Official Policy
of
Ogden Preparatory Academy

4. Curriculum and Instruction

4.01.POL Field Trip Policy

Effective/Revision Date: 04/30/2014	**Page 1 of 6**

PURPOSE

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

PHILOSOPHY

1. Extended Travel
    a. Extended travel requests shall reflect the school's educational and behavioral objectives.
    b. 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.
    c. 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. Student Travel, Transportation and Field Trips
    a. Ogden Preparatory Academy's general philosophy is that insured commercial transportation is the preferred choice for extended student travel.

DEFINITIONS

1. "Board" means the Board of Directors of Ogden Preparatory Academy.
2. "School" means Ogden Preparatory Academy.
3. "Student Travel" means an Instructional Field Trip, Extracurricular Travel or Extended Travel.
    a. 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.
    b. 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:
        i. Overnight trip;
        ii. Destination is more than 100 miles from School;
        iii. Missed School day(s);
        iv. Student fundraising;

v. Financial cost to students;
vi. Travel regulated by the Federal Department of Transportation (DOT);
vii. Travel out of state;

POLICY

1. Criteria for Extended Travel
    a. 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.
    b. Extended travel shall not be approved which:
        i. Is primarily recreational or a reward for accomplishments, such as trips to amusement or theme parks;
        ii. Requires more than five (5) days absence from School;
        iii. Requires travel outside the United States;
        iv. Is judged to be hazardous;
        v. 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.
    c. Extended travel shall be considered when the following criteria are met:
        i. 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.
        ii. A student shall meet all School eligibility requirements. Eligible students may travel with more than one (1) group in a School year.
        iii. 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.
        iv. The total cost of the trip to each student is limited to $600.00 (excluding food), whether obtained through fundraising activities, community or individual contributions.
        v. All transportation shall be by insured commercial transportation unless the Board approves an exception.

1. Travel to, at, and from destinations shall be detailed in the trip application submitted for consideration to the Board.
2. Requests for exceptions to the requirement to use insured commercial transportation shall be explained in the extended trip application.

2. The Process for Approval
    a. Invitations or plans for extended travel with student groups shall first be discussed with the school principal.
        i. Staff shall not be involved in making formal travel plans for extended travel until the principal has authorized the request.
        ii. The request shall include information on cost, destination, and days away from School.
    b. 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 to departure for consideration. Requests/applications are to contain all information as outlined in this document.
    c. Approval of the Board by a majority vote shall be obtained before raising funds for the trip or making any financial commitments.
    d. The Board shall receive requests for all trips, which can be logically anticipated during the school year.
        i. The principal shall receive other requests from staff as needed, in a timely manner, consistent with the procedures of this policy.
        ii. The principal shall submit requests using the written request/application to the Board for consideration.
            1. No request shall be considered without full information.
            2. 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.).
            3. After receiving approval, and travel plans change (including such changes as the destination, date or purpose of the trip), the request shall be re-submitted to the board for approval.
3. Extended Travel Authorization
    a. Requests for travel authorization shall be submitted to the principal for authorization prior to submission to the Board of Directors for approval.
4. Planning by Teachers and Students
    a. 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:
        i. 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.
            1. Planning by the Teacher

a. Trip is timely and scheduled as part of a planned sequence of educational activities.
b. Plans are discussed with the principal.
c. Transportation and other approval forms are completed.
d. Approval is obtained before raising funds or publicizing the trip.
e. Resource persons to be used at the site are identified, and their participation is confirmed.
f. Chaperones are identified and briefed.
g. Parental permission forms, including authorization for travel, are completed.
h. Physical arrangements, such as for rest stops, food, are made.

2. Planning with Students
    a. Purpose of the field trip is discussed.
    b. Information to be obtained and things to be observed are planned.
    c. Safe conduct and appropriate dress are reviewed.
3. Planning with Parents
    a. 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.
    b. Each participating student shall obtain travel authorization signed by a parent or guardian.
    c. The School shall retain all travel authorizations until the end of the School year.
4. In addition to the teacher/advisor, one administrator or designee shall accompany each class or group of students.
    a. Additional adult chaperones shall be provided on the basis of **a minimum of** one adult per ~~five (5) to~~ ten (10) students.
    b. The number of chaperones needed shall be determined by the ages of the students and the nature of the trip.

5. Financing Extended Travel
    a. All plans to raise finances for extended travel shall have the approval of the Principal.
    b. All money shall be collected and dispersed according to Utah State Compliance Guidelines.
    c. Fundraising shall be conducted according to School fundraising procedures.
6. Travel Plans
    a. Parents or guardians shall be made aware of the plans as soon as possible following Board approval.

b. The School shall obtain parent's written permission for their student's participation.
c. 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.
d. The "buddy" system and "squad" system of student responsibility shall be organized for all excursions.
e. All students and their parents/guardians should agree to, and discuss, standards of safe and considerate conduct and responsibilities for everyone concerned with the trip.
f. 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.
g. An all-inclusive, hour-by-hour itinerary, including free time, should be prepared for both students and their parents or guardians.
h. Students with known physical problems must make the instructor and the adult chaperon aware of their condition and the prescribed medication.

7. Insurance Coverage
    a. Parents shall assume responsibility for appropriate insurance coverage. All students and their parents/guardians shall complete all necessary forms prior to the extended travel.
8. Transportation of Students
    a. No one under the age of twenty-one (21) may transport students.
    b. 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.
    c. 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.
    d. 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**,**
    e. 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.

f. 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.

9. Background Check
    a. 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.

Document History

Approved: 12/02/09
Revised: 04/30/14

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