

Board Office Use: Legislative File Info.	
File ID Number	25-0181
Introduction Date	2/12/25
Enactment Number	
Enactment Date	



Board Cover Memorandum

To Board of Education

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

Meeting Date February 12, 2025

Subject Approval of Request for Student Travel

Action Requested Approval of Board Resolution No. 2425-0043 authorizing student travel by school site Montera Middle School for forty (40) 8th grade students to visit Washington D.C. and Colonial Williamsburg, for the period of March 26, 2025 through March 31, 2025.

Educational Purpose of Trip We will be traveling to Washington DC on the African American History tour where students can gain up close exposure to some of the topics and locations learned about during their 8th grade US History class in addition to developing SEL skills/experiences.

Itinerary and Activities We will be traveling with EF Tours and will have a comprehensive tour of Colonial Williamsburg and Washington D.C. The group will travel by bus to the airport and then we will be flying United to Washington DC where we will be picked up with a tour bus which will be our primary mode of transportation on tour, as referenced in the itinerary details of the field trip packet.

Teachers Attending Trip Samuel Cooper, Marcus Santo Domingo, Iris Esquivel, and Bridgette Kyser

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. 2425-0043**

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 March 26, 2025 to March 31, 2025.

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: Montera Middle School

Destination: Washington DC and Colonial Williamsburg

Departure Date: March 26, 2025

Return Date: March 31, 2025

Passed by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

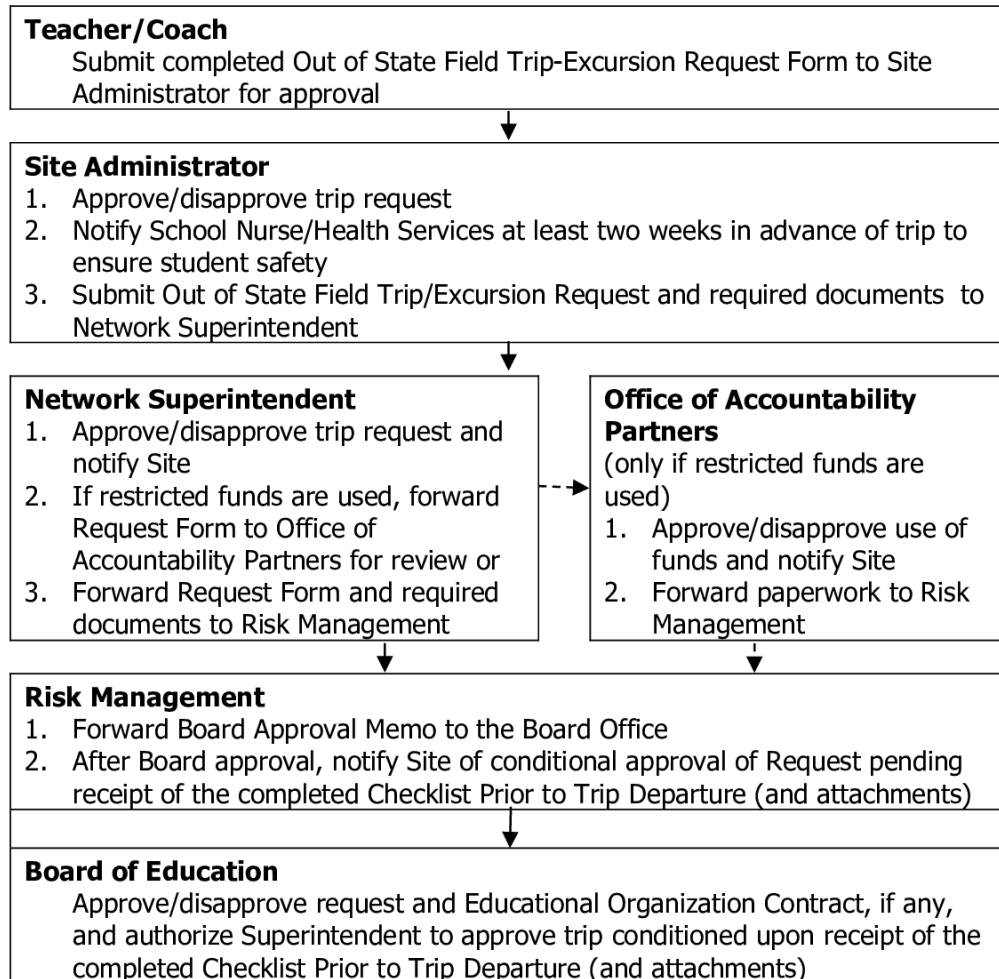
I hereby certify that the foregoing is a full, true and correct copy of a Resolution adopted by the Governing Board of the Oakland Unified School District at a Regular Meeting held on February 12, 2025.

