

Board Office Use: Legislative File Info.	
File ID Number	22-1360
Introduction Date	6/8/22
Enactment Number	22-1150
Enactment Date	6/8/2022 er



Board Cover Memorandum

To Board of Education

From Kyla Johnson-Trammell, Superintendent
Sondra Aguilera, Chief Academic Officer
April Harris, Principal, Bret Harte Middle School

Board Meeting Date June 8, 2022

Subject Approval of Request for Student Travel

Action Requested	Approval by the Board of Education of Board Resolution No. 2122-0200, authorizing student travel by school site <u>206/Bret Harte Middle School</u> to <u>National Association of Community and Restorative Justice (JACRJ) Conference, Chicago, IL</u> , for the period of <u>July 6, 2022</u> through <u>July 9, 2022</u> . Grade(s): <u>6-8</u> # of Students: <u>12</u> # of Adults: <u>5</u>
Educational Purpose of Trip	Bret Harte Middle School has taken a whole school approach to implementation of restorative philosophy in alignment with OUSD's strategic goals of reducing racially disproportionate discipline, promoting social/emotional learning, and increasing academic outcomes through the development of restorative leaders and a restorative school culture. Students will explore the potential of restorative and community justice - relational justice practices, engage in deep discussions that flow from plenary/keynote and breakout sessions; explore how relational justice (i.e. community and restorative justice) values, principles and practices can meaningfully address social problems; network and build relationship with restorative justice practitioners nationwide; learn and expand their own personal practice of using community circles to build community and set things right.
Itinerary and activities	7:30am-8:30 am Breakfast 8:30am -10:00 am-Keynote Speaker Address 10:15am-11:45 am Morning Workshop sessions 12:00pm -1:00pm Lunch and Community Connection 1:00pm-2:00pm-Special Events/ Guest performances 2:15pm -3:30pm Afternoon workshop sessions 3:45pm -5:00 pm-Plenary Session 7:00 pm- Dinner
Teachers and Staff Attending Trip	Colleen Tiffenson, Enji ElGhannan, Dyamen Williams, Aris Tunson, and Inshirah Tsetse.
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 by the Board of Education of Board Resolution No. 2122-200, authorizing student travel by school site Bret Harte Middle School to Chicago, IL, for the period of July 6, 2022 through July 9, 2022.



Fiscal Impact	Amount of District funds to be used for trip costs will be <u>\$0.00</u> . 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
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**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT**

Resolution No. 2122-0200

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 July 6 through July 9 to NACRJ Conference, Chicago, Illinois by _____

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: Bret Harte Middle School

Destination: NACRJ Conference, Chicago Illinois

Departure Date: July 6 Return Date: July 9

Passed by the following vote:

AYES: Aimee Eng, Clifford Thompson, Vice President Benjamin "Sam" Davis, President Gary Yee

NAYS: None

ABSTAINED: VanCederic Williams

ABSENT: (Vacancy), Samantha Pal (Student Director), Natalie Gallegos Chavez (Student Director)

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 June 8, 2022.

By: 
Kyla Johnson-Trammell, Superintendent
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 Network Superintendent no later than **120 days** prior to departure
2. Board approval is required for all out of state trips.
3. Return Health Services Notification Form to the School Nurse or Health Services at the time you are requesting approval for a field trip
4. Use of Restricted Funds requires additional approval by Office of Accountability Partners
5. Obtain fingerprint clearance and complete TB risk assessment (requirements per OUSD AR 1240) for all non-District employee chaperones. (Arrange through ousd.org/volunteers or email volunteers@ousd.org. Continuing volunteer chaperones must be fingerprint cleared at least once every 3 years.)
6. Generally 1:10 Adult to Student ratio is required as provided in OUSD Board Policy 6153
7. Check the Pre-Approved Vendor List for contract and insurance requirements
8. Out-of-state trips have a bifurcated approval system (1) to approve the request and (2) to approve the trip since not all information for the trip approval may available by the deadline for the request. When possible, submit the required documents for the trip approval along with the initial trip request to make the full approval process faster.

Required Documents for Request Approval	<input type="checkbox"/> Copy of program/vendor information describing vendor and scheduled activities <input type="checkbox"/> All facility, program or vendor agreements/contracts, including OUSD Educational Organization Contract <input type="checkbox"/> Certificate of insurance from all private vendors: Program (attach copy unless publicly owned and operated) Facility (attach copy unless publicly owned and operated or commercial lodging e.g. Holiday Inn) <input type="checkbox"/> Board Approval Memo and Board Resolution
Required Documents for Trip Approval	<input type="checkbox"/> "Checklist Prior to Trip Departure" <input type="checkbox"/> List of students and adults attending trip <input type="checkbox"/> "Declaration of Driver" and required attachments, completed by each driver of private or rental vehicle

TRIP INFORMATION TO BE COMPLETED BY TEACHER:

School or Center: Bret Harte Middle School Site Number: 208

Destination: National Association of Community and Restorative Justice (NACRJ) Conference
 Address: Hyatt Regency McCormick Place, Chicago Illinois
 Phone or Contact Info: 510-282-7291

Departure - Date: July 6 Time: _____ Place of Departure: [REDACTED]
 Return - Date: July 9 Time: _____ Place of Return: [REDACTED]

Class(es)/Group Attending: Bret Harte Peer RJ Leaders
 Grade(s): 6-8 # of Students: 12 # of Adults: 5
 Teacher Supervising Trip: Colleen Tiffenson
 Emergency Contact # During Trip: 510-282-7291
 Supervising Teacher's Email Address: colleen.tiffenson@ousd.org

Date: 8/22/22
 Kim Powell, Risk Mgt.



