

Part 1

OUSD EXPANDED LEARNING PROGRAM FIELD TRIP POLICY

The OUSD Expanded Learning Office field trip policy has many layers. All of these layers are embedded to ensure student safety and well-being.

Use this [Portal to access Field Trips Part 2 Expanded Learning protocol, types, and online forms.](#)

Field Trip Planning Best Practices

- **Read** the field trip policy. It lives in the MOU agreement between your lead agency and the district.
- **Familiarize** yourself with the distinctions. There are [multiple types of field trips and field trip forms](#).
- **Know** your lead agency's field trip protocol as well. There might be other expectations.
- **Review** your site budget on Quip to confirm the funds allocated for the year for field trips.
- **Check in** with your direct supervisor about the field trip vision.
- **Contact** your OUSD Program Manager with questions that surface.
- **Complete** the online field trip form through the OUSD K-12 Informed portal at least 30 days in advance of the trip date. Depending on the type of field trip, there may need to be more of an advance notice.

Field Trip Policy

- Complete an [Expanded Learning Schedule of Field Trips form](#). This form lists the field trips planned for the school year and provides the ExLO team with advance notice. Upload the completed form to your site's OUSD Google folder.
- **Only the Site Coordinator or their direct supervisor may complete and submit the OUSD field trips form for all trips, including those planned and led by vendors, consultants, and subcontractors providing services to the youth in your program.**
- Send the completed online form to the site's principal. They are the first approver and signer.
- Ensure that the ratio of adult to student is followed. Note: Increasing the number of approved adults is acceptable. *The ratio of adult chaperones to MS/HS students shall be at least one to ten. In grades 4-6, this ratio shall be at least one to eight. In grades TK-3, this ratio shall be at least one to four. (MOU excerpt)*
 - TK-3rd (1:4)
 - 4th-6th (1:8)
 - 7th-12th (1:10)
- If a bus needs to be chartered, only use the [OUSD list of approved buses](#).
- If you are renting a van, OUSD only allows 10-passenger vans with room for 9 students and the adult driver. You will also need to complete a Declaration of Driver Form (see the field trip form).
- Ensure all the required attachments are completed: Field trip permission slip, Health Services form, Driver information AKA Declaration of Driver (if needed) & Certificate of Insurance. If these are not submitted, the form will not be approved; it will be rejected.
- The field trip policy and protocol apply to subcontractors, vendors, and consultants who provide services in your program. No exceptions.

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Field Trip Chaperones or *Unsupervised Volunteers

- They must be vetted through the [Ed Fund organization's system](#). **unsupervised volunteers: (working with students who are not their children without OUSD employee supervision or chaperoning ANY field trip.)* Here is the link to the [EDFund Volunteers Process FAQs](#).
- Department of Justice and FBI fingerprinting and fingerprint clearance must be obtained for all non-District employee chaperones. Chaperones who continue beyond one school year will need fingerprint clearance once every three years from the time they begin chaperoning on after-school program trips. Chaperones shall act in accordance with district policies, regulations, and school rules. A person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve as a chaperone on any field trip.
- No chaperone shall be assigned to supervise or instruct students unless he/she has submitted evidence of an examination within the past 60 days to determine that he/she is free of active tuberculosis. Chaperones whose skin test is negative shall thereafter be required to take a tuberculosis test every four years or sooner if deemed necessary by AGENCY.

General Expectations from the MOU: *Note: There are strikethroughs because there are recent revisions to the policy, but the standing MOU does not yet reflect the updated language.*

1. Field Trip Policy. FIELD TRIPS, OFF-SITE EVENTS, AND OFF-SITE ACTIVITIES:

- a. AGENCY shall provide each Site Administrator and the OUSD Expanded Learning Office with a [schedule of all after-school program field trips and/or off-site events and/or off-site activities](#) on a template to be provided by OUSD by the first day of each semester and a schedule of all summer field trips and/or off-site events and activities by the first day of the summer program if AGENCY is providing summer services.
- b. All field trips and off-site events/activities must be approved in advance by OUSD; AGENCY representatives, including staff and subcontractors, may not take students off-site for events, activities, and field trips without OUSD's approval. AGENCY shall submit OUSD's Field Trip request form to the site administrator to seek approval. AGENCY shall comply with OUSD policy and regulations regarding Field Trips.

