

<b>Board Office Use: Legislative File Info.</b>	
File ID Number	16-0375
Introduction Date	2/24/16
Enactment Number	16-0378
Enactment Date	2/24/16 02



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools, Thriving Students

# Memo

**To** Board of Education  
**From** Anthony Smith, Ph.D., Superintendent  
**Meeting Date** \_\_\_\_\_  
**Subject** Approval of Request for Student Travel

<b>Action Requested</b>	Approval of Board Resolution authorizing student travel by school site Oakland Technical High School to Washington DC/ NYC - Close up trip for the period of March 12, 2016 through March 20, 2016
<b>Itinerary and activities</b>	In Washington DC, students will engage in seminars and debates on the workings of Congress, the President, and the Supreme court; they will also debate current issues facing government. Additionally, they will engage in study tours of historic monuments. In NYC, students will visit the UN, CBS news, Statue of liberty, Ellis Island, Liberty Tower and see a Broadway Play.
<b>Educational Purpose of Trip</b>	In order to graduate from Oakland Tech, students must understand the main principles of American government and the US constitution; the Washington DC study tour will explore and embellish students understanding of these concepts. Prior to the trip students will have studied and been assessed on these concepts and once the trip has been completed, we will have a debriefing.
<b>Teachers Attending Trip</b>	Maryann Wolfe, Marreita Joe, Elizabeth Haugen, Doug Stubblefield, Parker Merrill, Jaime Humberto Cruz, Jah Yee Woo, Jessica Tyson
<b>Site Administrator Affirms</b>	<ul style="list-style-type: none"> <li>• Parental permission forms will be on file for all students participating and school has emergency communication protocol</li> <li>• 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)</li> <li>• School will address financial or accessibility issues that might prevent students from participating</li> </ul>
<b>Recommendation</b>	Approval of Board Resolution authorizing student travel described above.
<b>Fiscal Impact</b>	Amount of District funds to be used for trip costs will be \$ 0 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: _____

RESOLUTION  
OF THE  
GOVERNING BOARD  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT

Resolution No. 1516-0156

**AUTHORIZATION FOR APPROVAL OF STUDENT TRAVEL**

**WHEREAS**, the Governing Board of the Oakland Unified School District ("Board") 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 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 to authorize student travel for the period of March 12, 2016 through March 20, 2016 to Washington, DC and New York City, New York – Close Up Trip.

**NOW, THEREFORE, BE IT RESOLVED**, the Board does hereby approve the Close Up Trip Travel Request for Oakland Technical High School students to Washington, DC and New York City, New York, as described, in the attachment to this Resolution.

Passed by the following vote:

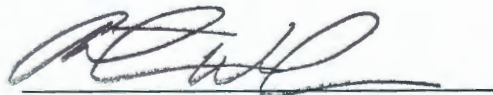
AYES: Roseann Torres, Shanthi Gonzales, Jody London, Aimee Eng, Vice President Nina Senn, President James Harris

NAYS: None

ABSTAINED: None

ABSENT: Jumoke Hinton Hodge

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 February 24, 2016 at Oakland, CA.



Antwan Wilson  
Secretary, Governing Board

Attachment



RECEIVED  
11/21/16

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/mentor.asp/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.)
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 be 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 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 type="checkbox"/> Board Approval Memo and Board Resolution
Required Documents for Trip Approval	<input 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 <b>each</b> driver of private or rental vehicle

TRIP INFORMATION TO BE COMPLETED BY TEACHER:

School or Center: OAKLAND TECHNICAL High School Site Number: 305

Destination:	<u>Washington DC - New York City</u>
Address:	<u>Close Up Foundation 44 Canal Center Plaza, Alexandria, VA 22314-1592</u>
Phone or Contact Info:	<u>1-800-256-7387</u>

Departure - Date: March 12, 2016 Time: 9:00 PM Place of Departure: S.F.O.

Return - Date: March 20, 2016 Time: 5:00 PM Place of Return: S.F.O.

