

Board Office Use: Legislative File Info.	
File ID Number	13-0679
Introduction Date	5-8-13
Enactment Number	13-0740
Enactment Date	5/8/13 SA



expect every student. every classroom.

Memo

To Board of Education
From Anthony Smith, Superintendent
Board Meeting Date _____
Subject Approval of Request for Student Travel

Action Requested	<input checked="" type="checkbox"/> Approval of request for student travel of <u>Urban Promise Academy</u> to <u>Washington DC. (Close Up Foundation)</u> for the period of <u>May 18, 2013</u> through <u>May 22, 2013</u> . Grade(s): <u>7-8</u> # of Students: <u>10</u> # of Adults: <u>1</u> <input checked="" type="checkbox"/> Ratification of Educational Organization Contract with _____
Educational Purpose of Trip	This trip deeply enriches learning in history, government and civil rights. In addition, it broadens students' life experiences and perspective.
Itinerary and activities	We will be working with the Close Up Foundation for this trip. (And have done so for three previous years.) Students do workshops and study tours hosted by Close Up faculty. History, government, and civil rights content are learned in the authentic context of our nation's capital. More information about their middle school program can be found at http://www.closeup.org/programs/middle-school
Teachers and Staff Attending Trip	Dennis Guikema (Asst Principal)
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>Urban Promise Academy</u> to <u>Washington DC. (Close Up Foundation)</u> for the period of <u>May 18, 2013</u> through <u>May 22, 2013</u> . <input checked="" type="checkbox"/> Ratification of Educational Organization Contract with _____
Fiscal Impact	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. 1213-0137

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 May 18, 2013 through May 22, 2013 to Washington D.C.
by Urban Promise Academy.

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: 10 students and 1 adult from Urban Promise Academy

Destination: Washington D.C.

Departure Date: May 18, 2013 Return Date: May 22, 2013

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 Governing Board of the Oakland Unified School District at a Regular Meeting held May 8, 2013

By: Edgar Rakestraw, Jr.
Edgar Rakestraw, Jr.
Secretary, Governing Board

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QA

RECEIVED
4/18/13



OAKLAND UNIFIED
SCHOOL DISTRICT

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

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. 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 <i>(All on file w/ OUSD Close Up Foundation is on the "Pre-Approved Field Trip Vendors" list.)</i>
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: Urban Promise Academy Site Number: 236

Destination: Washington DC. (Close Up Foundation)
 Address: 1330 Braddock Pl, Suite 400, Alexandria, VA 22314 Phone: 703-706-3440

Date of Departure: May 18, 2013 Time of Departure: 5:00 AM Place of Departure: Urban Promise Acad.

Date of Return: May 22, 2013 Time of Return: 9:20 PM Place of Return: Urban Promise Acad

Class(es) or Group Attending: Ten 7th and 8th grade students, by application.

Grade(s): 7-8 # of Students: 10 # of Adults: 1

Teacher Supervising Trip: Dennis Guikema Emergency Contact # during trip: 510-967-7552

Supervising teacher's email address: dennis.guikema@ousd.k12.ca.us

Describe itinerary and activities: <input type="checkbox"/> Trip will include swim or water activities)	We will be working with the Close Up Foundation for this trip. (And have done so for three previous years.) Students do workshops and study tours hosted by Close Up faculty. History, government, and civil rights content are learned in the authentic context of our nation's capital. More information about their middle school program can be found at http://www.closeup.org/programs/middle-school
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Names of Teachers and staff attending trip:	Teachers: Dennis Guikema (Asst Principal) Staff: Close Up Foundation staff (in DC)
Describe mode of transportation for each leg of the trip:	We will be flying from SFO to Washington Dulles, Returning from Washington Regan to SFO (direct) on Virgin America. Other transportation includes walking, public transportation (BART to airport and Metro in DC area), and bus chartered by Close Up.
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:	This trip deeply enriches learning in history, government and civil rights. In addition, it broadens students' life experiences and perspective.

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: 0 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: \$ 0 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: Urban Promise Academy
 Teacher Supervising Trip: Dennis Guikema
 Destination: Washington DC. (Close Up Foundation)
 Trip Departure Date: May 18, 2013

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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	3.5.13
Network Executive Officer <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		<input type="checkbox"/>	<input checked="" type="checkbox"/>	4/10/13
State/Federal Compliance (if restricted funds) <input type="checkbox"/> Compliant use of resources and in alignment with school site plan (SPSA)				
Risk Management <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)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	4/19/2013

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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	3.5.13
Risk Management <input checked="" 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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	4/19/2013
Superintendent <input type="checkbox"/> Approve/disapprove trip <input type="checkbox"/> Returns Request Form to Risk Management		<input checked="" type="checkbox"/>	<input type="checkbox"/>	4/29/13



OUT OF STATE FIELD TRIP/EXCURSION REQUEST

Site: Urban Promise Academy
Teacher Supervising Trip: Dennis Guikema
Destination: Washington DC. (Close Up Foundation)
Trip Departure Date: May 18, 2013

CHECKLIST TO BE COMPLETED BY SITE ADMINISTRATOR PRIOR TO TRIP DEPARTURE

(initial each item certifying completion)

- 'OUSD Student Field Trip/Excursion Permission Slip' has been signed by parent(s)/guardian(s) of all student participants.
'Adult Participant Field Trip/Excursion Chaperone Agreement' signed by all non-District employee chaperones.
OUSD Fingerprint and TB clearance requirements per OUSD AR 1240 have been obtained for all non-District employee chaperones.
No student has been prevented from making a trip due to lack of sufficient funds.
No District funds will be used to pay for 'pupil expenses' on out of state trips unless waiver of Education Code 35330(b)(3) is granted by OUSD Board of Education and the State Board of Education.
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: May 8, 2013
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).
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.
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).
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.
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.
Site and trip leader has a list of students and adults attending trip.

