



**Official Procedure
of
Ogden Preparatory Academy**

4. Curriculum and Instruction

4.01.PRC.1 Field Trip Procedures

Effective/Revision Date: 03.05.2018

Page 1 of 6

All times listed in these procedures reflect minimum requirements.

Table of Contents

Required Forms	2
Single Day Field Trip Checklist	3
Multi Day Field Trip Checklist	3
Approval	4
Non-Attending Students	4
Funds	4
Transportation	4
Bus	4
Private Vehicles	4
Rental Vehicles	5
Lunch Request	5
Permission to Participate	5
Supervisors and Chaperones	5
Monitoring Student Safety	5
Field Trip Schedule	5
Lodging	6
Service Project	6
Parent Meetings	6
Equipment and Supplies	6
Post Trip Report	6

Required Forms

All forms shall be submitted to Administration upon completion of the Field Trip.

	Single Day	Multi-Day Domestic	Multi-Day Foreign
Request Form	2 wks prior	6 mo prior	1 yr prior
Permission to Participate	Yes	Yes	Yes
Lunch Request Form	If taking school lunch 2wks prior	If taking school lunch 2wks prior	If taking school lunch 2wks prior
Contact Sheet and Emergency Plan	Yes	Yes	Yes
International Travel Health Disclosure			Yes
Private or Rental Vehicle Use Permission	If using private vehicles; 3 weeks prior	If using private vehicles; 3 weeks prior	If using private vehicles; 3 weeks prior
Passenger Permission for Private Vehicles	If using private vehicles; Before leaving	If using private vehicles; Before leaving	If using private vehicles; Before leaving
Spain Trip Expectations and Behavior Agreement			Spain Trip only
Medication Release Form		Yes	Yes
Chaperone Agreement	Yes	Yes	Yes
Accident Waiver and Release of Liability		Yes	Yes

4.01.PRC.1 Field Trip Procedures

Effective/Revision Date: 03.05.2018

Page 2 of 6

Single Day Field Trip Checklist	
Activity	Timeline (minimum)
Approval (Field Trip Request Form)	2 weeks prior
Funding Requests	2 weeks prior
Transportation	2 weeks prior
Lunch Request	2 weeks prior
Chaperones	2 weeks prior
Notify Staff affected by student absence	As soon as possible, but not later than 1 week prior
Notify Parents of Non-Attendees	As soon as possible, but not later than 2 days prior
Absence Request Forms	2 weeks prior
Contact Sheet and Emergency Plan	Before Leaving
Permission slips to office/Administration	Before Leaving

Multi Day Field Trip Checklist	
Multi-Day Field Trips require Board approval in addition to Administrative approval. Please allow additional time for regularly scheduled Board meetings for approval.	
Activity	Timeline (minimum)
Approval (Field Trip Request Form)	6-12 Months prior
Lodging Reservations	11 months prior
Finalized Schedule	2 months prior
Parent Meetings	2-6 months prior
Service Project	2 months prior - planned; 1 month prior executed
Funding Requests	2-6 months prior
Transportation	2-6 months prior

Lunch Request	2 weeks prior
Chaperones	3 weeks prior
Notify Staff affected by student absence	As soon as possible, but not later than 2 weeks prior
Notify Parents of Non-Attendees	As soon as possible, but not later than 2 months prior.
Absence Request Forms	2 weeks prior
Contact Sheet and Emergency Plan	Before Leaving
All required forms collected	Before Leaving (Different deadlines may be set by Supervisor and/or Administration)
Permission slips to office/Administration	Before Leaving
Post Trip Report	Within 2 weeks of returning

Approval

1. Submit completed field trip request form to Administration. No further action shall be taken until approval is received.

Non-Attending Students

1. Parents shall be notified as soon as possible why their student will not be participating.
2. Parents shall be informed of the instructional alternative provided for their student.

Funds

1. Request any funds that will be needed. Requesting funds as early as possible ensures that a check will be cut in time for a trip.
 - a. When requesting funds for trip, documentation is required to show use of funds. (Price sheet from venue, email with information indicating the cost of everything requesting etc.)
2. Any items purchased with school funds (check, cash etc.) must be accompanied with a receipt of purchase.
 - a. All receipts should be turned in to the Principal within 14 days of the field trip.
3. Any excessive cash from the trip should be given to Administration no later than the next business day.

