

Board Office Use: Legislative File Info.	
File ID Number	18-0470
Introduction Date	3/28/18
Enactment Number	18-0536
Enactment Date	3/28/18 <i>AS</i>



OAKLAND UNIFIED
SCHOOL DISTRICT

Memo

To Board of Education
From Anthony Smith, Ph.D., Superintendent
Meeting Date 3/28/18
Subject Approval of Request for Student Travel

Action Requested	Approval of Board Resolution authorizing student travel by school site <i>Resolution # 1718-0165</i> <u>Montera Middle School</u> to <u>Washington, DC, Philadelphia, PA and New York City, NY</u> for the period of <u>4/2/2018</u> through <u>4/8/2017</u>
Itinerary and activities	Day 1 - [REDACTED]: Arrive in Washington DC around 7am. Tour and lunch at the Smithsonian Museums. Tour the National Museum of African American History and Culture, US Capital Building, Lincoln, Vietnam, WWII, and Korean memorials. Check in at hotel. Day 2 - [REDACTED]: Tour of Arlington National Cemetery to see the changing of the guards and to pay respects to the tomb of the unknown soldier. Day 3 - [REDACTED]: Travel by bus to Philadelphia and take walking tour of Independence National Historical Park and visit Independence Hall and Liberty Bell Center. Afterwards, travel to New York City. Check in hotel in New Jersey. Day 4 - [REDACTED]: Statue of Liberty and Ellis Island tour, 9/11 Memorial Museum and Empire State Building. Day 5 - [REDACTED]: Visit vibrant neighborhoods such as SoHo, Chinatown, and Wall Street. Dinner in Times Square, followed by a Broadway show. Day 6 - [REDACTED]: Tour of Harlem Apollo Theatre and depart for airport.
Educational Purpose of Trip	This trip will provide students with a hands on experience that directly relates to the 8th grade CA social science common core standards. Students will get to see first hand the 3 branches of the U.S. government and how it works together to overcome differences by visiting the Capitol Building, the U.S. Supreme Court and the White House. Students will visit historic sites such as Frederick Douglas House, The National Museum of African American History and Culture, Lincoln Memorial, Liberty Bell and Independence Hall, which will give them a deeper understanding of the events and people that shaped our country's history. They will see cultural sights in NYC such as Greenwich Village and Times Square. This will provide a unique perspective on the variety of cultures and people that weave the tapestry of American society.
Teachers Attending Trip	Gayle Schooley
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: _____

RECEIVED *msn*

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**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT**
Resolution No. 1718-0165

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 4/2/2018 through 4/8/2017 to Washington, DC, Philadelphia, PA and New York City, NY by Montera Middle School.

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, Philadelphia, PA and New York City, NY

Departure Date: 4/2/2018 Return Date: 4/8/2017

Passed by the following vote:

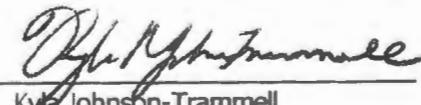
AYES: Roseann Torres, Jody London, Nina Senn, James Harris, Shanthi Gonzales, Vice President Jumuke Hinton Hodge, President Amiee Eng

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 Governing Board of the Oakland Unified School District at a Regular Meeting held March 28, 2018.

By: 
Kyle Johnson-Trammell,
Superintendent and
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 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. 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 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: Program (attach copy unless publicly owned and operated) Facility (attach copy unless publicly owned and operated or commercial lodging e.g. Holiday Inn) <input checked="" type="checkbox"/> Board Approval Memo and Board Resolution
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 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: Washington, DC, Philadelphia, PA and New York City, NY

Address: _____

Phone or Contact Info: _____

Departure - Date: 4/2/2018 Time: Place of Departure:

Return - Date: 4/8/2018 Time: Place of Return:

Class(es)/Group Attending: 8th grade students

Grade(s): 8 # of Students: 64 # of Adults: 5 x 2 EF Tour Guides in Washington DC

Teacher Supervising Trip: Gayle Schooley

Emergency Contact # During Trip: 856-305-9101

Supervising Teacher's Email Address: gayle.schooley@ousd.org



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Site: Montera Middle School

Teacher Supervising Trip: Gayle Schooley

Destination: Washington, DC, Philadelphia, PA and New York City, NY

Date of Departure: 4/2/2018

<p>Describe itinerary and activities:</p> <p><input type="checkbox"/> Trip will include swim or water activities)</p>	<p>Day 1 - [REDACTED]: Arrive in Washington DC around 7am. Tour and lunch at the Smithsonian Museums. Tour the National Museum of African American History and Culture, US Capital Building, Lincoln, Vietnam, WWII, and Korean memorials. Check in at hotel. Day 2 - [REDACTED]: Tour of Arlington National Cemetery to see the changing of the guards and to pay respects to the tomb of the unknown soldier. Day 3 - [REDACTED]: Travel by bus to Philadelphia and take walking tour of Independence National Historical Park and visit Independence Hall and Liberty Bell Center. Afterwards, travel to New York City. Check in hotel in New Jersey. Day 4 - [REDACTED]: Statue of Liberty and Ellis Island tour, 9/11 Memorial Museum and Empire State Building. Day 5 - [REDACTED]: Visit vibrant neighborhoods such as SoHo, Chinatown, and Wall Street. Dinner in Times Square, followed by a Broadway show. Day 6 - 4/8/2018: Tour of Harlem Apollo Theatre and depart for airport.</p>
<p>Names of teachers and staff attending trip:</p>	<p>Teachers: Gayle Schooley</p> <p>Staff:</p>
<p>Describe mode of transportation for each leg of the trip:</p>	<p>Flight from [REDACTED] to DC . Bus tour of DC for 2 days. Bus travel to Philadelphia, PA for day trip and then transition to NYC after dinner. Bus tour around NYC for 2 1/2 days. Flight home to [REDACTED]</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>This trip will provide students with a hands on experience that directly relates to the 8th grade CA social science common core standards. Students will get to see first hand the 3 branches of the U.S. government and how it works together to overcome differences by visiting the Capitol Building, the U.S. Supreme Court and the White House. Students will visit historic sites such as Frederick Douglas House, The National Museum of African American History and Culture, Lincoln Memorial, Liberty Bell and Independence Hall, which will give them a deeper understanding of the events and people that shaped our country's history. They will see cultural sights in NYC such as Greenwich Village and Times Square. This will provide a unique perspective on the variety of cultures and people that weave the tapestry of American society.</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 \$ _____

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

Resource #: _____



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: _____

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 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 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: Montera Middle School

Teacher Supervising Trip: Gayle Schooley

Destination: Washington, DC, Philadelphia, PA and New York City, NY

Date of Departure: 4/2/2018

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>[Signature]</i>	✓		2/21/18
Regional/Network Officer <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>[Signature]</i>	✓		2.21.18
State/Federal Compliance (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>[Signature]</i>	✓		2/28/18

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>[Signature]</i>	✓		2/21/18
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>[Signature]</i>	✓		2/28/18
Superintendent <input type="checkbox"/> Approve/disapprove trip <input type="checkbox"/> Returns Request Form to Risk Management	<i>[Signature]</i>	✓		3/6/18



Site: Montera Middle School

Teacher Supervising Trip: Gayle Schooley

Destination: Washington, DC, Philadelphia, PA and New York City, NY

Date of Departure: 4/2/2018

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 353.30(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: 10/10/17
- 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: Montera Middle School Site Number: _____

Destination: Washington, DC, Philadelphia, PA and New York City, NY

Departure - Date: 4/2/2018 Time: [REDACTED] [REDACTED]

Return - Date: 4/8/2017 Time: [REDACTED] [REDACTED]

Class(es)/Group Attending: 8th grade students

Grade(s): 8 # of Students: 64 # of Adults: 5

Teacher Supervising Trip: Gayle Schooley

Supervising Teacher's Email Address: gayle.schooley@ousd.org

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

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.



