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OAKLAND UNIFIED  
SCHOOL DISTRICT

## Memo

To Board of Education  
 From Anthony Smith, Superintendent  
 Board Meeting Date 5/22/13  
 Subject Approval of Request for Student Travel

<b>Action Requested</b>	<input checked="" type="checkbox"/> Approval of request for student travel of <u>Learning AFAR scholarship students</u> to <u>Cambodia</u> for the period of <u>8/2/13</u> through <u>8/16/13</u> . Grade(s): <u>8-11</u> # of Students: <u>10</u> # of Adults: <u>1</u> <input type="checkbox"/> Ratification of Educational Organization Contract with _____
<b>Educational Purpose of Trip</b>	Students will travel to Cambodia for 2 weeks of cultural immersion, historical education, an introduction to sustainable development, and service learning in the Cambodia school system. Students will spend time in Siem Reap and the Angkor Wat historical site, the coast at Kep, Rabbit Island, the Cardamom Mountains, and Phnom Penh. Prior to travel, students will participate in a rigorous course of study on the above topics and three pre-travel orientation meetings with parents. They will also attend two full day retreats from Global Explorers (our travel organizer and partner).
<b>Itinerary and activities</b>	Historical context (Angkor Wat and the Khmer Rouge), biodiversity and sustainable development, service learning.
<b>Teachers and Staff Attending Trip</b>	Amy Boyle, Assistant Principal
<b>Site Administrator Affirms</b>	<input checked="" type="checkbox"/> Parental permission forms will be on file for all students participating and school has emergency communication protocol <input checked="" type="checkbox"/> At least one OUSD employee accompanying the students is certificated <input checked="" type="checkbox"/> Non-OUSD chaperones, if any, will meet criminal background check requirements <input checked="" type="checkbox"/> There will be sufficient and appropriate chaperones for this field trip <input checked="" type="checkbox"/> School will address financial or accessibility issues that might prevent students from participating
<b>Recommendation</b>	<input checked="" type="checkbox"/> Approval of request for student travel of <u>Learning AFAR scholarship students</u> to <u>Cambodia</u> for the period of <u>8/2/13</u> through <u>8/16/13</u> . <input type="checkbox"/> Ratification of Educational Organization Contract with _____
<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 funds <input type="checkbox"/> Restricted funds <input checked="" type="checkbox"/> No District funds will be used

**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 1213-0154**

**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 Cambodia, for the period of August 2, 2013 through August 16, 2013 by Coliseum College Prep Academy students.

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

Request for student travel for 10 students and 1 adult from Coliseum College Prep Academy to travel to Cambodia to complete a service learning course through Learning AFAR and Global Explorers, for the period of August 2, 2013 through August 18, 2013 at no cost to the District.

Passed by the following vote:

AYES: Jody London, James Harris, Christopher Dobbins,  
Roseann Torres, Vice President Jumoke Hinton Hodge,  
President David Kakishiba

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 5/22/13

By:   
Edgar Rakestraw, Jr.  
Secretary, Board of Education



OAKLAND UNIFIED SCHOOL DISTRICT

OUT OF STATE FIELD TRIP/EXCURSION REQUEST

RECEIVED 4/26/13

Basic Directions	
1. Requests must be submitted to Network Executive Officer no later than 120 days prior to departure 2. Board approval is required for all out of state trips. 3. Use of Restricted Funds requires additional approval by State & Federal Compliance 4. OUSD Fingerprint and TB clearance requirements per OUSD AR 1240 has been obtained for all non-District employee chaperones. (Arrange through <a href="https://www.beamentor.org/Linkages/mentorasp/SpecialProjects/OUSD/">https://www.beamentor.org/Linkages/mentorasp/SpecialProjects/OUSD/</a> or email <a href="mailto:volunteers@ousd.k12.ca.us">volunteers@ousd.k12.ca.us</a> . Continuing volunteer chaperones must be fingerprint cleared at least once every 3 years and obtain TB clearance once every 4 years.) 5. Generally 1:10 Adult to Student ratio is required as provided in OUSD Board Policy 6153 6. Check the Pre-Approved Vendor List for contract and insurance requirements	
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: Facility (attach copy unless publicly owned and operated or commercial lodging e.g. Holiday Inn) Program (attach copy unless publicly owned and operated) <input type="checkbox"/> Board Approval Memo
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: Coliseum College Prep Academy Site Number: 232