TRIP APPROVAL IS CONDITIONED ON COMPLETION OF THIS CHECKLIST



TO BE COMPLETED BY TEACHER

School or Center: Urban Promise Academy

Field Trip Location and Address: Washington DC. (Close Up Foundation) 1330 Braddock Pl, Suite 400, Alexandria, VA 22314 

Date of Departure: May 18, 2013 Time of Departure: 5:00 AM Place of Departure: Urban Promise Acad.

Date of Return: May 22, 2013 Time of Return: 9:20 PM Place of Return: Urban Promise Acad

Class or Group Attending: Ten 7th and 8th grade students, by application.

Name(s) of classroom teacher(s): Dennis Guikema (Asst Principal)

Teacher Supervising Trip: Dennis Guikema Emergency Contact # during trip: 510-967-7552

<p>The field trip will involve the following: (Describe activities and itinerary):</p> <p>(<input type="checkbox"/> Swim permission required below.)</p>	<p>We will be working with the Close Up Foundation for this trip. (And have done so for three previous years.) Students do workshops and study tours hosted by Close Up faculty. History, government, and civil rights content are learned in the authentic context of our nation's capital. More information about their middle school program can be found at http://www.closeup.org/programs/middle-school</p>
<p>Mode(s) of transportation:</p>	<p>We will be flying from SFO to Washington Dulles, Returning from Washington Regan to SFO (direct) on Virgin America. Other transportation includes walking, public transportation (BART to airport and Metro in DC area), and bus chartered by Close Up.</p>
<p>Student needs to bring:</p>	<p>A complete packing list will be provided in a separate document. (As will a list of what not to bring.)</p>



OAKLAND UNIFIED SCHOOL DISTRICT

STUDENT FIELD TRIP/EXCURSION PERMISSION SLIP

~~DESTINATION WITHIN CALIFORNIA~~ (return completed form to School)

Field trips are important as they extend classroom learning experiences and give students opportunities to relate education to the world outside school. However, field trips are voluntary and students are not required to attend. Alternate learning activities are provided for those who do not go.

TO BE COMPLETED BY PARENT/GUARDIAN

I give permission for my daughter/son/ward _____ (Name of Student - please print)

to participate in a field trip on Date(s): May 18-22, 2013

to: Washington DC (Close Up Foundation)

Emergency Number(s) for Parent/Guardian: 1. _____ 2. _____ 3. _____

Alternate Emergency Contact Name: _____ Phone Number(s): _____

Student Health Conditions

- Severe Allergy to: _____
- Asthma Student has an inhaler at school Diabetes Student has an Epi-pen at school
- Seizures Student has medication at school Sickle Cell Anemia Student has medication at school
- Other condition(s): _____ Student has medication at school

Medications needed during the school day: _____

Medications needed after school hours: _____

Special Instructions: _____

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 you and your doctor. See your School Nurse/Health Services for more information.

Health Insurance Plan Name¹: _____ Subscriber/Policy No. _____

Swim/Water Activities Permission – If swimming and/or water activities are a part of the field trip, do you give permission for your daughter/son/ward to participate in these activities? Yes: No:

My child's swimming ability is (check one): Beginner Intermediate Advanced

Authorization to treat minor: In the event that I, or other parent/guardian, cannot be contacted, I hereby give permission to the School staff to secure proper treatment for my daughter/son/ward.

Date: _____ Parent or Guardian Signature: _____

Print Name: _____

FOR HIGH SCHOOLS ONLY: With permission of the parent/guardian and the supervising teacher, a high school student may meet at and/or leave from the destination on his/her own. Please check below if you grant permission to your high school student to arrive at or leave the destination on his/her own. Under this option, OUSD and the School are not liable for any incidents that may occur.

_____ My high school student has my permission to arrive at and/or leave the destination on his/her own: _____ arrive _____ leave

CHAPERONE AGREEMENT: If agreement has been reached with the supervising teacher/coach and I chaperone students on this field trip/ excursion, I will comply with all District requirements pertaining to the chaperoning of students. For overnight trips, I understand that I must obtain fingerprint clearance prior to the trip.²

Date: _____ Signature: _____

Print Name: _____

Important Notice: California Law provides as follows: All persons making the field trip or excursion shall be deemed to have waived all claims against the School District, a charter school, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. (Education Code Section 35330).

¹ Oakland Unified School District does not provide insurance for this field trip/excursion, although optional insurance is available for purchase at <https://studentinsuranceusa.com/> (click on the link to K-12 Plans).

² Fingerprinting can be arranged through <https://www.beamentor.org/Linkpages/mentorasp/SpecialProjects/OUSD/>. For questions email volunteers@ousd.k12.ca.us.