



Ogden Preparatory Academy

Extended Curricular Travel, Field Trip Activity, Student Transportation Policy and Procedures

1. PURPOSE

- 1.1 To provide opportunities to enhance the quality of a student's educational experience.
- 1.2 To provide unique opportunities that can be achieved only through extended travel.
- 1.3 To insure safety and enrichment of the travel experience through careful planning.

2. PHILOSOPHY

2.1 Extended Travel

- 2.1.1 Extended travel requests shall reflect the school's educational and behavioral objectives.
- 2.1.2 Extended travel shall be allowed only when it is demonstrated that the trip is of such value to the students that the infringement of the trip on other classroom instruction justifies the time lost.
- 2.1.3 Extended travel shall not be used as an incentive or reward for participation in activities. The school may encourage and motivate individuals and groups by properly placing trips in the total curricular structure.

2.2 Student Travel, Transportation and Field Trips

Ogden Preparatory Academy's general philosophy is that insured commercial transportation is the preferred choice for extended student travel.

3. DEFINITIONS

- 3.1 **"Board"** means the Board of Directors of Wasatch Peak Academy.
- 3.2 **"School"** means Ogden Preparatory Academy.
- 3.3 **"Student Travel"** means an Instructional Field Trip, Extracurricular Travel or Extended Travel.
 - 3.3.1 An instructional field trip is a planned visit outside the School taken by students, under the supervision of a teacher or other School official, to enrich and extend the classroom instructional program. Field trips provide a link between the School and the community, and assist the School staff in relating the ideas and theories of the classroom to practical applications.
 - 3.3.2 Extended travel may include travel during the summer or when School is not in session. Furthermore, it is an instructional field trip or extracurricular travel which requires Board approval pursuant to this policy involving circumstances not limited to one or more of the following:
 - [a] Overnight trip;
 - [b] Destination is more than 100 miles from School;
 - [c] Missed School day(s);
 - [d] Student fund raising;
 - [e] Financial cost to students;
 - [f] Travel regulated by the Federal Department of Transportation (DOT);
 - [g] Travel out of state;

4. POLICY

4.1 Criteria for Extended Travel

The School will not assume any liability for extended travel which was not pre-approved by the Board. Such travel is prohibited and is a violation of School policy.

- 4.1.1 Extended travel shall not be approved which:



- [a] is primarily recreational or rewards for accomplishments, such as trips to amusement or theme parks;
 - [b] requires more than five (5) days absence from School;
 - [c] requires travel outside the United States;
 - [d] is judged to be hazardous;
 - [e] requires participation as part of a course requirement or for which there is a grading penalty for students who choose not to go on the trip.
- 4.1.2 Extended travel shall be considered when the following criteria are met:
- [a] The trip shall be part of a planned sequence of educational activities and make a contribution to the accomplishment of specific objectives for the course of study or the activity.
 - [b] A student shall meet all School eligibility requirements. Eligible students may travel with more than one (1) group in a School year.
 - [c] Teachers, advisors, administrators and others acting in the capacity of chaperones/supervisors of students in an extended travel activity, which has been approved pursuant to this policy, may accept lodging, per diem and fare payments or mileage reimbursements in connection with their supervisory assignment. Parents, guardians, relatives or other persons who voluntarily join the activity must pay all costs associated with their participation. The costs incurred by those acting as chaperones/supervisors for souvenirs, side trips or other activities ancillary to the student itinerary, shall not be paid by students or reimbursed to the individual. Unless approved by the principal, the time spent by teachers and students participating in field trips or extended travel activities shall not be rewarded with salary compensation, class participation credit or grades. Teachers, advisors and administrators may solicit student participation in field trips and extended travel activities only in the manner authorized by the policy.
 - [d] The total cost of the trip to each student is limited to \$600.00 (excluding food), whether obtained through fund raising activities, community or individual contributions.
 - [e] All transportation shall be by insured commercial transportation unless an exception is approved by the Board.
 - (i) Travel to, at, and from destination shall be detailed in the trip application submitted for consideration to the Board.
 - (ii) Requests for exceptions to the requirement to use insured commercial transportation shall be explained in the extended trip application.