By: _____
Kyla Johnson-Trammell
Secretary, Board of Education

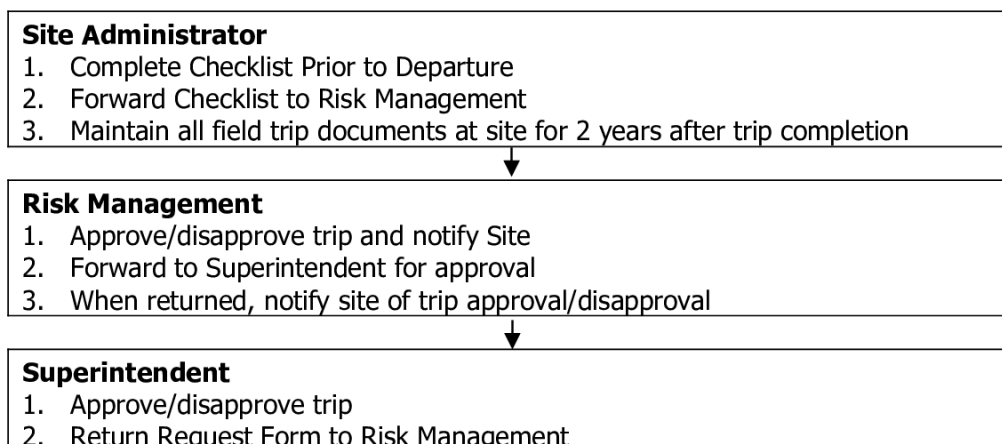


OUT OF STATE FIELD TRIPS APPROVAL PROCESS

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 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 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: Montera Site Number: 211

Destination: Washington DC

Address: Washington D.C 20001

Phone or Contact Info: 5104617910

Departure - Date: 03/26/2025 Time: Place of Departure:

Return - Date: 03/31/2025 Time: Place of Return:

Class(es)/Group Attending: 8th Grade

Grade(s): 8th Grade # of Students: 40 # of Adults: 4

Teacher Supervising Trip: Cooper

Emergency Contact # During Trip: 5104617910

Supervising Teacher's Email Address: Samuel.cooper@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) No</p>	<p>We will be traveling with EF Tours and will have a comprehensive tour of Colonial Williamsburg and Washington DC.</p>
<p>Names of teachers and staff attending trip:</p>	<p>Teachers: Samuel Cooper, Marcus Santo Domingo, Iris Esquivel, Bridgette Kyser Staff: N/A Non-OUSD Chaperones: N/A</p>
<p>Describe mode of transportation for each leg of the trip:</p>	<p>We will travel by [REDACTED] where we will be picked up with a tour bus which will be our primary mode of transportation on tour.</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>We will be traveling to Washington DC on the African American History tour where students can gain up close exposure to some of the topics and locations learned about during their 8th grade US History class in addition to developing SEL skills/experiences</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 \$ 0.00

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? Yes

- 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? 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? 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	
Site Administrator <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>Latoya Williams</i>	Approved		12/10/2024
Network Superintendent <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>Clifford Hong</i>	Approved		12/10/2024
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>Rebecca Littlejohn</i>	Approved		01/14/2025

APPROVAL OF TRIP	Signature	Check One		Date
		Approved	Denied	
Site Administrator <input 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>Latoya Williams</i>	Approved		12/10/2024
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>Rebecca Littlejohn</i>	Approved		01/14/2025
Superintendent <input type="checkbox"/> Approve/disapprove trip <input type="checkbox"/> Returns Request Form to Risk Management	<i>Sondra Aguilera</i>	Approved		01/14/2025



Site: _____

Teacher Supervising Trip: _____

Destination: _____

Date of Departure: _____

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

- SC _____ "OUSD Student Out of State Field Trip/Excursion Permission Slip" has been signed by parent(s)/guardian(s) of all student participants.
- SC _____ "Adult Participant Field Trip/Excursion Chaperone Agreement" signed by all non-District employee chaperones.
- SC _____ OUSD Fingerprint and TB risk assessment per OUSD AR 1240 have been obtained for all non-District employee chaperones.
- SC _____ No student has been prevented from making a trip due to lack of sufficient funds.
- SC _____ 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.)
- SC _____ 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: 12/03/2024
- SC _____ 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)
- SC _____ 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.
- SC _____ Adult to Student Ratio is at least 1:10 as required by OUSD BP 6153 (or higher if high risk activities).
- SC _____ Sleeping arrangements and night supervision are safe and appropriate.
- SC _____ 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.
- SC _____ 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.
- SC _____ 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.
- SC _____ Swim/Water Activities: OUSD "Procedures for Fields Trips including Swim or Water Activities" have been met.
- SC _____ Site and trip leader has a list of students and adults attending trip.
- SC _____ Staff and students will wear masks while indoors (including transportation) during the trip.
IF MANDATED

TRIP APPROVAL IS CONDITIONED ON COMPLETION OF THIS CHECKLIST