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Introduction Date	5-27-15
Enactment Number	150733
Enactment Date	5/27/15 ER



OAKLAND UNIFIED SCHOOL DISTRICT

**Memo**

**To:** Board of Education

**From:** To: Board of Education  
From: Antwan Wilson, Superintendent

**Subject:** Approval of Request for Student Travel

**Board Meeting Date:** 5/27/15

**Subject:** Approval of Request for Student Travel

Action Requested	<input checked="" type="checkbox"/> Approval of request for student travel of <u>Montera Middle School</u> to <u>Washington DC &amp; New York City</u> , for the period of <u>May 16, 2015</u> through <u>May 20, 2015</u> Grade(s): <u>8</u> # of Students <u>74</u> # of Adults: <u>7</u> <input type="checkbox"/> Ratification of Educational Organization Contract with _____
Educational Purpose of Trip	Students will analyze the political principles of the US Constitution and compare enumerated and implied powers of the federal government. To provide understanding of our American political system and ways in which citizens participate in it.
Itinerary and activities	See attached itinerary
Teachers and staff Attending Trip	Mr. Nicholas Miller Ms. Courtney Connelly
Site Administrator Affirms	<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
Recommendation	<input checked="" type="checkbox"/> Approval of request for student travel of <u>Montera Middle School</u> to <u>Washington DC &amp; New York City</u> , for the period of <u>May 16, 2015</u> through <u>May 20, 2015</u> Grade(s): <u>8</u> # of Students: <u>74</u> # of Adults: <u>7</u> <input type="checkbox"/> Ratification of Educational Organization Contract with _____
Fiscal Impact	Amount of District funds to be used for trip costs will be \$ <u>NA</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. 1415-1144**

**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 Washington D.C. and New York City, on May 16, 2015 through May 20, 2015 by Montera Middle 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 74 students and 7 adults from Montera Middle School, to travel to Washington, D.C. and New York City, for students to analyze the political principles of the US Constitution and compare enumerated and implied powers of the federal government, and to provide understanding of our American political system and ways in which citizens participate in it, for the period of May 16, 2015 through May 20, 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: 15-1004  
Introduction Date: 5/27/15  
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By: AW

By:   
Antwan Wilson  
Secretary, Board of Education





**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 <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.)
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 checked="" type="checkbox"/> Copy of program/vendor information describing vendor and scheduled activities <input checked="" type="checkbox"/> All facility, program or vendor agreements/contracts, including OUSD Educational Organization Contract <input checked="" 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 checked="" type="checkbox"/> Board Approval Memo
Required Documents for Trip Approval	<input checked="" type="checkbox"/> "Checklist Prior to Trip Departure" <input checked="" type="checkbox"/> List of students and adults attending trip <input checked="" 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 Middle School Site Number: 211

Destination: <u>Washington DC and New York City</u>
Address: <u>various locations-see itinerary</u> Phone: <u>510-531-6070 lead teacher</u>

Date of Departure: 05/16/2015 Time of Departure: 9:00 a.m. Place of Departure: SFO

Date of Return: 05/20/2015 Time of Return: 10:00 p.m. Place of Return: SFO

Class(es) or Group Attending: Montera Middle School Students

Grade(s): 8 # of Students: 74 # of Adults: 7

Teacher Supervising Trip: Nicholas Miller Emergency Contact # during trip: 510 685-8094

Supervising teacher's email address: nicholas.miller@ousd.k12.ca.us

Describe itinerary and activities:  <input type="checkbox"/> Trip will include swim or water activities	Day 1- Smithsonian museums, Union Station Monuments (Ilcoln, WWII, Korean, Vietnam War) Day 2- Arlington National Cemetery, Iwo Jima, Mount Vernon Day 3- US Capitol Building, Library of Congress, Supreme Court, travel to New York City, Empire State Building Day 4- Statue of Liberty and Ellis Island, 911 Memorial, Times Square, Wall Street Day 5- Apollo Theater, Central Park
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**OAKLAND UNIFIED  
SCHOOL DISTRICT**

