



**Official Procedure
of
Ogden Preparatory Academy**

4. Curriculum and Instruction

4.01.PRC.2 Overnight Field Trips: Chaperones, Stipends, and PTO Procedures.

Effective/Revision Date: 09/19/2023

Page 1 of 3

Definitions

- **Field Trip Organizer:** The Field Trip Organizer is the OPA Staff Member Facilitating the field trip.
- **Staff Chaperone:** Staff Chaperones are employees of OPA attending a Field Trip to provide curricular and/or supervisory assistance.
 - Staff Chaperone benefits:
 - Trip expenses are paid,
 - PTO is not charged, and
 - Time is stipended for domestic multi-day trips.
- **Parent Chaperone:** A Parent Chaperone is an adult with a child attending a field trip. They receive the following benefits: Group trip expenses are paid (individual, direct costs, such as meals, are not provided). If an OPA staff member serves as a Parent Chaperone, they will not be stipended and will be charged PTO.
 - In the case of an OPA staff member who is also a parent, Administration will determine whether they are fulfilling the role of Staff Chaperone or Parent Chaperone and benefits will be adjusted as necessary.
 - Parent Chaperones will not be deployed for International field trips, including staff members who are also parents.

Ratio of Chaperones to Students:

- The following criteria will be used to determine the number of Chaperones that will be required for each field trip..
- The total ratio of total chaperones to students shall be 1:5.
 - The Field Trip Organizer shall find Staff Chaperones at a ratio of at least 1:10.
 - After securing Staff Chaperones, the Field Trip Organizer shall find additional Parent Chaperones to reach the desired adult:student ratio and to fulfill transportation needs.
- The Building Principal may adjust the ratio for specific trips as needed; the Building Principal shall discuss desired ratio adjustments with the Administrative Team.
- Once the desired ratio of Chaperones is reached,

Selection of Staff Chaperones: Consideration for selection of Staff Chaperones shall include, but not be limited to, the following:

- Need for Chaperones to implement curriculum and learning activities for students on the trip.
- Diversity of gender among Chaperones.
- Cost to the school as a result of the staff member’s absence.
- Availability of substitutes.
- History of substitute preparation, effective procedures, and/or student behavior in the staff member’s classroom.
- First Aid and CPR Certification.
- Prior participation in field trips (or lack thereof).

Chaperone selection and approval process:

1. Once the number of students attending a trip is determined, the Field Trip Organizer will submit the number to Administration.
2. Administration will give the Field Trip Organizer the following information:
 - a. The number of Staff Chaperones the school shall allow.
 - b. Specific considerations for the Field Trip Organizer to take into consideration when selecting chaperones.
3. The Field Trip Organizer will present Administration with a list of Staff Chaperones for approval.
4. Administration will approve the list or make amendments.

Stipends

Employee	Non-School/Contract Days	School/Contract Days
Organizer (Salaried)	\$350/day	\$150/day
Salaried	\$300/day	\$100/day
Hourly	\$200/day	8 hours/day @ daily rate + \$100/day

Document History

Approved: 08/08/2019

08/26/2019 *Clarified Parent Chaperone costs and relation to Overnight Field Trips.*

10/28/2019 *Clarified stipends for domestic trips. Updated stipend values.*

09/19/2023 *Updated ratios to a standard 1:5 ratio.*

Legal References