Transportation

1. Bus
 - a. The bus scheduling secretary shall receive a copy of the approved Field Trip Request Form to order buses.

- b. Confirm with the secretary to ensure the bus has been scheduled.
- c. Provide travel information and contact information to the bus driver.

2. Private Vehicles

- a. All Drivers shall complete the Private or Rental Vehicle Use Permission form. These forms shall be given to Administration for processing at least 3 weeks prior to the field trip.
- b. All passengers’ guardians shall complete Passenger Permission for Private Vehicle forms. No student shall be permitted in a private vehicle without a completed form.
- c. Supervisor shall correlate drivers and passengers.

3. Rental Vehicles

- a. Supervisor shall work with the secretaries and administration to rent the appropriate vehicles.
- b. No vehicle with passenger capacity greater than 9 shall be rented.
- c. Private Vehicle procedures shall be followed.

Lunch Request

- 1. Submit completed lunch form if school lunch is required. 2 weeks advance notice is required.

Permission to Participate

- 1. Send permission slips home with students attending field trip 1 week prior to the date of trip. No student is allowed to leave the campus without a signed permission slip.
- 2. Provide the front office with a copy of permission slips.
- 3. Take a copy of permission slips on the field trip.
- 4. Teacher will determine due date of permission slips. If due date passes, administration must approve the student to participation.
- 5. Before departing, student attendance must be taken using permission slips. Student cannot attend without a permission slip.

Supervisors and Chaperones

- 1. At least one supervisor or chaperone should be first aid certified; this should be noted on the contact sheet.
- 2. Complete the Contact Sheet and Emergency Plan with contact information for all supervisors, chaperones, bus drivers (if appropriate), Principal, and Vice Principal. Include emergency information and instructions. All adult attendees shall be provided with the form.
- 3. All chaperones shall complete the Chaperone Agreement.
- 4. If using private vehicles, the proper forms and documentation must be procured.
- 5. All School personnel shall submit Absence Request Forms.

Monitoring Student Safety

- 1. During the course of the trip, roll should be taken for all students attending the trip.
- 2. A student buddy system should be arranged before leaving campus. This will ensure everyone stays together and returns safe.

4.01.PRC.1 Field Trip Procedures	
Effective/Revision Date: 03.05.2018	Page 5 of 6

3. In the event of an emergency, (accident, student injured etc.) the teacher is responsible for contacting the school to report the incident. In an immediate emergency, the teacher should contact 911, school, then parent. This will ensure everyone is aware of the incident.

Field Trip Schedule

1. A schedule of the field trip shall accompany the Field Trip Request Form. Administration shall be notified of any changes to the schedule immediately.
2. It is the teacher's responsibility to stay on schedule in order to return to school as scheduled.
3. If the field trip will not return to the school as scheduled, the supervising teacher shall contact the school immediately to inform Administration. A determination can then be made on how to proceed with transporting students home.

Lodging

1. Reserve campsites or hotels 11 months prior to planned date of departure.
2. Supervisor shall coordinate the sharing of accommodations by participants.

Service Project

1. It is recommended anyone participating in a multi-day field trip attend a school sponsored service project scheduled.
2. The project should be scheduled with Ogden City or other sponsoring organization at least 2 months prior to departure.

Parent Meetings

1. Required for multi-day field trips.
2. Information meetings shall be held. Schedule reviewed and paperwork distributed

Equipment and Supplies

1. Supervisor shall hold an equipment meeting to ensure all participants have necessary equipment.
2. Supervisor shall purchase, or arrange for purchase, all necessary supplies (first aid, lab supplies, etc.)
3. Supervisor shall pack and transport, or arrange for someone to pack and transport, all necessary equipment.

Post Trip Report

1. Required for multi-day trips.
2. Follow-up survey of parents and participants
3. Post trip report and feedback to website.

Document History

Approved: 03.05.2018 Procedure rewritten.

Legal References

4.01.PRC.1 Field Trip Procedures	
Effective/Revision Date: 03.05.2018	Page 6 of 6