FIELD TRIP/EXCURSION INFORMATION
DESTINATION OUTSIDE OF CALIFORNIA
(to be kept by Parent/Guardian)

TO BE COMPLETED BY TEACHER

School or Center: Montera Middle School

Destination: Washington, DC, Philadelphia, PA and New York City, NY

Address: _____

Departure - Date: 4/2/2018 Time: Place of Departure:

Return - Date: 4/8/2017 Time: Place of Return:

Class/Group Attending: 8th grade students

Name(s) of Classroom Teacher(s): Gayle Schooley

Teacher Supervising Trip: Gayle Schooley

Emergency Contact # During Trip: 856-305-9101

<p>The field trip will involve the following: (Describe activities and itinerary):</p> <p>(<input type="checkbox"/>Swim/water activities permission required)</p>	<p>Day 1 - <u> </u>: Arrive in Washington DC around 7am. Tour and lunch at the Smithsonian Museums. Tour the National Museum of African American History and Culture, US Capital Building, Lincoln, Vietnam, WWII, and Korean memorials. Check in at hotel. Day 2 - <u> </u>: Tour of Arlington National Cemetery to see the changing of the guards and to pay respects to the tomb of the unknown soldier. Day 3 - <u> </u>: Travel by bus to Philadelphia and take walking tour of Independence National Historical Park and visit Independence Hall and Liberty Bell Center. Afterwards, travel to New York City. Check in hotel in New Jersey. Day 4 - <u> </u>: Statue of Liberty and Ellis Island tour, 9/11 Memorial Museum and Empire State Building. Day 5 - <u> </u>: Visit vibrant neighborhoods such as SoHo, Chinatown, and Wall Street. Dinner in Times Square, followed by a Broadway show. Day 6 - 4/8/2018: Tour of Harlem Apollo Theatre and depart for airport.</p>
<p>Mode(s) of transportation:</p>	<p>Flight from SFO to DC . Bus tour of DC for 2 days. Bus travel to Philadelphia, PA for day trip and then transition to NYC after dinner. Bus tour around NYC for 2 1/2 days. Flight home to SFO.</p>
<p>Student needs to bring:</p>	<p>Suitcase, Picture ID, Money for souvenirs.</p>



Explore America

WASHINGTON, D.C. & NEW YORK

6 days | Washington, D.C. | Philadelphia | New York City



Your itinerary

Day 1

Welcome to Washington, D.C.!

Planned by Charles L'Enfant, Washington, D.C. has served as the seat of Congress since 1800. Upon arrival, meet your EF Explore America Tour Director, who will accompany you throughout your stay.

Guided Sightseeing of Washington, D.C.

Your Tour Director, a licensed Washington, D.C. guide, introduces you to the sites where national policies and political reputations are formed and reformed daily. Take a photo in front of the White House, home of every U.S. president except George Washington. View the iconic Washington Monument from the grassy National Mall, and look for your home state at the National WWII Memorial, the first national memorial dedicated to all who served during World War II. Finally, walk around the Tidal Basin to explore some of the most impressive memorials in D.C., the Jefferson Memorial, the Franklin Delano Roosevelt Memorial, and the Martin Luther King, Jr. National Memorial.

The Smithsonian Museums

Explore all that the Smithsonian's museums have to offer during a self-guided visit. The Smithsonian Institution is the world's largest museum and research complex, endowed by James Smithson and created by an act of Congress in 1846.

Smithsonian National Museum of African American History and Culture

The National Museum of African American History and Culture will be a place where all Americans can learn about the richness and diversity of the African American experience, what it means to their lives and how it helped us shape this nation.

Lunch Included

Tour Director distributes \$10 each.