Class(es)/Group Attending: American Government / U.S. History

Grade(s): 11 & 12 # of Students: 97 # of Adults: 10

Teacher Supervising Trip: Maryann Wolfe

Emergency Contact # During Trip: 510-823-3511

Supervising Teacher's Email Address: maryann.wolfe@ousd.org / maryannwolfe@comcast.net



OAKLAND UNIFIED  
SCHOOL DISTRICT

Site Oakland Tech

Teacher Supervising Trip: Maryann Wolfe

Destination: D.C. & N.Y.C.

Date of Departure: March 12, 2016

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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	12/15/15
<b>Regional/Network Officer</b> <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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	12/22/15
<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 type="checkbox"/> Business contracts, insurance, safety and policy compliance are sufficient <input type="checkbox"/> Notify Site of <b>conditional approval</b> of Request <b>pending</b> receipt of the completed Checklist Prior to Trip Departure (and attachments)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	1/21/16

APPROVAL OF TRIP	Signature	Check One		Date
		Approved	Denied	
<b>Site Administrator</b> <input checked="" type="checkbox"/> Forward the <b>completed</b> : (1) Checklist Prior to Trip Departure; (2) list of students and adults attending trip; (3) "Declaration of Driver" and required attachments, completed by <b>each</b> driver of private or rental vehicle		<input checked="" type="checkbox"/>	<input type="checkbox"/>	12/15/15
<b>Risk Management</b> <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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	1/21/16
<b>Superintendent</b> <input type="checkbox"/> Approve/disapprove trip <input type="checkbox"/> Returns Request Form to Risk Management				



Site: Oakland Technical High  
Teacher Supervising Trip: Maryann Wolfe  
Destination: Washington D.C. & N.Y.C.  
Date of Departure: March 12, 2016

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

- AD OUSD Student Field Trip/Excursion Permission Slip" has been signed by parent(s)/guardian(s) of all student participants.
- AD Adult Participant Field Trip/Excursion Chaperone Agreement" signed by all non-District employee chaperones.
- AD OUSD Fingerprint and TB clearance requirements per OUSD AR 1240 have been obtained for all non-District employee chaperones.
- AD No student has been prevented from making a trip due to lack of sufficient funds.
- AD 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.)
- AD 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: March 3, 2016
- AD 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)
- AD 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.
- AD Adult to Student Ratio is at least 1:10 as required by OUSD BP 6153 (or higher if high risk activities).
- AD Sleeping arrangements and night supervision are safe and appropriate.
- AD 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.
- AD 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.
- 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.
- NA ☐ Swim/Water Activities: OUSD "Procedures for Fields Trips including Swim or Water Activities" have been met.
- AD 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.
- AD Site and trip leader has a list of students and adults attending trip.

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



OAKLAND UNIFIED  
SCHOOL DISTRICT

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

TO BE COMPLETED BY TEACHER

School or Center: Oakland Technical High School

Destination: Washington D.C. & New York City  
Address: Close Up Foundation: 44 Canal Center Plaza, Alexandria, VA 22314-1592

Departure - Date: March 12, 2016 Time: 9:00 PM Place of Departure: S.F.O.

Return - Date: March 20, 2016 Time: 5:00 PM Place of Return: S.F.O.

Class/Group Attending: American Government & U.S. History

Name(s) of Classroom Teacher(s): Maryann Wolfe, Marietta Joe, Elizabeth Hugen, Day Stubblefield,

Teacher Supervising Trip: Maryann Wolfe Jan Yee Woo, Jessica Tyson, Parker  
Jaine H. Cruz Merrell

Emergency Contact # During Trip: 510-823-3511

The field trip will  
involve the following:  
(Describe activities and  
itinerary):

☒ Swim/water activities  
permission required

STUDY TOUR OF Washington DC and New York  
City. Activities include seminars on politics  
and government, debates on current issues  
facing the nation, study visits at important  
monuments in Washington D.C and N.Y.C.,  
as well as visits to the U.N. and CBS News  
in N.Y.C.