4.2 The Process for Approval

- 4.2.1 Invitations or plans for extended travel with student groups shall first be discussed with the school principal.
- [a] Staff shall not be involved in making formal travel plans for extended travel until the request has been authorized by the principal.
 - [b] The request shall include information on cost, destination, and days away from School.
- 4.2.2 After discussion with the principal, requests/applications for extended travel will be submitted to the Board in writing a minimum of sixty (60) days prior for consideration. Requests/applications are to contain all information as stated in sections 4.1.2[e](i) and 4.2.4[b](ii) of this document.
- 4.2.3 Approval of the Board by a majority vote shall be obtained before raising funds for the trip or making any financial commitments.
- 4.2.4 The Board shall receive requests for all trips which can be logically anticipated during the school year.
- [a] The principal shall receive other requests from staff as needed, in a timely manner, consistent with the procedures of this policy.



- [b] The principal shall submit requests using the written request/application to the Board for consideration.
 - (i) No request shall be considered without full information.
 - (ii) All requests shall include official travel costs, airfare costs, hotel costs and the cost to each student for any incidental or additional activities (theme parks, etc.).
 - (iii) After receiving approval, and travel plans change (including such changes as the destination, date or purpose of the trip), the request shall be resubmitted to the board for approval.

4.3 **Extended Travel Authorization**

Requests for travel authorization shall be submitted to the principal for authorization prior to submission to the Board of Directors for approval.

4.4 **Planning by Teachers and Students**

Most programs, activities and travel for students will likely take place within 100 miles of the School and within the State of Utah. Planning and evaluation of a field trip shall consider the following:

- 4.4.1 Groups within a School should be self-limiting in their requests for extended travel involving School time and trips should only be made when educational purposes cannot be fulfilled in any other way.
 - [a] Planning by the Teacher
 - (i) Trip is timely and scheduled as part of a planned sequence of educational activities.
 - (ii) Plans are discussed with the principal.
 - (iii) Transportation and other approval forms are completed.
 - (iv) Approval is obtained before raising funds or publicizing the trip.
 - (v) Resource persons to be used at the site are identified, and their participation is confirmed.
 - (vi) Chaperones are identified and briefed.
 - (vii) Parental permission forms, including authorization for travel, are completed.
 - (viii) Physical arrangements, such as for rest stops, food, are made.
 - [b] Planning with Students
 - (i) Purpose of the field trip is discussed.
 - (ii) Information to be obtained and things to be observed are planned.
 - (iii) Safe conduct and appropriate dress are reviewed.
 - [c] Planning with Parents
 - (i) Parents shall be informed of the expenses, date(s), destination(s), and mode(s) of transportation for each field trip or for a series of field trips. All provisions as outlined under the School Fee Policy shall be complied with.
 - (ii) Each participating student shall obtain travel authorization signed by a parent or guardian.
 - (iii) The School shall retain all travel authorizations until the end of the School year.
 - [d] In addition to the teacher/advisor, one administrator or designee shall accompany each class or group of students.
 - (i) Additional adult chaperones shall be provided on the basis of one adult per five (5) to ten (10) students.
 - (ii) The number of chaperones needed shall be determined by the ages of the students and the nature of the trip.



4.5 **Financing Extended Travel**

All plans to raise finances for extended travel shall have the approval of the school principal.

4.5.1 All money shall be collected and disbursed according to Utah State Compliance Guidelines.

4.5.2 Fund raising shall be conducted according to School fundraising procedures.

4.6 **Travel Plans**

4.6.1 Parents or guardians shall be made aware of the plans as soon as possible following Board approval.

4.6.2 The School shall obtain parent's written permission for their student's participation.

4.6.3 The adults who accompany the students shall be aware of the plans and where necessary, should be capable of carrying on if the leader should become incapacitated.