The US Capitol Building Tour & Visitor's Center

Visit the U.S. Capitol, the city's epicenter and the heart of the American legislature. George Washington laid the first cornerstone for the building in 1793, but the edifice was set on fire in 1814 when British troops marched through the city. Much of the structure was salvaged, thanks to the brave men that quelled the flames, and the Capitol remains the symbol of American government today.

Photo stop at the Library of Congress and U.S. Supreme Court

Make a photo stop at the green-domed Library of Congress and the imposing white-marble Supreme Court building.

Dinner in Washington

Enjoy your evening meal, provided by EF Explore America.

Guided Evening Sightseeing of Washington, D.C.

Experience the magic of seeing Washington's most impressive sights illuminated during your evening scenic tour downtown. Points of interest on your tour include the Lincoln Memorial, the Vietnam Veterans Memorial, and the Korean War Memorial.

Hotel in Washington, D.C. area

Arrive and check into your hotel.

Overnight in Washington, D.C. area

Day 2

Breakfast in Washington, D.C.

Frederick Douglass House

Established in 1988 as a National Historic Site, the site preserves the home and estate of Frederick Douglass, one of the most prominent African Americans of the 19th century.

Lunch Included

Tour Director distributes \$10 each.

Arlington National Cemetery

Observe the quiet dignity of Arlington National Cemetery, the final resting place of more than 200,000 veterans and their families. At JFK's gravesite, you'll see the eternal flame that was originally lit by Jacqueline Kennedy at her husband's funeral. You'll also witness the changing of the guard at the Tomb of the Unknowns.

The United States Marine Corps Memorial

The cast bronze depiction of Marines raising the flag at Iwo Jima honors all those who have served in the Marine Corps since its inception in 1775.

Dinner in Alexandria, VA

Enjoy your evening meal, provided by EF Explore America.

Legends of Alexandria Tour

Take a one-hour Legends of Alexandria tour in Old Town, where an 18th-century costumed guide shows you the way through the streets by lantern and shares ghost stories, legends and folklore about the area!

Overnight in Washington, D.C. area

Day 3

Breakfast in Washington, D.C.

Transfer to Philadelphia

Lunch at Reading Terminal Market

Reading Terminal Market is an enclosed public market where over one hundred merchants offer fresh produce, meats, fish, groceries, ice cream, flowers, baked goods, crafts, books, clothing, and specialty and ethnic foods that include merchants from the Pennsylvania Dutch counties. *Tour Director distributes \$10 each.*

Independence National Historical Park

Visit the place that is sometimes referred to as "The Birthplace of Our Nation": Independence National Historical Park, where you will see Independence Hall and the Liberty Bell Center.

Guided Visit of Independence Hall

A local guide shows you Independence Hall, a World Heritage Site where the Declaration of Independence was adopted and the U.S. Constitution was written. George Washington oversaw the debate of the Constitution here over a four-month period in 1787 before it was ratified by nine states, taking effect on June 21, 1788. Once known as the Pennsylvania State House, Independence Hall was completed in 1753, 21 years after construction first started.

Visit to the Liberty Bell Center

The Liberty Bell Center is home to the Liberty Bell, the famously cracked 2,000-pound bell made of mainly copper and tin that was originally cast for the Pennsylvania State House. The glass chamber building provides views of Independence Hall in the background. An exhibit hall filled with educational materials sheds light on the many stories told about the history of the bell and how it still symbolizes liberty today.

Dinner in Philadelphia

Enjoy your evening meal, provided by EF Explore America.

Rocky Steps and Fairmont Park

At the far end of the Fairmont Park, rising up on the hill, you'll find the Philadelphia Museum of Art. The museum is widely recognized for its steps—the very ones that Rocky Balboa trains on in the movie Rocky. Try them out for yourself!

Transfer to New Jersey hotel.

Hotel in New Jersey

Arrive and check into your hotel.