Mode(s) of  
transportation:

SFO - Washington DC - UNITED AIRLINES  
Washington D.C. to N.Y.C. - Chartered Coach  
N.Y.C. - SFO - UNITED AIRLINES

Student needs to  
bring:

CLOTHING FOR EIGHT DAYS  
SPENDING MONEY FOR SOUVENIRS



HEALTH SERVICES NOTIFICATION FORM

TRIP INFORMATION:

School or Center: Oakland Tech Site Number: 305

Destination: Washington DC & New York City

Departure - Date: March 12, 2016 Time: 9:00 PM

Return - Date: March 20, 2016 Time: 5:00 PM

Class(es)/Group Attending: American Government & U.S. History

Grade(s): 11 & 12 # of Students: 97 # of Adults: 10

Teacher Supervising Trip: Maryann Wolfe

Supervising Teacher's Email Address: maryann.wolfe@ousd.org  
maryann2wolfe@comcast.net

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 checked="" 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 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.



# OAKLAND UNIFIED SCHOOL DISTRICT

Site: Oakland Tech  
 Teacher Supervising Trip: Maryann Wolfe  
 Destination: DC & NYC  
 Date of Departure: March 12, 2016

## PROGRAM/ADMISSION COSTS

Total Cost of Program/Admission: \$ 0 Source: ☐ General Funds ☐ Restricted ☐ No District Funds  
 Cost per student: \$ 0 Cost per adult: \$ 0

Org. Key	Object #	Resource #	Amount	Req #	PO #
	5829				
	5829				

## TRANSPORTATION/CHARTER BUSES

*The Close Up Foundation provides Charter Buses while in DC & NYC*

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

Bus Company: Walker Charter Services

# of buses ordered: 1 Size of bus ordered: 1 Wheelchair accessible needed? 1

Cost of transportation: \$ 0 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: ☐

- |   |   |
|---|---|
| <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 checked="" 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 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 #: NA

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



# OAKLAND UNIFIED SCHOOL DISTRICT

Site: Oakland Tech

Teacher Supervising Trip: Maryann Wolfe

Destination: Washington DC + NYC

Date of Departure: March 12, 2016

<p>Describe itinerary and activities:</p> <p>(<input type="checkbox"/> Trip will include swim or water activities)</p>	<p>IN Washington DC, students will engage in seminars AND DEBATES ON THE WORKINGS OF Congress, the President, AND the Supreme Court; They will also debate current ISSUES FACING government. Additionally, they will engage in study tours of historic monuments.</p> <p>IN NYC, students will visit THE U.N., CBS News, Statue of Liberty, Ellis Island, THE Liberty Tower AND see a BROADWAY PLAY.</p>
<p>Names of teachers and staff attending trip:</p>	<p>Teachers: <u>Maryann Wolfe, Marietta Joe, Elizabeth Haugen</u></p> <p>Staff: <u>Douglas Stubblefield, Jah-Yee Woo, Jessica Tyson, Jaime Humberto Cruz, Parker Merrill, KATHYRN Keeran, Sheilagh Andujar</u></p>
<p>Describe mode of transportation for each leg of the trip:</p>	<p>SFO - Washington DC - UNITED Airlines</p> <p>DC - NYC - Chartered Bus</p> <p>NYC - SFO - UNITED Airlines</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>IN ORDER TO GRADUATE FROM OAKLAND TECH, STUDENTS MUST UNDERSTAND THE MAIN PRINCIPLES OF American Government AND THE U.S. Constitution; THE WASHINGTON D.C. STUDY TOUR WILL EXPOSE AND EMBELLISH STUDENT UNDERSTANDING OF THESE CONCEPTS. Prior TO THE TRIP, STUDENTS WILL HAVE STUDIED AND BEEN ASSESSED ON THESE CONCEPTS, AND ONCE THE TRIP HAS BEEN COMPLETED, WE WILL HAVE A DEBRIEFING.</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 \$ 0

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

Resource #: \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/13/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Shannon & Luchs Insurance Agency 400 Professional Drive Suite 360 Gaithersburg MD 20879	<b>CONTACT NAME:</b> Darlene Phelan, CISR	
	<b>PHONE (A/C No. Ext.):</b> (301) 670-7370	<b>FAX (A/C No.):</b> (301) 670-7390
<b>INSURED</b> Close Up Foundation 1330 Braddock Place 4th floor Alexandria VA 22314	<b>E-MAIL ADDRESS:</b> darlene@slins.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Hartford Insurance Co. of MN	<b>NAIC #</b> 37478
	<b>INSURER B:</b> Hartford Casualty Insurance Co.	<b>29424</b>
	<b>INSURER C:</b> Multiple Companies	<b>00914</b>
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