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

Site: Bret Harte Middle School

Teacher Supervising Trip: Colleen Tiffenson

Destination: NACRJ Conference

Date of Departure: July 6, 2022

Describe itinerary and activities: <input type="checkbox"/> Trip will include swim or water activities)	7:30am-8:30 am Breakfast 8:30am -10:00 am-Keynote Speaker Address 10:15am-11:45 am Morning Workshop sessions 12:00pm -1:00pm Lunch and Community Connection 1:00pm-2:00pm-Special Events/ Guest pefomances 2:15pm -3:30pm Afternoon workshop sessions 3:45pm -5:00 pm-Plenary Session 7:00 pm- Dinner
Names of teachers and staff attending trip:	Teachers: Staff: ColleenTiffenson, Inji El Ghannan, Dyamen Williams, Aris Tunson, Inshirah Tsetser
Describe mode of transportation for each leg of the trip:	[REDACTED] Ground Transportation- Hotel shuttle, ride share,
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:	Bret Harte Middle School has taken a whole school approach to implementation of restorative philosophy in alignment with OUSD's strategic goals of reducing racially disproportionate discipline, promoting social/emotional learning, and increasing academic outcomes through the development of restorative leaders and a restorative school culture. Students will -explore the potential of restorative and community justice - relational justice practices. - engage in deep discussions that flow from plenary/keynote and breakout sessions. -explore how relational justice (i.e., community and restorative justice) values, principles and practices can meaningfully address social problems -network and build relationship with restorative justice practitioners nationwide -learn and expand their own personal practice of using community circles to build community and set things right

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 #: _____



Site: Bret Harte Middle School
 Teacher Supervising Trip: Colleen Tiffenson
 Destination: NACRJ Conference
 Date of Departure: July 6

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 879-4605.

CERTIFICATES OF INSURANCE

Facility/Program Insurance: Attach copies of Proof of Insurance **from** all private vendors (except publicly owned and operated).

District Insurance: Has vendor requested that OUSD provide a certificate of the District's insurance? 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.)

OFFICE OF ACCOUNTABILITY PARTNERS

If restricted funds are used for this field trip/excursion, Office of Accountability Partners approval is required to ensure compliant use of resources and alignment with the Single Plan for Student Achievement (SPSA). List the relevant SPSA Tracking Numbers to indicate alignment.

SPSA Tracking #: _____

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



OAKLAND UNIFIED SCHOOL DISTRICT
Community Schools. Thinking Students.

Site: West Hills Middle School
 Teacher Supervising Trip: Caroline Jefferson
 Destination: NACIEE Conference
 Date of Departure: July 6, 2022

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>A Jackson</i>	✓		3/21/22
Network Superintendent <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>	✓		3/20/22
Office of Accountability Partners w/ restricted funds: <input checked="" 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)	<i>[Signature]</i>	✓		4/20/22

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>A Jackson</i>	✓		3/21/22
Risk Management <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>	✓		4/20/22
Superintendent <input checked="" type="checkbox"/> Approve/disapprove trip <input checked="" type="checkbox"/> Returns Request Form to Risk Management	<i>Souha Ajil</i>	✓		4/25/2022



Site: Bret Harte Middle School

Teacher Supervising Trip: Colleen Tiffenson

Destination: NACRJ Conference

Date of Departure: July 6, 2022

CHECKLIST TO BE COMPLETED BY SITE ADMINISTRATOR PRIOR TO TRIP DEPARTURE

(initial each item certifying completion)

- AT "OUSD Student Out of State Field Trip/Excursion Permission Slip" has been signed by parent(s)/guardian(s) of all student participants.
- AT "Adult Participant Field Trip/Excursion Chaperone Agreement" signed by all non-District employee chaperones.
- AT OUSD Fingerprint and TB risk assessment per OUSD AR 1240 have been obtained for all non-District employee chaperones.
- AT No student has been prevented from making a trip due to lack of sufficient funds.
- AT 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.)
- AT 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: _____
- AT 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)
- AT 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.
- AT Adult to Student Ratio is at least 1:10 as required by OUSD BP 6153 (or higher if high risk activities).
- AT Sleeping arrangements and night supervision are safe and appropriate.
- AT 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.
- AT Confirm that: (1) arrangements have been made for use of a vehicle in event of illness or emergency and (2) students received instruction in safe conduct on bus or other transport.
- NA 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.
- Site and trip leader has a list of students and adults attending trip.
- AT Staff and students will wear masks while indoors (including transportation) during the trip.
- Each individual attending the trip will have their own room/tent/cabin to spend the night, or will sleep outdoors.