Overnight in New Jersey

Day 4

Breakfast in New Jersey

Statue of Liberty and Ellis Island

Ferry to Liberty Island to marvel at the Statue of Liberty. A gift from France in honor of the French-U.S. alliance, the statue's iron skeleton was designed by Alexandre Gustave Eiffel (of Eiffel Tower fame) and sculpted by F. A. Bartholdi. Continue on to Ellis Island, which welcomed millions of immigrants to the New World around the turn of the century. Ellis Island is now the site of a museum chronicling the history of immigration.

Lunch Included

Tour Director distributes \$10 each.

Visit the 9/11 Memorial and Museum

Explore the global implications of the events of September 11, 2001 at the National September 11 Memorial Museum, which displays artifacts associated with the events of 9/11 while presenting stories of loss and recovery. Afterwards, visit the Memorial's twin reflecting pools, which sit within the footprints where the Twin Towers once stood.

African Burial Ground National Monument

From about the 1690s until 1794, both free and enslaved Africans were buried in a 6.6-acre burial ground in Lower Manhattan, outside the boundaries of the settlement of New Amsterdam, later known as New York. Lost to history due to landfill and development, the grounds were rediscovered in 1991 as a consequence of the planned construction of a federal office building.

New York City Subway One-Way Ride

Do as the locals do and hop on the subway for an unforgettable ride underneath Manhattan.

Dinner in New York City

Enjoy your evening meal, provided by EF Explore America.

Empire State Building and Observatory

This evening, view the city from the Empire State Building's observation deck. Once the world's tallest building, the Empire State Building remains one of Manhattan's most elegant symbols. Built in just over a year during the depths of the Depression, this limestone beauty's iconic status was sealed in 1933, when the building starred in King Kong.

Overnight in New Jersey

Day 5

Breakfast in New Jersey

Guided Sightseeing of New York City

A licensed guide leads your sightseeing tour of New York City. You'll explore the mosaic of Manhattan neighborhoods that make the city so unique. Drive through Greenwich Village, New York's eclectic province of bohemians, immigrants and students, and pass the cast-iron architecture of impossibly trendy SoHo (from "SOuth of HOuston Street"). And it just might feel as if you've left the States and crossed an ocean as you take in the vibrant life of Chinatown and the personality of Little Italy.

Lunch Included

Tour Director distributes \$10 each.

Walking Tour of Midtown

Stroll down glamorous Fifth Avenue in the heart of midtown Manhattan. Pass Rockefeller Center, home to NBC Studios and Radio City Music Hall, an Art Deco triumph, marvel at the grandeur of St. Patrick's Cathedral with its 26-foot-wide rose window and soaring Gothic spires, continue past Tiffany & Co.'s iconic flagship store, and finish at the Plaza Hotel and entrance to Central Park.

Dinner at Theme Restaurant

Enjoy your evening meal, provided by EF Explore America.

Times Square

Be dazzled by a dizzying array of towering electronic billboards, sounds of street performers and the buzz of the crowds that make this intersection a one-of-a-kind spectacle. Times Square, named for the New York Times headquarters, is an icon of New York City and home to the most famous New Year's Eve party on the planet.

Broadway Show

Enjoy your Broadway show, sure to be an unforgettable theater experience!

Overnight in New Jersey

Day 6

Breakfast in New Jersey

Harlem Heritage Tour

Today, walk through 400 years of Harlem's history. Gain an understanding of the role that African American and Latino communities played in the development of the neighborhood. Tour the area's many historic locations, including the home of Phillip A. Payton, considered the "Father of Black Harlem" for his role in propositioning landlords to lease their partially-rented properties to black families during the early 1900s.

Apollo Theatre Tour

Visit one of the gems of historic Harlem for a behind-the-scenes tour. At the Apollo Theater "stars are born and legends are made," with artists like Ella Fitzgerald, James Brown, Michael Jackson, D'Angelo and Lauryn Hill all having a turn in its spotlight. The tours are educational, informative, entertaining and inspiring, as we connect the past, the present and the future of the legendary venue, revealing the significant contributions of African-Americans and Latinos to the birth of global popular culture.