<b>COVERAGES</b>	<b>CERTIFICATE NUMBER:</b> CL1571012792	<b>REVISION NUMBER:</b>
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY					
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		42UUNBC4724	7/1/2015	7/1/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					
A	AUTOMOBILE LIABILITY					
	<input type="checkbox"/> ANY AUTO					
	<input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS		42UUNBC4724	7/1/2015	7/1/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS					
B	UMBRELLA LIAB					
	<input checked="" type="checkbox"/> EXCESS LIAB					
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE		42XBUUD2293	7/1/2015	7/1/2016	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000					
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)					
	<input type="checkbox"/> Y/N	N/A	42WEJ67957	7/1/2015	7/1/2016	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

Insured Copy

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

J Hamerski, CPCU/USR3

Each year, through our Washington, DC-based programs and our publications, Close Up helps more than one million students and teachers in 15,000 schools nationwide develop the skills needed to begin a lifetime of active citizenship. Please visit our website to learn more about Close Up and all of our experiential programs and resources, including:

**CLOSE UP MIDDLE SCHOOL PROGRAMS** — a fast-paced, fun-filled, and educational experience using DC as a living classroom to help middle school students explore the links between history and the rights and responsibilities of citizens today;

**CLOSE UP NEW AMERICANS PROGRAMS** — this unique program provides recently immigrated and migrant students with the knowledge and confidence they need to become informed and active citizens;

**CLOSE UP CUSTOM PROGRAMS** — design your very own program to complement your curriculum through hands-on explorations of Washington, DC; and

**CLOSE UP'S CURRENT ISSUES TEXTBOOK** — stimulate classroom discussions and debates about key policy issues!

FIND US | CLOSEUP.ORG



Bonding with friends in the nation's capital! @closeup\_dc

**WHAT HAPPENS  
HERE CAN  
CHANGE YOUR  
WORLD!**

**CLOSE UP**  
WASHINGTON, DC

800-CLOSE UP (256-7387)

WWW.CLOSEUP.ORG



So excited to visit the MLK Memorial! @closeup\_dc



Great discussion at the Jefferson Memorial! @closeup\_dc



# WASHINGTON & NEW YORK SAMPLE SCHEDULE

## HOT BREAKFAST BUFFET

### WAR MEMORIALS STUDY VISIT

What do the **WWII, IWO JIMA, VIETNAM, AND KOREAN MEMORIALS** say about those who served and sacrificed?

### LINCOLN MEMORIAL STUDY VISIT

Examine Lincoln's legacy as he struggled to lead the nation through crisis

### U.S. CAPITOL VISIT AND ORIENTATION

### LUNCH ON THE NATIONAL MALL

### SMITHSONIAN AIR AND SPACE MUSEUM STUDY VISIT

Explore their newest exhibit 'Drones Wars and Video Games'



### DINNER AT PENTAGON CITY

### MOCK CONGRESS WORKSHOP

Debate, amend, and vote on the same issues elected representatives are currently debating

### SOCIAL ACTIVITY

## WEDNESDAY

## HOT BREAKFAST BUFFET

### CAPITOL HILL DAY



### MEET WITH YOUR MEMBERS OF CONGRESS OR THEIR STAFFS

### ATTEND AND OBSERVE CONGRESSIONAL COMMITTEE HEARINGS

### EXPLORE THE U.S. CAPITOL VISITOR CENTER & MUSEUM

### LUNCH AT THE HOUSE CAFETERIA

### VISIT THE SUPREME COURT AND LIBRARY OF CONGRESS

### WITNESS THE U.S. SENATE AND HOUSE OF REPRESENTATIVES IN ACTION IN THE GALLERIES

### DINNER AT DC'S HISTORIC UNION STATION

### DC CULTURAL EVENT

See a performance at a renowned theater or cheer on the Washington Nationals baseball team!