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

Names of Teachers and staff attending trip:	Teachers: Courtney Connelly, Nicholas Miller  Staff:
Describe mode of transportation for each leg of the trip:	Airplanes, Chartered buses
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:	Students will analyze the political principles underlying the US Constitution and compare enumerated and implied powers of the federal government. We will visit some of the most famous sites in US History including the Capitol Building, memorials dedicated to great individuals and see the American political system in action. Students will be required to keep journals and provide reflections once the trip is complete

**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.





OUT OF STATE  
FIELD TRIP/EXCURSION REQUEST

Site: Montera Middle School  
 Teacher Supervising Trip: Nicholas Miller  
 Destination: Washington DC and New York City  
 Trip Departure Date: 05/16/2015

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>	✓		5/1/2015
<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>	✓		3/8/15
<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>	✓		5/11/2015

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	<i>[Signature]</i>	✓		5/1/2015
<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>	✓		5/11/2015
<b>Superintendent</b> <input type="checkbox"/> Approve/disapprove trip <input type="checkbox"/> Returns Request Form to Risk Management	<i>[Signature]</i>	✓		5/11/15





Site: Montera Middle School

Teacher Supervising Trip: Nicholas Miller

Destination: Washington DC/New York City

Date of Departure: May 16, 2015

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

- ds "OUSD Student Field Trip/Excursion Permission Slip" has been signed by parent(s)/guardian(s) of all student participants.
- ds "Chaperone Agreement" (found on the Student Permission Slip) signed by all non-employee adult chaperones.
- ds OUSD Fingerprint and TB clearance requirements per OUSD AR 1240 have been obtained for all non-District employee chaperones.
- ds No fees have been charged to students/parents related to this trip except where allowed by AR 3260.
- ds 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: 01-21-2015
- ds 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)
- ds Supervision is by certificated personnel and assisted by other school employees, parent/guardian(s), or other authorized chaperones who are at least 21 years old. Site Administrator and trip leader are satisfied all chaperones are willing and able to perform required duties, including understanding and implementing instructions, health information for students in their group and responding effectively in the event of emergency.
- ds Adult to Student Ratio is at least 1:10 as required by OUSD BP 6153 (or higher if high risk activities).
- ds Sleeping arrangements and night supervision are safe and appropriate.
- ds 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.
- ds 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  Swim/Water Activities: OUSD "Procedures for Fields Trips including Swim or Water Activities" have been met.
- N/A 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.
- ds Site and trip leader has a list of students and adults attending trip.

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



DC/NYC 2015 Tour  
Student List

Fname	Lname	Student Responsibility	Field Trip/Excursion Permission Slip	Authorization for Medication
Zsofia	Adamkovics-Larson	Yes	Yes	Yes
Alexander	Arriola	Yes	Yes	Yes
Bryce	Ashford	Yes	Yes	Yes
Kira	Becraft	Yes	Yes	Yes
Yael	Berrol	Yes	Yes	Yes
Jianna	Bowie	Yes	Yes	Yes
Aidan	Bradley	Yes	Yes	Yes
Nolan	Brady	Yes	Yes	Yes
Jacob	Burgasser	Yes	Yes	Yes
Isabella	Caliri	Yes	Yes	Yes
Griffen	Castillo	Yes	Yes	Yes
Tahlia	Castillo	Yes	Yes	Yes
Dario	Conti	Yes	Yes	Yes
Levy	Davis IV	Yes	Yes	
Rebekah	Davis-Warren	Yes	Yes	Yes
Quest	Dibley	Yes	Yes	Yes
Mauro	Dominguez Toscano	Yes	Yes	NA
Khron	Enis	Yes	Yes	Yes
Aria	Everingham	Yes	Yes	Yes
Kairah	Foster	Yes	Yes	Yes
Ruby	Foxall	Yes	Yes	Yes
Sophia	Friedman	Yes	Yes	Yes
Grace	Goodsell	Yes	Yes	Yes
Gabriel	Goodspeed	Yes	Yes	Yes
Alonzo	Grays	Yes	Yes	Yes
Elizabeth	Gull	Yes	Yes	Yes
Andres	Gutierrez	Yes	Yes	Yes
David	Hemmer	Yes	Yes	Yes
Clayton	Henderson	Yes	Yes	Yes
Kate	Henderson	Yes	Yes	Yes
Kai	Ho	Yes	Yes	Yes
Campbell	Hunter	Yes	Yes	Yes
Irvin	James	Yes	Yes	Yes
Parker	Johnson	Yes	Yes	Yes
Jeremiah	Joyner	Yes	Yes	Yes
Liana	Kruger-Moore	Yes	Yes	Yes
Carson	Lang	Yes	Yes	Yes
Paulina	Lara	Yes	Yes	Yes
Elena	Larsen	Yes	Yes	Yes
Terashi	Lee	Yes	Yes	Yes
Casey	Levitt	Yes	Yes	Yes
Abigail	Loretz	Yes	Yes	Yes