Lunch Included

Tour Director distributes \$10 each.

Depart for Home!

Your tour director assists with your return home.



ADULT PARTICIPANT OUT OF STATE FIELD TRIP/EXCURSION CHAPERONE AGREEMENT (NON-OUSD EMPLOYEE)

TO BE COMPLETED BY CHAPERONE

I, Nemesio Cortez, have read and understand the trip information materials and hereby agree to participate in the field trip or excursion on 4/2/2018 through 4/8/2017 to Washington, DC, Philadelphia, PA and New York City, NY

1. I understand that my participation in this field trip/excursion is voluntary, but having agreed I will follow instructions provided by supervising teacher/coach and I will comply with all District requirements pertaining to the chaperoning of students. I understand that I must undergo a criminal background clearance.

2. I understand that no insurance is provided by the Oakland Unified School District for this field trip/ excursion.

Swim/Water Activities Participation - If swimming and/or water activities are a part of the field trip, do you agree to participate in these activities as needed? Yes No

My swimming ability is (check one): I do not swim Beginner Intermediate Advanced

Authorization to treat: I hereby give permission to the School staff to secure proper treatment for me.

Notice of Waiver of All Claims: I hereby knowingly waive all of my claims against any school district, charter school, and/or the State of California for injury, accident, illness or death occurring during or by reason of the out-of state field trip or excursion. (Education Code Section 35330)

Adult Participant Phone Numbers: Cell: (510) 813-9301 Work:

Emergency Contact Person: Olga Cortez

Emergency Contact Numbers: 1. 2. 3.

Adult Participant's Critical Medical Needs/Medications/Allergies/Conditions: none

Health Insurance Plan Name: Subscriber/Policy No.

Date: Adult Participant Signature:

Print Name:

1 Fingerprinting can be arranged through https://www.beamentor.org/Linkpages/mentorasp/SpecialProjects/OUSD/. For questions, email volunteers@ousd.k12.ca.us.



ADULT PARTICIPANT OUT OF STATE FIELD TRIP/EXCURSION CHAPERONE AGREEMENT (NON-OUSD EMPLOYEE)

TO BE COMPLETED BY CHAPERONE

I, Kimberly Delaney, have read and understand the trip information materials and hereby agree to participate in the field trip or excursion on 4/2/2018 through 4/8/2017 to Washington, DC, Philadelphia, PA and New York City, NY (Destination)

1. I understand that my participation in this field trip/excursion is voluntary, but having agreed I will follow instructions provided by supervising teacher/coach and I will comply with all District requirements pertaining to the chaperoning of students. I understand that I must undergo a criminal background clearance.

2. I understand that no insurance is provided by the Oakland Unified School District for this field trip/ excursion.

Swim/Water Activities Participation - If swimming and/or water activities are a part of the field trip, do you agree to participate in these activities as needed? Yes No

My swimming ability is (check one): I do not swim Beginner Intermediate Advanced

Authorization to treat: I hereby give permission to the School staff to secure proper treatment for me.

Notice of Waiver of All Claims: I hereby knowingly waive all of my claims against any school district, charter school, and/or the State of California for injury, accident, illness or death occurring during or by reason of the out-of state field trip or excursion. (Education Code Section 35330)

Adult Participant Phone Numbers: Cell: 510-684-3774 Home: 510-684-3774

Emergency Contact Person: [Redacted]

Emergency Contact Numbers: 1. [Redacted] 2. [Redacted] 3. [Redacted]

Adult Participant's Critical Medical Needs/Medications/Allergies/Conditions: N/A

Health Insurance Plan Name: [Redacted] Subscriber/Policy No: [Redacted]

Date: [Redacted] Adult Participant Sig: [Redacted]

Print Name: Kimberly Delaney

1 Fingerprinting can be arranged through https://www.beamentor.org/Linkpages/mentorasp/SpecialProjects/OUSD/. For questions, email volunteers@ousd.k12.ca.us.



