



**Official Policy
of
Ogden Preparatory Academy**

4. Curriculum and Instruction

4.01.POL Field Trip Policy

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Purpose

1. To provide opportunities to enhance the quality of all students' education experiences.
2. To provide unique travel and field trip opportunities for students through local and extended travel and off-campus experiences.
3. To ensure safety of students, minimize liability for the Charter Board and enrich students' travel experience through careful planning.

Philosophy

1. Field trip requests (both day trips and extended travel) shall support the school's educational and behavioral objectives.
2. Field trip requests shall be approved only when the Principal/Board agrees that the trip's educational and instructional value outweighs lost instruction time and potential liability.
3. Field trips shall have clear educational or behavioral objectives and be tied to Ogden Preparatory Academy's mission statement.
4. Ogden Preparatory Academy's general philosophy is that insured commercial transportation is the preferred choice for extended student travel.

Definitions

1. **Board:** the Board of Directors of Ogden Preparatory Academy.
2. **School:** Ogden Preparatory Academy.
3. **Field trip:** an instructional field trip, approved by the Principal or the Board, to visit a location or several sites off the school campus under the supervision of designated school chaperones designed to enrich and extend the classroom instructional program. Field trips should link the school and the community and help students to relate classroom ideas and theories to practical applications.
4. **Types of field trips:**
 - a. **Single-day field trip:** a field trip where students travel with school-designated chaperones from the school to the trip location and back to school with a 24-hour period.
 - b. **Domestic multi-day field trip:** a field trip where students travel with school-designated chaperones from the school to the trip location, stay at the location or pre-determined points along the way, and return to the school. Trip locations shall be within the USA.
 - c. **International multi-day field trip:** a field trip where students travel with school-designated chaperones to a location outside the USA for multiple days and return to the school. Travel may be by pre-determined vehicles or combinations.
5. **Chaperone:** an adult (preferably over 21) who is designated by the school to supervise students and enrich students' educational experience. All chaperones must have completed a criminal background check consistent with Utah law and have had any offenses reviewed by the school consistent with all school employees and

volunteers as required by Utah Code §53E-6-402. Chaperones may be compensated or volunteer.

6. **Parent:** parent or legal guardian of a student.

Initiating and supervising a field trip

1. Single-day field trip

- a. May be initiated and scheduled by teachers or other approved school employees.
- b. Must be approved by the school principal.
- c. Teachers/employees will not be reimbursed for field trip expenses incurred before the trip has final approval. If a field trip requires site reservations or other arrangements more than 6 months in advance of a trip, payments in advance of Board authorization must be authorized by the Principal.
- d. A teacher shall schedule chaperones consistent with this policy.
- e. School-approved permission forms shall be collected from all participants prior to leaving campus with the students. Any exceptions to this requirement may be made only by the Principal.
- f. Field trip forms shall be maintained by the school according to the School's Data Retention Schedule.
- g. An Emergency Plan shall be in place including cell phone reception and adequate communication, and emergency procedures in the case of an accident or other unexpected events.

2. Domestic multi-day field trip

- a. All requirements of single-day field trips apply, unless provided differently below.
- b. All domestic multi-day trips shall be approved by the Principal and the Board at least 6 months in advance of departure. Exception to the approval process and timeline may be made by the Board. The Board shall consider a trip request, provided on designated forms, in its regular meeting. Approval requires a majority vote of the Board.
- c. Parents are expressly responsible for appropriate insurance coverage for their children. All parents shall provide all required insurance information prior to departure.
- d. Board standards for approval of multi-day field trips:
 - i. The trip shall have clear learning objectives tied to the school's mission.
 - ii. All students on the trip shall meet school eligibility requirements.

- iii. Eligible students may take multiple approved multi-day trips in one school year.
- iv. The trip shall not exceed 5 school days, including travel time.
- v. A trip may not penalize students who do not take the trip.
- vi. The trip request form provided to the Board shall be complete, including exact dates, travel itinerary, anticipated number of chaperones, estimated cost, lead supervisor, and anticipated fundraising by students. An incomplete request form will not be considered by the Board.
- vii. The Board will not approve recreational trips, hazardous routes or destinations, or reward trips.
- viii. The Board assumes no liability for unapproved trips. Such travel with students is expressly prohibited. Employees who participate in unapproved trips may be disciplined and/or employment terminated.