DC/NYC 2015 Tour  
Student List

Fname	Lname	Student Responsibility	Field Trip/Excursion Permission Slip	Authorization for Medication
Ava	Marrama	Yes	Yes	Yes
Noah	Mitchell	Yes	Yes	Yes
Mary	Nguyen	Yes	Yes	Yes
Syrus	Nieves-Brown	Yes	Yes	Yes
Neely	Odom	Yes	Yes	Yes
Nadia	Pace	Yes	Yes	Yes
Paloma	Perez	Yes	Yes	Yes
Sarah	Phillips	Yes	Yes	Yes
Joseph	Picchi	Yes	Yes	Yes
Cara	Plumhoff	Yes	Yes	Yes
Dante	Poli	Yes	Yes	Yes
Oona	Proost	Yes	Yes	Yes
Katherine	Purev	Yes	Yes	Yes
Cecily	Read	Yes	Yes	Yes
Jordan	Riley	Yes	Yes	Yes
Allison	Rogers	Yes	Yes	Yes
Nomar	Sandoval	Yes	Yes	Yes
Leah	Sarber	Yes	Yes	Yes
Aaron	Shalf	Yes	Yes	Yes
Samantha	Sheanin	Yes	Yes	Yes
Duncan	Sinclair	Yes	Yes	Yes
Thalia	Tellez	Yes	Yes	NA
Timothy	Thomas	Yes	Yes	Yes
Antonyo	Todd	Yes	Yes	Yes
Elizabeth	Todd	Yes	Yes	Yes
Shayna	Trivedi	Yes	Yes	Yes
Isabel	Turner	Yes	Yes	Yes
Kevin	Veldhuizen	Yes	Yes	Yes
Skye	Walker	Yes	Yes	Yes
Isaiah	Williams	Yes	Yes	Yes
Alex	Yegian	Yes	Yes	Yes
Jaiden	Zak	Yes	Yes	Yes







Explore  
America



## TESTIMONIALS

*EF Explore America is different because of the relationships that they form with their Group Leaders. They're willing to do what's best for students and Group Leaders. They become personally vested in each and every one.*

Maria | Teacher, California

*My students always come back overwhelmed and amazed by everything they see and do in life. Teachers tell me that after going on the trip, the students come back and share their experiences to other students and they see a marked difference in their understanding and appreciation for history!*

Derrick | Principal, California

*Going to New York with EF Explore America was the choice of a lifetime. Growing up in a small town, you cannot truly appreciate the connectivity, safety, comfort and quality of NYC until you are there...really there...standing in front of the Statue of Liberty. It was a dream come true.*

Charlie | Student, Texas

*The services EF Explore America offers are really top notch. I feel like I've part of the EF Explore America family, and they are always going to be there for me and go above and beyond.*

Audrea | Teacher, Alabama

*Seeing the Lincoln Memorial and standing where Dr. King once spoke is a dream come true. It was an amazing experience and I hope to go back soon.*

Johnathan | Student, Indiana

1.800.525.8323  
EFExploreAmerica.com

# SCHOOL BOARD & ADMINISTRATION BOOKLET

HELPING STUDENTS THRIVE IN THE 21<sup>ST</sup>-CENTURY

**WASHINGTON DC TRIP 2015  
Montera Middle School**

**May 16-20**

**Chaperone List**

- 1. Jackqueline Felix-Atkins on file with Be-a-Mentor**
- 2. Kimberly Delaney**
- 3. Rodney Enis**
- 4. Cindi Goodsell**
- 5. Vontraneece King-Haynes**
- 6. Courtney Connelly**
- 7. Nick Miller**