the written requirement provided by the Event Facility)</b> Students and their families will be purchasing their own, private insurance for this trip.		

**Email or Fax Request (not less than 15 calendar days prior to the event) to:**

Risk Management Department  
Attn: Cynthia Grice  
Email: [cynthia.grice@ousd.k12.ca.us](mailto:cynthia.grice@ousd.k12.ca.us)  
Fax (510) 273-0445

CG 8/2013

**DETAILED ITINERARY: DRAFT (subject to change)**

**Thursday, Day 1: May 21st:** Depart Oakland Airport at 10 am students will meet there. Arrive in Honolulu at 11am. Shuttle to Waikiki Banyan Hotel and check in and unpack. 5pm students will attend a planned dinner at the Hard Rock Cafe. Walking tour of Waikiki Beach. Lights 11pm.

**Friday, Day 2 May 22nd:** Visit to Polynesian Cultural Center and Honolulu Museum of Art. 10am- 5pm. Dinner BBQ at Condo. Lights out at 11pm

**Saturday, Day 3 May 23rd:** Long day 8am leave condo and begin working on Community Art Project at Honolulu Peace Park. (Clean up park and touching up paint on shed painted during previous VAAMP trip.) Honolulu State Flea Market, Pearl Harbor, Pineapple Plantation and maze. All meals on road. Return to hotel 10 pm.

**Sunday, Day 4 May 24th:** Tour of North Shore of island and Diamond Head State Park. Depart 10am. Snorkeling at Hanauma Bay.

**Monday, Day 5 May25th:** Depart for airport at 12 pm after packing. Arrive home at 9pm.

NAME	Birthdate
Hoang, Vivian T.	8/6/1997
Le, Tom	8/4/1997
Leyva, Juan R.	10/25/1996
Kim, Jason M.	6/13/1997
Truong, Tommy	1/10/1996
Luong, Cindy	7/3/1997
Pleasants, Vanclee L.	8/30/1996
Lu, Lauryn B.	8/31/1997
Cornejo, TeeJay A.	12/4/1996
Baraan, Detrique K.	7/4/1997
Tran, Andy	11/2/1997
Ros, Sotear	11/4/1997
Tensley, J'Shawn L.	8/22/1996
Madriz, Jazmin	9/21/1997
Truong, Serena	12/18/1996
Saeteurn, Tammy	3/26/1997
Co, Bryan C.	7/23/1997
Mafi, Maamaloa S.	10/9/1997
Booker, Steven L.	2/15/1997
Ciprazo, Katelyn A.	12/8/1996
Tran, Huy T.	4/28/1998
Sin, Jason	5/5/1997
Smith, Daijon W.	3/25/1997
Korin, Safir O.	3/29/1996
Tran, Jouie	12/8/1996
Dam, Claudia B.	8/2/1997
Phal, Jessica S.	5/27/1997
Huynh, Jessica M.	6/7/1997
Saechao-Santos, Maria L.	11/1/1997
Rodriguez-Lopez, Carifer F.	3/29/1997
Jackie Begrin-Marston R.	3/5/1956
Carlos Sutton B.	6/14/1972
Jesse Shapiro P.	7/29/1979

*Oakland High School*

*Visual Arts Academy VAAMP*

**WHO:** Students and a parent or guardian of each student attending the "VAAMP Cultural/Community service field trip to Hawaii.

**WHEN:** Thursday, April 16, 2015 6:00-7:00 p.m.

**WHERE:** Ms. Marston's room 333 @ Oakland High School

**WHY:** To discuss all details, rules and regulations regarding our field trip. A parent or guardian must be present to sign a waiver releasing OUSD of all liability. We will cover full itinerary and what to bring.