OAKLAND UNIFIED SCHOOL DISTRICT

ADULT PARTICIPANT OUT OF STATE FIELD TRIP/EXCURSION CHAPERONE AGREEMENT (NON-OUSD EMPLOYEE)

TO BE COMPLETED BY CHAPERONE

I, Joekqueline Felix, (Name of Adult) have read and understand the trip information materials and hereby agree to participate in the field trip or excursion on April 2 through April 8 to Washington DC (Destination)

1. **I understand** that my participation in this field trip/excursion is voluntary, but having agreed I will follow instructions provided by supervising teacher/coach and I will comply with all District requirements pertaining to the chaperoning of students. I understand that I must undergo a criminal background clearance.¹

2. **I understand** that no insurance is provided by the Oakland Unified School District for this field trip/ excursion.

Swim/Water Activities Participation - If swimming and/or water activities are a part of the field trip, do you agree to participate in these activities as needed? Yes No

My swimming ability is (check one): I do not swim Beginner Intermediate Advanced

Authorization to treat: I hereby give permission to the School staff to secure proper treatment for me.

Notice of Waiver of All Claims: I hereby knowingly waive all of my claims against any school district, charter school, and/or the State of California for injury, accident, illness or death occurring during or by reason of the out-of state field trip or excursion. (Education Code Section 35330)

Adult Participant Phone Numbers: Cell: 510 410-8329 Home: _____ Work: _____

Emergency Contact Person: Mary Felix _____

Emergency Contact Numbers: 1. _____ 2. _____ 3. _____

Adult Participant's Critical Medical Needs/Medications/Allergies/Conditions: _____

Health Insurance Plan Name: _____ Subscriber/Policy No. _____

Date: _____ Adult Participant Signature: _____

Print Name: _____

¹ Fingerprinting can be arranged through <https://www.beamentor.org/Linkpages/mentorasp/SpecialProjects/OUSD/>. For questions, email volunteers@ousd.k12.ca.us.



ADULT PARTICIPANT OUT OF STATE FIELD TRIP/EXCURSION CHAPERONE AGREEMENT (NON-OUSD EMPLOYEE)

TO BE COMPLETED BY CHAPERONE

I, MATTHEW FORD, have read and understand the trip information materials and hereby agree to participate in the field trip or excursion on 4/2/2018 through 4/8/2017 to Washington, DC, Philadelphia, PA and New York City, NY (Destination)

1. I understand that my participation in this field trip/excursion is voluntary, but having agreed I will follow instructions provided by supervising teacher/coach and I will comply with all District requirements pertaining to the chaperoning of students. I understand that I must undergo a criminal background clearance.

2. I understand that no insurance is provided by the Oakland Unified School District for this field trip/ excursion.

Swim/Water Activities Participation - If swimming and/or water activities are a part of the field trip, do you agree to participate in these activities as needed? Yes No

My swimming ability is (check one): I do not swim Beginner Intermediate Advanced

Authorization to treat: I hereby give permission to the School staff to secure proper treatment for me.

Notice of Waiver of All Claims: I hereby knowingly waive all of my claims against any school district, charter school, and/or the State of California for injury, accident, illness or death occurring during or by reason of the out-of state field trip or excursion. (Education Code Section 35330)

Adult Participant Phone Numbers: Cell: (510) 692-3482 Home: SAME Work: SAME

Emergency Contact Person: [Redacted]

Emergency Contact Numbers: 1. [Redacted] 2. [Redacted] 3. [Redacted]

Adult Participant's Critical Medical Needs/Medications/Allergies/Conditions: N/A

Health Insurance Plan Name: [Redacted] Subscriber/Policy No. [Redacted]

Date: [Redacted] Adult Participant Signature: [Redacted]

Print Name: [Redacted]

1 Fingerprinting can be arranged through https://www.beamentor.org/Linkpages/mentorasp/SpecialProjects/OUSD/. For questions, email volunteers@ousd.k12.ca.us.