4.6.4 The "buddy" system and "squad" system of student responsibility shall be organized for all excursions.

4.6.5 All students and their parents or guardians should agree to and discuss standards of safe and considerate conduct and responsibilities for everyone concerned with the trip.

4.6.6 Each student should have identification listing name, home address, telephone number, and business address and telephone number of one parent. This information should be available to the responsible adult chaperon.

4.6.7 An all-inclusive, hour-by-hour itinerary, (including free time) should be prepared for both students and their parents or guardians.

4.6.8 Students with known physical problems must make the instructor and the adult chaperon aware of their condition and the prescribed medication.

4.7 **Insurance Coverage**

Parents shall assume responsibility for appropriate insurance coverage. All students and their parent/guardian shall complete all necessary forms prior to the extended travel.

4.8 **Transportation of Students**

4.8.1 No one under the age of twenty-one (21) may transport students.

4.8.2 Any official and authorized transportation of students more than one hundred (100) miles from the School, or when crossing state lines, must be done on a properly insured commercial carrier. It is the policy of the School that insured commercial transportation is preferred choice for all activities involving student extended travel.

4.8.3 Commercial vehicles with a seating capacity of eleven (11) or more, including the driver, may not be used for the transportation of students unless the vehicle meets the federal school bus safety standards (49 U.S.C. § 30101). Rental and private vehicles may not be used for School activities if they have a capacity of more than nine (9) passengers including the driver.

4.8.4 The driver of any vehicle used to transport students must ensure that all items in the vehicle are properly secured so that they do not come loose in the case of a sudden stop or accident. Seat belts must be worn at all times by all the occupants.

4.8.7 Adult drivers of private or rental vehicles who provide transportation for students from School to approved School events, including field trips and extracurricular activities, must complete an "Automobile Transportation Record for Student Activities," form with all of the required information. Drivers can be either a parent/guardian of a student participating in the activity or a coach, advisor, instructor, or other adult twenty-one (21) years of age or older. The driver must have liability insurance coverage, and may not drive if they have had a conviction in the past ten (10) years for an alcohol/drug related driving violation or more than two (2) moving violations in the last twelve (12) months.

4.8.8 Parents must give consent for students to be transported by an adult driver of a private or rental vehicles. Student passengers must have on file at the School a "Student Passenger in a Private or Rental Vehicle" form signed by his/her parent/guardian.



4.9 Background Check

State law (53A-3-401(1)(a)) and School policy state that any volunteer who will be given significant unsupervised access to a student in connection with the volunteer's assignment shall be required to submit to a criminal background check as a condition of serving as a volunteer. This includes transporting students in private vehicles without a School employee being present. The procedures and standards established in the law and School policy shall apply.

DEFINITIONS

See Section 3

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

FORMS

- Automobile Transportation Records for Student Activities
- Field Trip Parental Permission
- Medical Release Form and Code of Conduct Agreement
- Student Passenger in Private or Rental Vehicle Permission Form
- Extended Trip Application Form

Laura D'Hulst - OPA Board President

Date



AUTOMOBILE TRANSPORTATION RECORDS

FOR STUDENT ACTIVITIES Ogden Preparatory Academy

DATE	EVENT	DESTINATION	MILES
		Total Miles Traveled	

Name of Driver _____

Utah Driver License Number _____ Expiration Date _____

Home Address _____
Street Address City State ZIP Code

Home Phone Number _____ Work Phone Number _____

Insurance Company of Driver _____

Policy Number _____ Expiration Date _____

Mileage Payment Waived: Yes _____ No _____

Signature of Driver Date

Signature of Principal Date

With prior approval of the school principal, an automobile may be used to transport a student or students. The driver may be a coach, advisor, instructor, parent, guardian or other adult twenty-one (21) years of age or older.