TRIP APPROVAL IS CONDITIONED ON COMPLETION OF THIS CHECKLIST



TO BE COMPLETED BY TEACHER

School or Center: Bret Harte Middle School

Destination: <u>NACRJ Conference</u>
Address: <u>Hyatt Regency Hotel, McCormick Place, Chicago Illinois</u>

Departure - Date: July 6 Time: _____ Place of Departure: [REDACTED]

Return - Date: July 9 Time: _____ Place of Return: [REDACTED]

Class/Group Attending: Bret Harte RJ Peer Leaders

Name(s) of Classroom Teacher(s): _____

Teacher Supervising Trip: Colleen Tiffenson

Emergency Contact # During Trip: 510-282-7291

<p>The field trip will involve the following: (Describe activities and itinerary):</p> <p>(<input type="checkbox"/>Swim/water activities permission required)</p>	<p>7:30am-8:30 am Breakfast 8:30am -10:00 am-Keynote Speaker Address 10:15am-11:45 am Morning Workshop sessions 12:00pm -1:00pm Lunch and Community Connection 1:00pm-2:00pm-Special Events/ Guest pefomances 2:15pm -3:30pm Afternoon workshop sessions 3:45pm -5:00 pm-Plenary Session 7:00 pm- Dinner</p>
<p>Mode(s) of transportation:</p>	<p><u>[REDACTED]</u> Ground Transportation-Hotel Shuttle. Ride Share</p>
<p>Student needs to bring:</p>	<p>ID, Mask, Proof of vaccine, negative test within 72 hours</p>

Insurance Notice to Parents: OUSD provides limited accident insurance coverage for eligible student injuries occurring during field trips/school sponsored activities within the U.S. To make an insurance claim, obtain a claim form from the school principal. For information on accident insurance, contact OUSD Risk Manager Rebecca Cingolani at Rebecca.Cingolani@ousd.org.



HEALTH SERVICES NOTIFICATION FORM

TRIP INFORMATION:

School or Center: Bret Harte Middle School Site Number: 208

Destination: NACRJ Conference, Chicago Illinois

Departure - Date: July 6 Time: _____

Return - Date: July 9 Time: _____

Class(es)/Group Attending: Bret Harte Peer Leaders

Grade(s): 6-8 # of Students: 12 # of Adults: 5

Teacher Supervising Trip: Colleen Tiffenson

Supervising Teacher's Email Address: colleen,tiffenson@ousd.org

HEALTH CONDITIONS/MEDICATION:

Will there be any students participating in the field trip with the following conditions? Yes: No:

- | | |
|--|---|
| <input type="checkbox"/> Severe Allergy | <input type="checkbox"/> Student has an Epi-pen at school |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Student has an inhaler at school |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Student has medication at school |
| <input type="checkbox"/> Seizures | <input type="checkbox"/> Student has medication at school |
| <input type="checkbox"/> Sickle Cell Anemia | <input type="checkbox"/> Student has medication at school |
| <input type="checkbox"/> Other condition(s): _____ | <input type="checkbox"/> 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 879-4605.

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.



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

TO BE COMPLETED BY CHAPERONE

I, _____, have read and understand the trip information materials and hereby agree to participate in the field trip or excursion on July 6 through July 9 to NACRJ Conference, Hyatt Regency McCormick Place, Chicago, Illinois

- 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: Home: Work:

Emergency Contact Person:

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 For more information, see http://ousd.org/volunteers. For questions, email volunteers@ousd.org.



Certificate of Insurance Coverage Request Form

(Field Trip)

Request Date:		Site Name: Bret Harte Middle School	
Site Contact Person: Colleen Tiffenson		Telephone: 510-282-7291	Fax:
Site Contact Person Email Address: colleen.tiffenson@ousd.org			
Event Location Name: Hyatt Regency-McCormick Place			
Address: Hyatt Regency McCormick Place, Chicago Illinois			
Event Contact Person Information Name: Mark Thaler, Conference Planner		Telephone: 954-649-1000	Fax:
Event Date and Time: July 6-July 9			
Brief Description of the Event: National Association of Community and Restorative Justice, 8th NACRJ Conference will bring together people from restorative justice and restorative practice initiatives from across the nation to meet, engage, and network with leaders in the field as well as hundreds of others working in an emerging field that is growing rapidly.			
Facility Insurance Requirements: (Please attach the written requirement provided by the Event Facility)			

Email or Fax Request (not less than 15 calendar days prior to the event) to:

Risk Management Department
Attn: Cynthia Grice
Email: cynthia.grice@ousd.org
Fax (510) 879-4022

CG 7/2016