



# Oak Park Elementary School District 97

260 Madison Oak Park Illinois 60302 ph: 708.524.3000 fax: 708.524.3019 www.op97.org

TO: Board of Education

CC: Dr. Ushma Shah, Superintendent  
Patrick King, Senior Director of Finance

FROM: Dr. Carrie Kamm, Senior Director of Equity

DATE: October 11, 2022

RE: Brooks and Julian Middle Schools-8th Grade Washington D.C. Field Trip

## Purpose

In adherence to District 97 Board Policy 6:240 (*Field Trips*) and its related Administrative Procedure, and on behalf of Brooks Middle School principal, April Capuder, and Julian Middle School principal, Jeremy Christian, a Level 2 (overnight) field trip request has been submitted for 8th grade students. In building new district systems, we intend to change practices in order to uphold the charge of our District 97 Board Policy 7:12 (*Ensuring Racial and Educational Equity*).

## Background

District 97 requests that the Board of Education approve an overnight field trip request for Brooks and Julian 8th Graders to travel to Washington D.C. from May 13, 2023-May 16, 2023. A collaborative team of district and school leaders and Brooks and Julian parent volunteers have identified the non-profit organization, [CloseUp Foundation](#), to facilitate the student learning experience and coordinate travel logistics (transportation, lodging).

The learning experience is designed to provide students the opportunity to discuss historic events through historical site visits, engage with peers on discussing pressing issues through a mock Congress, deepen understanding of our legislative process via a congressional gallery visit, and a facilitated visit to the Smithsonian museum, specifically the National Museum of African American History and Culture.

## Approval

Administration is requesting that the Board of Education approve this field trip under Consent Agenda at its October 11, 2022 board meeting.

## Next steps after Oct. 11 BOE meeting

Area of Work	Details	Completion Date
Date Hold	Inform the CloseUp Foundation that we intend to book a trip from our district on May 13-16, 2022	Wed., 10/12/22
Legal contract and insurance liability review.	The Close Up Foundation has provided the district with a draft contract, terms and conditions, liability release, and certificate of insurance. These documents are in the process of being reviewed by external legal counsel. Although these documents are currently under review, we request that the Board of Education approve this trip at the October 11, 2022 meeting so that we are able to move forward with communication to students and families	Wed., 10/12/22
Plan for communication to parents	<p>A plan will be made to share information with 8th grade families who are interested, including:</p> <ul style="list-style-type: none"> <li>● notification to 8th grade families as soon as possible after the board approval</li> <li>● an informational call with the CloseUp Foundation during the week of 10/17/22</li> <li>● request for a way for families to indicate interest and the need for financial assistance on the CloseUp registration portal</li> </ul>	Wed., 10/12/22
Equitable access and funding.	The district has not previously provided financial support to students for whom the cost of the annual DC trip was a barrier. Parents have requested that the district model the sliding scale approach used by the Park District of Oak Park. We will look into how we might replicate this approach and which existing funding streams can be used to provide this access to students. For students who qualify for free/reduced lunch, ISBE will be contacted to consider reallocation of existing federal funds that are intended to increase access.	Mon., 10/17/22