- Each driver must have liability insurance coverage.
- The liability coverage by the School begins when the driver picks up the students and ends when the students are delivered to the event or to the school following the event.
- In the event of a liability claim the driver's insurance will pay first. Any claim for personal injury in excess of that paid by the driver's insurance will be assumed by the School up to the limits set forth by Utah Division of Risk Management. No property damage will be covered by the School. The driver may file claims with Utah Division of Risk Management.
- Volunteer drivers who will have unsupervised access to a student while transporting them to an activity must have successfully completed a criminal background check.
- Drivers must have completed the driver training course and test approved by Utah Division of Risk Management

The principal will:

- Keep this form on file in the school.
- Review any mileage incurred and submit for reimbursement. Mileage reimbursement will be paid at the rate set by the Board for other school travel.



STUDENT PASSENGER IN A PRIVATE OR RENTAL VEHICLE

Ogden Preparatory Academy

It is occasionally necessary for a student to be a passenger in a private or rental vehicle being driven by an adult driver to school activities. The following requirements apply for authorized use of private or rental vehicles:

1. The activity is approved by the school principal for students who will need to leave the school campus.
2. Drivers must have valid Utah driver licenses in order to qualify for transporting students.
3. Drivers may not drive if they have had a conviction in the ten years for an alcohol/drug related driving violation, or they have had more than two moving violations in the last twelve months.
4. Drivers who are volunteers must have successfully completed a criminal background check if they will be transporting students without a School employee in the vehicle.
5. Each vehicle must have liability insurance coverage.
6. Drivers must ensure that the vehicle has passed state-required safety inspections.
7. It is the student passenger's or his or her parents' duty to confirm that the driver carries the required insurance. Information regarding the insurance company and policy number can be obtained from an insurance identification card provided by the company which must be carried in the vehicle at all times.
8. REMEMBER - the driver and all passengers must wear seat belts. It's the law.

DATE	EVENT	DESTINATION	MILES

PARENT/GUARDIAN: I give my permission for my student _____ to be transported by an adult driver to an approved school activity(ies) as noted above.

Parent/Guardian Signature

Date

This must be kept on file in the school



FIELD TRIP

PARENTAL PERMISSION
Ogden Preparatory Academy

[DATE]

Dear Parent or Guardian:

Our **[grade/class]** is taking students on a field trip to **[place]**. We will leave the school at **[time of day]** on **[date]** and return about **[time of day]** the same day. The students will participate in the following activities: _____

_____. The students will be transported by **[mode of transportation: school bus, parent, teacher, etc.]**.

The purpose of the trip is to teach the students about _____
_____.

I give my permission to have my child **[blank for child's name]** participate in this event.

Parent or Guardian's Signature

Date



Medical Release Form and Code of Conduct Agreement

Medical Release

I do voluntarily authorize the Ogden Preparatory Academy administrator and/or designees to administer and/or obtain routine or emergency medical treatment for the named person as deemed necessary in medical judgment. Parents/guardians of participant will allow emergency medical treatment to be administered as needed. Any further treatment will require parental/guardian consultation.

Student's Name

Parent/Guardian's Signature

Code of Conduct Agreement

PARTICIPANTS: Be sure that you understand the "Code of Conduct." Any person violating these rules may be sent home at their own expense, or may otherwise disqualify his/her group from participation.

Extended Travel for the School is designed to be an educational function and all plans are made with that objective.

The School wants every person to have an enjoyable experience with every attention paid to safety and comfort. All participants will be expected to conduct themselves in a manner best representing the School. In order that everyone may receive the maximum benefits from their participation, the "**Code of Conduct**," must be followed at all times:

1. I will, at all times, respect all public and private property, including the hotel/motel in which I am housed.
2. I will spend each night in the room of the hotel/motel to which I am assigned.
3. I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
4. I will not remain in the sleeping room of the opposite sex unless the door is completely open at all times.
5. I will not use alcoholic beverages or illegal drugs.
6. I will not leave the hotel/motel without the express permission of my advisor, chaperon, or school administrator.
7. My conduct shall be exemplary at all times.
8. I will keep my advisor or chaperon informed of my whereabouts at all times.
9. I will, when required, wear an official identification badge.
10. I will attend, and be on time for, all activities that I am assigned to and registered for.
11. I will adhere to the dress code at all required times.