## THURSDAY

## HOT BREAKFAST BUFFET

### SUSTAINING DEMOCRACY WORKSHOP

Evaluate how citizens can contribute to a healthy democracy

### ON-SITE STUDY VISIT

Hear from a community service or advocacy organization and learn how to get involved in your community

### WHITE HOUSE PHOTO-OP

### NEIGHBORHOOD STUDY VISIT AND LUNCH

Explore one of DC's communities and get a look at life beyond the marble (e.g. Georgetown)

### NATIONAL PORTRAIT GALLERY



### ARLINGTON CEMETERY

Visit our nation's most hallowed ground and witness the Changing of the Guard

### PHOTOJOURNALISM EXHIBIT

Showcase your memories and highlights from your week

### BANQUET AND DANCE

Enjoy a fun-filled evening with your new friends

## FRIDAY

## HOT BREAKFAST BUFFET

### DEPART FOR NEW YORK CITY



### LUNCH IN LOWER MANHATTAN

### METROPOLITAN MUSEUM OF ART STUDY VISIT

Examine the influence of political advertising

### CENTRAL PARK STUDY VISIT

Explore America's most visited city park

### DINNER IN TIMES SQUARE



### TIMES SQUARE STUDY VISIT

Visit Broadway 'The Great White Way' in New York City's famous theater district

### PERFORMANCE AT A BROADWAY THEATER

(e.g. Mamma Mia)

**MENTAL PROGRAM** that offers the  
**SETIME** for all types of students!"

"I just got back from **CLOSE UP**, and  
at school. It was one of the **BEST W**

# UNFORGETTABLE MEMOR

Fun and rewarding experiences. Students learn valuable lessons that complement

programs

for students. Our programs are aligned with each state's social studies standards,

for your travel.

laza and Holiday Inn. Our hotels are in safe and vibrant neighborhoods close to

meals per day.

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home. We provide full supervision including night monitors at each hotel

ss the country. Our staff will work with you to develop a program that meets your

en further. High school students can  
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AMERICAN UNIVERSITY

would **HIGHLY**  
**UP PROGRAM.**

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## OUR MISSION

*Established in 1971, Close Up is a non-profit that educates insa*

Our participants come from all 50 states, U.S. territories, Puerto Rico, and  
better understand their roles as citizens.

We work closely with teachers, administrators, parents, and students nationwide  
Education, the Department of Interior, the Freedom Forum, C-SPAN, the Center  
School Principals.

Additionally, we fulfill our mission through classroom teaching tools. They  
relied on by teachers nationwide to stimulate classroom discussion. Our  
feature Close Up students dialoguing with U.S. Presidents, lawmakers, and



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# Your **adventure** starts here...



Having the time of our lives at  
the Capitol! @closeup\_dc



Fun on the ferry to Ellis  
Island! @closeup\_dc



NEW YORK



Selfie with the Statue of  
Liberty! @closeup\_dc



Bonding at the Lincoln  
Memorial. @closeup\_dc

WASHINGTON



Hanging at the Smithsonian  
Museum. @closeup\_dc



Awesome views from  
Top of the Rock!  
@closeup\_dc

**HIGH SCHOOL WASHINGTON & NEW YORK PROGRAMS**

Board Office Use: <b>Legislative File Info.</b>	
File ID Number	
Introduction Date	
Enactment Number	
Enactment Date	



OAKLAND UNIFIED  
SCHOOL DISTRICT

# Memo

To Board of Education  
 From Anthony Smith, Ph.D., Superintendent  
 Meeting Date \_\_\_\_\_  
 Subject Approval of Request for Student Travel

Action Requested	Approval of Board Resolution authorizing student travel by school site _____ to _____ for the period of _____ through _____
Itinerary and activities	
Educational Purpose of Trip	
Teachers Attending Trip	Maryann Wolfe, Marretta Joe, Elizabeth Haugen, Doug Stubblefield, Parker Merrill, Jaime Humberto Cruz, Jah Yee Woo, Jessica Tyson
Site Administrator Affirms	<ul style="list-style-type: none"> <li>• Parental permission forms will be on file for all students participating and school has emergency communication protocol</li> <li>• 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)</li> <li>• School will address financial or accessibility issues that might prevent students from participating</li> </ul>
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: _____