3. International multi-day field trips.

- a. All requirements of single-day field trips and multi-day domestic trips apply, unless provided differently below.
- b. The per student cost must be expressly approved by the Board.
- c. All travel shall be by commercial providers, unless the Board specifically approves an exception.
- d. In addition to a teacher/advisor, at least one administrator or designee shall accompany a group of students or class on international travel.

Teacher, advisor, administrator participation in travel

- 1. The teacher initiating the field trip must always accompany students on all types of field trips. Exceptions for extenuating or unexpected circumstances shall be made by the Principal for single day field trips and by the Board for domestic and international multi-day field trips.
- 2. Teachers, administrators, other employees and assigned volunteer chaperones may accept lodging, per diem and mileage reimbursements specifically related to the field trip.
- 3. Teachers, administrators, employees, assigned volunteer chaperones may be reimbursed based on receipts submitted to the designated school administrator.
- 4. Teachers, administrators, employees, assigned volunteers will not be compensated by the school for side trips, extended stays, alternate accommodations, souvenirs, or ancillary expenses associated with field trips.
- 5. Teachers, administrators, and school employees shall not be compensated by the school, nor receive comp time, for the time spent accompanying students on

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multi-day or international travel field trips. Exceptions may be approved by Administration.

6. It is a violation of Utah law (Utah Code §53E-3-512 and R277-515 Educator Standards) for school employees to recruit students for school travel from which employees will benefit. School employees may notify students and parents of travel opportunities, but they may not solicit participation by students or parents or reward students for participation.
7. Teachers, administrators, and school employees shall not sleep or stay in rooms with students. Any exceptions for compelling or unexpected circumstances shall be made by the administrator accompanying the group.
8. At least one adult on a field trip should be first aid trained. The school will provide a fully stocked first aid kit for each field trip.

Financing field trips and money-related issues

1. School employees shall collect field trip related costs and fees consistent with Utah Administrative Code R277-113-6 and the school's fiscal policies.
2. Money collected shall be in accordance with the School's Cash Handling Policy and Procedures.
3. There must be a strict accounting of money collected and reimbursements made for all field trips, consistent with R277-113.
4. Financial records related to field trips and student travel should be maintained consistent with R277-113.

Student participation and conduct

1. The teacher shall provide learning objectives to students and parents (in a permission/disclosure form) for all field trips.
2. For all field trips, teachers shall establish standards of student behavior, specific to the class, the age of the students and the nature of the field trip.
3. Both students and parents (in the permission/disclosure form) shall be clearly informed that parents will be required to come personally to take their students home from field trips for serious student misconduct. "Serious student misconduct" will be established by school policy and includes use of alcohol, drugs or tobacco, possession of weapons, violations of law, bullying or harassment or any conduct that puts another person in danger.
4. Students with special needs will be accommodated on all field trips, as required by federal law. Prior to any field trip, teachers, parents and specialists, as necessary shall confer in advance to determine what accommodations are necessary for all children to

- have a safe and instructional experience on a field trip. The school should accommodate a parent that requests to accompany a child with involved medical needs so that the child's educational experience is comparable to other students'.
5. Students shall not take materials from field trip sites without teacher, supervisor or site-supervisor permission. They must obey all laws, including littering and noise ordinances, and shall not take artifacts from outdoor sites.
 6. Students shall comply with all dress codes and safety directions, as directed by teachers or trip supervisors.

Emergency and contact information

1. Teachers shall require emergency contact information for all students and adult participants on a field trip including a parent/significant other phone number, medical information specific to the individual and other information as requested deemed necessary for the trip. The teacher or administrator in charge of the field trip shall take the forms or a compilation of information on the field trip for ready reference. The information shall be maintained confidentially by the school employee.

Parent release and information

1. Teachers or administrators shall provide parents with field trip information at least 5 school days prior to the field trip. At minimum, the information shall include: field trip destination, purpose of the trip, number and/or names of adult chaperones that will supervise students on the trip, time frame of the field trip, a contact number for the teacher/administrator who has primary responsibility for the field trip, mode(s) of transportation for the trip, notice of any safety concerns about the trip (e.g. walks, hikes, allergy concerns), drop off and pick up times and locations, that parents will be notified and expected to pick up students if students seriously misbehave.
2. Parents shall be clearly and firmly notified well in advance of a field trip that students may not participate without a completed and signed permission form.