If AGENCY becomes aware of an unauthorized field trip or off-site activity/event prior to the trip, AGENCY shall cancel the trip/activity and notify the family, site leader, and OUSD Expanded Learning Office.

Nothing in the preceding sentence shall be construed as requiring reporting to families, site leaders, or the OUSD Expanded Learning Office when it is prohibited by law.

If AGENCY becomes aware of an unauthorized field trip or off-site activity/event after the trip/activity has taken place, AGENCY shall immediately terminate the AGENCY staff or subcontractor organizing the trip, and notify the family, site leader, and OUSD Expanded Learning Office. Nothing in the preceding sentence

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shall be construed as requiring reporting to families, site leaders, or the OUSD Expanded Learning Office when it is prohibited by law.

1. **Licenses Permission Slips/Acknowledgement.** Field trip/excursion permission slip must be signed by the parent(s)/guardian(s) of all student participants and an acknowledgment must be signed by all adult chaperones both of which shall include the following information:
 1. a full description of the trip and scheduled activities
 2. student/adult participant health information
2. **"Notice of Waiver of All Claims:** Education Code § 35330 provides that all persons making a field trip or excursion shall be deemed to have waived all claims against any school district, charter school, or the State of California for injury, accident, illness or death occurring during or by reason of the field trip or excursion, regardless of who holds the claims. If the field trip or excursion to which this permission slip applies is out-of-state, I hereby knowingly waive all of my and my daughter's/son's/ward's 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."
3. After-school and summer program staff or subcontractors leading the trip must have a written list of students attending the trip.
4. No student shall be prevented from making a trip due to a lack of sufficient funds.
5. After school and summer program staff or subcontractors leading the trip shall have a sufficient first aid kit in their possession or immediately available. If the trip is conducted in areas known to be infested with poisonous snakes, this first aid kit shall contain medically accepted snakebite remedies.
6. Health Conditions/Medication: Trip participant health information will be gathered and reviewed in advance of the trip and any needed revisions to the supervision plan made, including making sure that chaperones understand relevant information (e.g. food allergies). A plan will be developed to collect, secure, and dispense prescription medications from their original containers only and consistent with the physician's instructions.
1. **Transportation Requirements:** The AGENCY after-school and summer program staff or subcontractors shall ensure compliance with all state laws and may transport by the use of AGENCY's own equipment, contract to provide transportation, or arrange transportation by the use of other equipment to enrolled after-school and summer participants provided that:
 - a. (A) parent/guardians' written permission has been obtained in advance;
 - b. after-school program Coordinator and/or Summer Program Coordinator has confirmed that: transportation arrangements are safe and appropriate;
 - c. all drivers have valid California driver's license;
 - d. all drivers have received fingerprint clearance;
 - e. provided that such transport is covered under the driver or registered owner's personal automobile insurance or AGENCY automobile liability insurance policy for at least \$100,000 per individual and \$300,000 per occurrence for liability for bodily injury; and \$50,000 per occurrence for liability for property damage;
 - f. all drivers and registered owners of private or rented vehicles used shall complete and sign a declaration of driver forms assuring that: (i) the driver is at least 21 years of age and holds a current valid California driver's license;(ii) the driver has not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years, and (iii) the driver provides proof of sufficient insurance;
 - g. if AGENCY transports by use of an Agency owned vehicle or arranges and/or contracts with a third party to provide this transportation, the AGENCY or organization or company with whom they

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contract must meet or exceed the standards required of OUSD's District approved bus vendors, including but not limited to: be licensed as a transportation provider, be certified to transport students (e.g., School Pupil Activity Bus certification) and have at least \$5,000,000 Automobile liability and \$1,000,000 per occurrence/\$2,000,000 aggregate General Liability insurance; which has an endorsement naming OUSD and AGENCY as additional insured; (H) arrangements have been made for additional vehicle for use in event of illness or emergency; and (I) students receive instruction in safe conduct on bus or other transport; and (J) drivers shall receive safety and emergency instructions and information which shall be kept in their vehicle, including health and emergency information for each student riding in his/her vehicle.

2. AGENCY must have reasonable confirmation that all organizations involved in the trip have demonstrated expertise and exhibit reasonably safe and reputable operating procedures and business practices appropriate to student trips.
3. The vendor is licensed to provide all proposed activities.
4. All after-school program student participants on field trips, off-site events, or activities must be covered by medical or accident insurance. (See Incident and Injury Reporting and Accident Insurance above.)