Destination: <u>Cambodia</u>
Address: _____ Phone: _____

Date of Departure: 8/2/13 Time of Departure: 8am Place of Departure: SFO  
 Date of Return: 8/18/13 Time of Return: 11pm Place of Return: SFO  
 Class(es) or Group Attending: Learning AFAR  
 Grade(s): 8-11 # of Students: 10 # of Adults: 1  
 Teacher Supervising Trip: Amy Boyle Emergency Contact # during trip: 908-619-5345  
 Supervising teacher's email address: amy.boyle@ousd.k12.ca.us

Describe Itinerary and activities:  <input checked="" type="checkbox"/> Trip will include swim or water activities)	Students will travel to Cambodia for 2 weeks of cultural immersion, historical education, an introduction to sustainable development, and service learning in the Cambodia school system. Students will spend time in Siem Reap and the Angkor Wat historical site, the coast at Kep, Rabbit Island, the Cardamom Mountains, and Phnom Penh. Prior to travel, students will participate in a rigorous course of study on the above topics and three pre-travel orientation meetings with parents. They will also attend two full day retreats from Global Explorers (our travel organizer and partner).
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**OAKLAND UNIFIED  
SCHOOL DISTRICT**
**OUT OF STATE  
FIELD TRIP/EXCURSION REQUEST**

Names of Teachers and staff attending trip:	Teachers: Amy Boyle Staff:
Describe mode of transportation for each leg of the trip:	Flights to and from Cambodia, mini-bus, and boat.
Describe how this trip 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:	In addition to a comprehensive course of study that examines world history (the Khmer Rouge and communism) and biology (biodiversity and sustainable development), the students will also complete a magazine project on their travel with assistance from Afar Magazine staff (English standards related to informational texts, journalism, and note taking). The service learning aspect of the expedition, both during the trip and after, aligns with the school expected learning result of citizenship.

**TRIP COSTS**

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

**TRANSPORTATION**

Note: Site must order AC Transit and BART tickets.

If buses will be used, the approved bus company list is located on the Intranet with the Field Trip information.

# of buses ordered: \_\_\_\_\_ Size of bus ordered: \_\_\_\_\_ Wheelchair accessible needed? \_\_\_\_\_

Bus Company: \_\_\_\_\_ Cost of transportation: \$ \_\_\_\_\_ Restricted funds? \_\_\_\_\_

Charter Bus Account: Org. Key \_\_\_\_\_ Object: 5826 Charter Bus PO #: \_\_\_\_\_

**ADMISSION COSTS**

Cost per student: \$ \_\_\_\_\_ Cost per adult: \$ \_\_\_\_\_ Total cost: \$ \_\_\_\_\_ Restricted funds? \_\_\_\_\_

Admission Account: Org. Key \_\_\_\_\_ Object 5829 Admissions PO #: \_\_\_\_\_

**SUBSTITUTES** Are Subs Needed? Yes:  No:  (Note: School site is responsible for ordering substitutes)

**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.

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



**OAKLAND UNIFIED SCHOOL DISTRICT**

**OUT OF STATE FIELD TRIP/EXCURSION REQUEST**

Site: Coliseum College Prep Academy - 232  
 Teacher Supervising Trip: Amy Boyle  
 Destination: Cambodia  
 Trip Departure Date: 8/2/13

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>[Signature]</i>	✓		4-23-13
<b>Network Executive 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	<i>[Signature]</i>	✓		4-23-13
<b>State/Federal Compliance</b> (if restricted funds) <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)	<i>[Signature]</i>	✓		4/30/2013

APPROVAL OF TRIP	Signature	Check One		Date
		Approved	Denied	
<b>Site Administrator</b> <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				
<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	<i>[Signature]</i>	✓		4/30/2013
<b>Superintendent</b> <input type="checkbox"/> Approve/disapprove trip <input type="checkbox"/> Returns Request Form to Risk Management	<i>[Signature]</i>	✓		5/2/13



OAKLAND UNIFIED  
SCHOOL DISTRICT

OUT OF STATE  
FIELD TRIP/EXCURSION REQUEST

Site: Coliseum College Prep Academy - 232  
 Teacher Supervising Trip: Amy Boyle  
 Destination: Cambodia  
 Trip Departure Date: 8/2/13

**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.
- N/A "Adult Participant Field Trip/Excursion Chaperone Agreement" signed by all non-District employee chaperones.
- N/A 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: Multiple including 4/10
- Health Conditions/Medication: 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 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.
- N/A 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.
- N/A  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**