Chaperones

1. Chaperones shall be assigned for field trips by the school based on the number of students, age of students, type of trip and other considerations. There must be at least one adult chaperone (including teachers and administrators) for every 10 students.
2. Chaperones shall complete a background check, including review of the background check by school administrators, prior to being assigned to a field trip.
3. Chaperones shall be at least 21 preferably.

4. Chaperones may not bring additional friends or family members on a field trip unless given prior administrative approval. OPA Administration shall provide parameters and procedures for obtaining approval.
5. Parent chaperones shall be trained specific to the field trip they are attending.
6. Chaperones must understand their role as adult supervisors on a field trip; they must not fraternize with students or personally violate any student conduct rules.
7. Chaperones may be reimbursed, consistent with school policy, for actual field trip expenses, subject to timelines and reimbursement requirements.
8. Chaperones may be directed by a teacher or administrator to leave a field trip for misconduct. The school has a final and absolute right to assign and supervise chaperones.
9. Chaperones must be willing to provide emergency contact information to the field trip supervisor and driving chaperones must fully disclose all required and requested information to the school.

Travel plans for trips and student transportation

1. The school always prefers commercial insured transportation for student field trips for trips of more than 100 miles or trips that cross state lines. Use of non-commercial transportation must be specifically approved by the Board.
2. Consistent with Utah Risk Management direction, commercial vehicles with a seating capacity of 11 or more (driver included) may NOT be used to transport students unless the vehicle meets the federal school bus safety standards (49 U.S.C. §30101).
3. Rental and private vehicles, excluding school or commercial buses, may NOT be used for school activities if they have a capacity of more than 9 passengers (driver included).
4. Adult drivers (25 or older) may transport students in private or rental vehicles. Students may only be transported in private or rental vehicles if students have a school-provided form (“Student Passenger in a Private or Rental Vehicle”) on file with the school. Seat belts must be worn at all times by vehicle occupants.
5. Adult drivers of private or rental vehicles who transport students on field trips or from school to approved school events, must complete a school-provided form (“Private or Rental Vehicle Use Permission Form”) and be approved by administration.
6. Approved drivers:
 - a. May include parents of students participating in field trip or activity, coaches, advisors, teachers, administrators or other adults over 25.

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- b. Will not be approved to transport students if the individual has one or more alcohol/drug-related driving convictions in the past 5 years or has more than two moving violations in the past 12 months.
- c. Shall not use a handheld cell phone or device while driving.
- d. Shall never drive alone in a vehicle on a school-sponsored trip or activity with a student other than the driver’s child, grandchild, niece/nephew or sibling.
- e. The number of vehicle passengers (including driver) shall not exceed the capacity for which the vehicle was designed. Students shall not be transported in an open truck bed.
- f. All vehicles that transport students should carry a first aid kit and travel emergency kit.

Miscellaneous

- 1. A school-provided accident or incident report shall be completed by the driver on a school-authorized field trip (for a driving related incident) or by a teacher or administrator for an accident or incident that takes place on a field trip. If the teacher/supervisor is uncertain if an incident report is warranted, the teacher/supervisor shall consult the Principal and/or State Risk Management.
- 2. A teacher or administrator who supervises a field trip is responsible for reporting any potential school or student-related criminal violation or activity, including property damage, to local law enforcement.
- 3. One adult (the teacher for single day field trips) shall be responsible for student medications, if necessary, and instructions for use of the prescribed medications.

Document History

Approved: 12/02/09
 Revised: 04/30/14
 03/22/18 *Rewritten to reflect to school practices, state regulation and other legal recommendations.*
 04/26/18 *Added ability to take siblings on field trips with Administrative permission.*

Legal References

Utah Code Annotated §53A-3-410(1)(a) – Criminal Background Checks
 Utah Code Annotated §63-30d et seq. – Government Immunity Act
 Utah Code Annotated §67-16 et seq. – Utah Public Officers’ and Employees’ Ethics Act
 Utah Administrative Code §63A-4-204 – Risk Management
 Utah Administrative Code R277-600 – Student Transportation Standards and Procedures

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