Violations and Penalties

I agree that if, for any reason, I am in violation of any of the rules of the competition, performance, activity, or conference, I may be brought before the appropriate discipline committee for an analysis of the violation. I also agree to accept the penalty imposed on me. I understand that any penalty and reasons for it will be explained to me before it is carried out. I further realize that the severity of the penalty may increase with the severity of the violation, event to the extent of being immediately sent home at my own expense.

1. Violations of items one through six of the "Code of Conduct" will be grounds for disqualification, immediate removal from office or competition and relinquishment of awards and recognition. In addition, the violator will be sent home at his or her own expense. Notification of the violation and the action taken will be sent to the participant's principal and parents/guardians.
2. Violations of items seven through eleven will result in a warning and reprimand. Notification of the violation and the action taken will be sent to the participant's principal and parents/guardians. Repeated violations of items seven through eleven may result in the participant being sent home at his/her own expense.

It is within the spirit of being a proud and meaningful member of this traveling group that I agree to these rules of conduct by signing my name on this release form.

Participants Signature

Parent/Guardian Signature

Date

Event



**Ogden Preparatory Academy
Extended Travel Registration**

Ogden Preparatory Academy Extended Travel Registration					
Participant's Full Name (First, Middle, Last):			Birthdate (MM/DD/YY)	SSN:	
Participant's Home Address:			Trip Destination:		
City	State	Zip	Traveling Group:		
Parent or Guardian:			Name of Emergency Contact Person (First, Last)	Phone number including area code:	
Home Phone	Mother Work Phone	Father Work Phone	Emergency Contact Person's Address:	City	Zip
Person Responsible for your Medical Bills (Guarantor):			Family Physician:	Physician's Telephone Number :	
Guarantor's Relationship to Participant:		Guarantor's SSN:	Do you have any known allergies? <input type="checkbox"/> NO <input type="checkbox"/> YES If "yes" please list:		
Guarantor's Employer:		Employer's Phone Number:	Do you have a history of Allergies, heart conditions, diabetes, asthma, epilepsy, rheumatic fever, or other existing medical conditions? <input type="checkbox"/> NO <input type="checkbox"/> YES		
Employer's Address:			Are you taking any medication? <input type="checkbox"/> NO <input type="checkbox"/> YES If "yes" please list what kind:		
Insurance Company:					
Insurance Company's Address:			Do you have any physical restrictions? <input type="checkbox"/> NO <input type="checkbox"/> YES If "yes" please explain:		
City	State	Zip			
Insurance Plan Number:			When did you last have a tetanus shot?		
Insurance Group Number:					
Insurance ID Number:					
If you do not have any medical insurance, sign here:			Having read and understood completely the Medical release and the Code of Conduct Agreement. I, by signing below, do hereby agree to abide by these in their entirety.		
			Signature of Participant:		Date:
			Signature of Parent/Guardian		Date:



EXTENDED TRIP APPLICATION
Ogden Preparatory Academy

Group Requesting Trip:		Date of Request ____ / ____ /20			
Instructor(s):		Number of Students in Group: _____			
Destination:		Departure Date:		Return Date:	
		Departure Time:		Return Time:	
Total number of school days (or parts of) students will be absent from school.					

Purpose of Trip: _____

Method of Travel: _____ To Destination: _____
 From Destination: _____

Number of Adult Chaperones: Ratio of Students to Adults:

Describe the educational value of this trip. Can the above educational value be met in any other way?

Insurance Coverage _____

Total Cost per Student (including meals) \$

Signature of Sponsoring Instructor: _____ Signature of Principal: _____ Signature of Board President _____

Reason for Acceptance / Rejection: _____

Please attach your trip agenda.

Date Received:
 Date Authorized:
 Date Rejected: