



Travel Policy **(Procedures and Policy Relating to Student Travel and Field Trips)**

Policy No. 3

Purpose

The Freedom Preparatory Academy Governing Board and Administration recognizes that the educational program for students can be enhanced through the wise use of off-campus experiences. The objectives for all student trips are to be clearly defined and consistent with the objectives of the class or activity of the Academy. Overnight travel must always be grounded in educationally oriented activities. While student travel may include activities that are not part of the approved curriculum, it is understood that the general purpose of student travel is to supplement regular Academy educational programs.

General Policy Guidelines

1. All student travel must be approved and recommended by the campus Principal after safety, supervision and educational justification have been verified. Please fill out appendix A, Freedom Preparatory Academy Field Trip Request Form two weeks in advance of proposed field trip day.
2. Academy employees are not to solicit students, ever, to participate in any commercial or non-academy sponsored trip or excursion without advance approval in writing from the Governing Board and Executive Director.
3. Extended excursions should not be requested if comparable experiences are available closer to home. Students are not to remain overnight if it is practical to return home.
4. Overnight trips for elementary and middle school students are discouraged but are allowed with the permission of the CAO and Executive Director.
5. Whenever students travel, there shall be adequate and mature supervision to provide for the safety of students. Adults and students must always have separate sleeping arrangements unless adult and student(s) are related.
6. All non-Academy employees attending overnight trips must have a current background check on file with the school. A current background check is one that the Academy has requested from their own background provider within the past 16 months.
7. Fundraising conducted to provide funds for student travel must be approved by the Executive Director two weeks before the proposed fund raising day (please fill out appendix B, Freedom Preparatory Academy Fund Raising Proposal). Prior to approval of a travel request, individual students may not be assessed amounts to fundraise. However, general fundraisers may be held.
8. Should field trip extend over lunch time, students shall either bring their own lunch from home or request a school lunch. Teachers must fill out the Freedom Preparatory Academy Field Trip Lunch Information two weeks before field trip (appendix C).
9. Extended excursion planning should be started as far as possible in advance of the trip to permit adequate time for students to earn the necessary funds. Representative students and parents

should be involved in all phases of trip planning. A parent information meeting is required for extended, overnight travel. The sponsoring Academy personnel must provide evidence of substantial support by members of the group and their parents prior to CAO and Executive Director approval.

10. No student will be subjected to undue pressure to participate in Academy-sponsored travel activities. Non-participation in student travel may not result in loss of credit, reduction of grade, removal from a team or any other negative consequence to students.

Cost of Travel

The cost of travel shall be kept as low as reasonably possible without compromising the safety of the students and chaperones involved. No student, at any grade level, shall be denied participation due to lack of funds if the field trip takes place during the school day and only lasts for the day. Elementary and secondary students shall not be denied participation due to lack of funds on Academy-sponsored same-day activities under any circumstances. Secondary students, from time to time, may have an overnight activity. These activities are completely optional and at the sole cost and discretion of the parents and their student. Fund-raising projects may be made available.

Approval of Travel

The Governing Board respects the rights of parents to take their own children to competitions or performances that are not approved by the Board or its designee. However, non-approved activities are not considered activities of Freedom Preparatory Academy, and the Academy assumes no liability for these events. The use of the name or moniker of the Academy in fund raising, or in identifying supervisors who are Academy employees, is forbidden. All other activities or actions that imply Academy support of these events are also prohibited.

Though a final number of students participating in an upcoming travel and/or field trip may not be exact, overnight travel requests needing approval from the CAO and Executive Director must be submitted at least two months in advance of the excursion.

Parent Approval

Parents/guardians must give written approval for all travel. A parent/guardian consent form may be signed at the beginning of each Academy year ("Freedom Preparatory Academy Field Trip Yearly Parent Permission Slip" appendix D) giving permission for students to participate in all regularly scheduled local field trips. Should parent not wish to give yearly permission, please use appendix E (Parent Approval for Field Day Trip). Overnight trips require a separate consent form that is specific to the particular trip (Overnight Release Form, appendix F). Overnight trip consent forms must include the nature of all of the activities in which the student will participate. They must also include permission to participate signature line(s), emergency contact telephone numbers, and permission to provide emergency medical care.

Travel Requiring Director Approval

While some travel requests receive final approval by the Executive Director, CAO and/or Governing Board, all travel must first be approved and recommended by the campus Principal. The campus Principal is permitted to approve in-state day trips (no overnight stay) without the endorsement of the CAO, Executive Director, or Governing Board.

Student Eligibility for Travel and Conduct of Participants

Academic and behavior standards shall be established and approved by the Executive Director and published and distributed on the approval form prior to overnight and/or out of state travel. Participants in any overnight or out of state travel experience should be students in good academic and behavioral standing with a GPA of 2.0 or higher, and approved for travel as per the published standards for the trip and outlined in this policy. Students who travel under the name of the Academy and adults who supervise that travel become role models for others and help establish and maintain the reputation of the Academy. Behavior and conduct of students and chaperones falls under the rules and policies of the Academy, and State Code (Reference: Utah Code 53A-11-908), in addition to the specific standards adopted for the event. Members of the travel group who violate the behavior expectations outlined will be asked to leave the travel experience and travel home at their own expense and must cover the expense of any chaperone required to travel home with them and back out to the scheduled event.

Travel Safety

General

The safety of participants is of primary concern when travel occurs. Freedom Preparatory Academy will provide clear safety instructions to students and chaperones prior to leaving for a travel experience and review safety instructions periodically during extended travel experiences. Travel planning should include consideration of weather conditions and provide for cancellation or extended travel time in the case of inclement weather conditions. All passengers will wear seat belts while traveling under the approval of Freedom Preparatory Academy or its designees, except when taking buses. Children under 8 years of age **MUST** be properly restrained in a child restraint or booster seat in private vehicles. Utah Code 41-6a-1803 is used as our guideline for proper child restraint device requirements.

Transportation

Under no conditions is travel approved with student drivers. People under 21 years of age are **never** approved to drive other students to, from or during Academy-sponsored events.

All drivers of private vehicles must sign the Freedom Preparatory Academy Driver of Private or Rental Vehicle Transportation Record (appendix G) and provide evidence of a current driver's license and automobile insurance that meets the state minimum liability requirements. All drivers of rental vehicles must obtain insurance through the rental company. All trips shall be planned to minimize danger through wise choice of roads and decreased speeds.

No student of any age should travel anywhere alone with a staff member or parent, other than their own parent.

Extended travel should not be initiated after 11:00 p.m. and should end prior to midnight, unless it takes place on a commercial carrier.

When traveling out-of-state, groups are encouraged to use school and/or charter buses instead of personal vehicles, in order to reduce Academy and personal liability.

When traveling out-of-state, a Motor Vehicle Record (MVR) (appendix H) of each private vehicle driver will be ordered from the Utah Driver's License Division. Academy administration, Academy legal counsel, and/or Academy insurance providers will review each MVR for infractions and violations. Each driver/potential driver must sign the Driver Waiver of Liability form (appendix I).

When traveling out-of-state, using private vehicles, vehicle owners must sign Vehicle Owner Waiver of Liability (appendix J)

When traveling out-of-state, using private vehicles, passengers and/or guardians must sign the Passenger Waiver of Liability Disclaimer (appendix K).

School employees who have a Commercial Drivers License in bus driving or a chartered bus company must adhere to the following regulations as outlined by the Utah State Office of Education.

1. School bus operators or chartered bus services shall not use or wear a cell phone, bluetooth, or other wired or wireless device while the school bus is in motion and not stopped and appropriately secured. This includes devices such as headsets, earpieces, earphones, or any other equipment that might distract a driver from their responsibilities
2. If the bus is stopped and appropriately secured, a bus driver may use these devices for emergencies, for special needs students, behavior management, field/activity trips, or other school business related issues.
3. A driver may use these devices for personal use once the bus is safely parked, appropriately secured off the roadway and all passengers are safely off and moved away from the bus.

Supervision of Students

Students should never be left behind and/or unsupervised while under the custody of the Academy.

The requesting teacher(s) will provide enough supervision to assure the safety of students. While this supervision will vary across activities, the minimum supervision allowed will be one (1) chaperone to ten (10) students. However, students must be provided chaperones of the same gender.

Care should be exercised in selecting adult supervisors. They should be persons of good report. They should be the parents or teachers of students. Other supervisors (if used) must have prior approval by the Executive Director and be over age twenty-one. Supervisors may not share private sleeping rooms, such as motel rooms, with students, other than their own children, siblings, or other family members without parent approval.

Chaperones of overnight field trips will be required to abide by the Code of Conduct for Chaperons, appendix L.

Emergencies and Accidents

In case of an emergency occurring during the trip, the chaperone is authorized to make adjustments necessary to insure the safety and well-being of the student(s) and will immediately report the emergency to the campus Principal of the Academy. All circumstances related to any accident will be documented on the Freedom Preparatory Academy Incident Report Form appendix M and reported in writing to the campus Principal.

Insurance

As part of the approval process the Governing Board or Executive Director may require additional travel insurance to protect the financial status of the Academy.

Travel Conditions

Travel shall not be approved if unsafe conditions exist. If unsafe conditions arise after travel has been approved, travel shall be cancelled or changed accordingly. Thus, prior to departure on a trip, the Principal, Executive Director, CAO, and/or Governing Board reserve the right to conduct a safety review of the trip and to cancel the trip if conditions warrant such action. Unsafe conditions include, but are not limited to; adverse weather conditions, outbreaks of serious, communicable diseases and actual or threatened violence or terrorism. Should a trip be cancelled due to safety concerns, the Academy will not reimburse travelers for unrecoverable lost fees. Therefore, the Academy encourages travelers to secure cancellation insurance (at their own expense) to provide protection against possible trip cancellation. Should an unforeseen emergency arise inhibiting the scheduled return of the participants, the Academy will bear all costs associated with the delay, ie. food, lodging and

transportation. Medical treatment will be the responsibility of individual participants. Participants are encouraged to obtain their own health and accident insurances wherever the trip occurs.

***Guidelines for Board and Executive Director
Approval of Extended Travel***

While the Academy administration and Governing Board recognize the educational value of off-campus experiences, it should not be assumed that making application for travel approval means the travel will always be approved.

Groups are more likely to gain travel approval if:

1. There is high educational value.
2. The cost per student is not excessive.
3. Minimal school time is missed.
4. There are not equivalent opportunities that are closer and less expensive.
5. Safety concerns have been addressed.
6. Adequate insurance is built into the plan.
7. There is a high degree of student and parent support.
8. There is adequate time and methods to earn money for the trip.
9. There is no pressure placed on non-participating students who are members of the group.
10. The group has been reasonable in its previous travel requests (location and cost) and has had success in previous travel (i.e., no problems).



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Appendix A
Revised 5/17/2016

Secondary School
Freedom Preparatory Academy Field Trip Request Form
-Completed two weeks prior to trip-

Today's date _____

Date of scheduled field trip _____ # of students _____

Teacher(s) name _____

Destination _____

Purpose/objective of this experience: _____

Transportation will be provided by: (select one)

_____ Freedom Academy Bus(es) How many? _____

_____ rented bus (one per year per grade level)

_____ private cars with parent drivers (are there parking fees to be considered?)

Number of Teachers or Parents who will be accompanying you: (ratio 1:10)

Do all drivers have current insurance and license information turned in TO YOU? (forms are in downstairs workroom, after they have been completed and turned into you, please bring them to the front desk)

Departure time: _____

Return Time: _____

Who will be covering your class: _____

Teacher Cell # _____

If you are planning to return after dismissal, what are parent pick up arrangements?

Director Approval _____ Date: _____

A copy of this will be placed in your lesson plan file



Elementary School
Freedom Preparatory Academy Field Trip Request Form
-Completed two weeks prior to trip-

Today's date _____

Date of scheduled field trip _____ # of students _____

Teacher(s) name _____

Destination _____

Purpose/objective of this experience: _____

State and Core Knowledge Standards:

1. _____

2. _____

Transportation will be provided by: (select one)

_____ Freedom Academy Bus(es) How many? _____

_____ rented bus (one per year per grade level)

_____ private cars with parent drivers (are there parking fees to be considered?)

Number of Teachers/Parents/Aides who will be accompanying you: (ratio 1:8)

Do all drivers have current insurance and license information turned in TO YOU? (forms are in downstairs workroom, after they have been completed and turned into you, please bring them to the front desk)

Departure time: _____

Return Time: _____

Teacher Cell # _____

If you are planning to return after dismissal, what are parent pick up arrangements?

Director Approval _____ Date: _____

A copy of this will be placed in your lesson plan file



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Appendix B
Revised 2/27/2014

Freedom Preparatory Academy Fund Raising Proposal
-Completed two weeks prior to fundraising proposal day-

Today's date _____

Proposed time and date of fundraiser _____

Teacher(s) name _____

Place of fundraiser _____

Purpose/objective of this fundraiser: _____

Details (who is providing the initial upfront cost associated with fundraiser? Number of supervisors? Number of students participating? Estimated amount of profit to be made? Any other details)

Executive Director Approval _____ Date: _____

Director of Finance Approval _____ Date: _____



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Appendix C
Revised 2/27/2014

Freedom Preparatory Academy Field Trip Lunch Information
-Submitted to Food Services TWO weeks prior to field trip-

Today's date _____

Date of field trip _____

Teacher(s) name _____ Grade(s) _____

Destination _____

Departure Time _____

Need to have lunches delivered to classroom by this time _____

Estimated number of sack lunches needed that day _____

Teacher Signature _____ Date: _____



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Appendix D

Freedom Preparatory Academy Field Trip Yearly Parent Permission Slip

During the course of the school year, your child(ren) may have the opportunity to participate in various field trips. Field trips provide a means of extending the learning environment beyond the classroom walls.

In order to facilitate the process of granting permission for your child(ren) to participate in these experiences, please sign this form at the bottom of this page and return it to the school. Only one form is needed per family.

Teachers will notify you of upcoming field trips.

I, _____ grant permission for my child(ren) listed below to participate in any fields trips this year. I understand that I will be given prior notice of any field trip.

Signed: _____

Date: _____

Childs Name _____ Teacher _____

Childs Name _____ Teacher _____

Childs Name _____ Teacher _____

Childs Name _____ Teacher _____

Childs Name _____ Teacher _____

Elementary

Dear Parents:

Your student will be going on a field trip to _____ on
 _____. Transportation will be provided by:
 _____ parents in their private cars, (see the requirement below) _____ rented bus. The
 students will leave from the school at _____ and will return around _____.

In accordance with the Utah Childs restraint law, passed in the 2008 legislative session, all children up to the age of 8 must be in a child's safety seat or booster seat. Children under the age of eight that are 57" or taller are exempt from this law. (When taking a rented bus, all children are exempt.)

I understand the field trip arrangements and agree to provide a safety seat or booster seat for my child. If a child is required by law to have a safety or booster seat and one is not brought to the school on the day of the field trip, the child will not be allowed to go on the field trip.

 Parent Signature

My child will _____ bring a home lunch _____ needs a school sack lunch

Dear Parents:

Your student will be going on a field trip to _____ on
 _____. Transportation will be provided by:
 _____ parents in their private cars, (see the requirement below) _____ rented bus. The
 students will leave from the school at _____ and will return around _____.

In accordance with the Utah Childs restraint law, passed in the 2008 legislative session, all children up to the age of 8 must be in a child's safety seat or booster seat. Children under the age of eight that are 57" or taller are exempt from this law. (When taking a rented bus, all children are exempt.)

I understand the field trip arrangements and agree to provide a safety seat or booster seat for my child. If a child is required by law to have a safety or booster seat and one is not brought to the school on the day of the field trip, the child will not be allowed to go on the field trip.

 Parent Signature

My child will _____ bring a home lunch _____ needs a school sack lunch



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Appendix F
Form Approved 09/25/2014
Amended 05/17/2016

Freedom Preparatory Academy Overnight Release Form

Student Name _____ Parent Name _____

Address _____ City/Zip _____

Phone Number(s) Cell/Evening (____) _____ / (____) _____

Student Medical Insurance Company & Phone # _____ (____) _____

Insurance Policy Number _____

Please list any health issues or medications being taken that the activity advisor should be aware of. (If so, please provide doctor's instructions.)

Name of Activity

Dates of Activity

This is to certify that my student has permission to attend the above named activity. In the unlikely event that my student becomes ill or is injured, I authorize the advisor(s) of this activity to act as my agent to secure the services of a physician, dentist, or hospital, and to incur the expenses for necessary services. I will provide for payment of these costs. (The activity advisor will contact the parent or guardian as soon as is reasonably possible should medical attention be necessary.) It is understood that students who violate conduct or eligibility rules or who act in a manner that is detrimental to the safety or well-being of others may be sent home at the parent's expense. Student shall adhere to school policies and procedures as outlined in the Freedom Preparatory Academy Student Handbook .

I have read and agree to abide by the conditions stated above,

Parent Signature

Student Signature

DRIVER OF PRIVATE OR RENTAL VEHICLE TRANSPORTATION RECORD

This record is to be completed whenever a parent (or other patron) provides transportation for students from the school to an approved school event, including field trips.

Date: _____ Driver: _____

Event	Location	Date(s)

Vehicle: Private ___ or Rental ___ Rental company insurance purchased: YES or NO

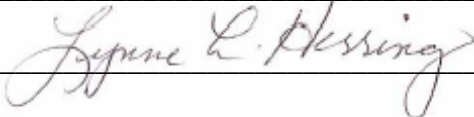
Utah State Drivers License No. _____	Insurance Co. _____
--------------------------------------	---------------------

Exp. Date _____	Policy No. _____
Policy Period _____	

1. Drivers must have a valid Utah Drivers License and be at least 21 years old.
2. Adults may not drive if they have had a conviction in the past 10 years for any alcohol/drug related driving violation.
3. Each vehicle must have liability insurance coverage. This responsibility is not assumed by the school. The name of the insurance company and policy number information can be obtained from an insurance identification card provided by the company and carried in a vehicle.
4. Drivers must assure that there are operable seat belts for each passenger and must require passengers to use them.
5. Drivers must ensure that the vehicle has passed state-required safety inspections.

I have read and understand the above requirements. I agree to abide by them.

Signature of Driver _____

Signature of School Administrator _____


Retain this form in the school for 4 years

Please leave a copy of your driver's license and proof of insurance on file at the front desk.

Appendix H Motor Vehicle Record (MVR) on next page

REQUEST FOR MVR

This form shall be used by persons making requests for a driving record (MVR -Motor Vehicle Record) under Utah Code Ann. § 53-3-104 or a commercial motor vehicle driver record (CDL - MVR) under Utah Code Ann. § 53-3-420. The form shall be completed by any requester who required written consent of the person to whom the information pertains. An MVR shall be released by the division only to qualifying requesters pursuant to 'permissible uses' articulated in the federal Driver Privacy Protection Act (DPPA) and a CDL-MVR shall be released by the division only to qualifying requesters pursuant the definitions listed in § 384.225 of the Federal Motor Carrier Safety Administration (FMCSA).

PERSON REQUESTING THE MVR

Please type or print all information.

Name of Requester _____ Daytime telephone _____

Name of Company (if applicable) _____ Date of Request _____

Mailing Address _____

Street

City/State

ZIP

Certification Statement: I certify under penalty of law that I am entitled to personal information from the requested driver record. I am aware that there are criminal and civil penalties for knowingly obtaining, disclosing, or using the personal information for a purpose not permitted under DPPA (18 U.S.C. §§ 2721-2724).

(Signature of person requesting driving record)

Fee of \$6.00 enclosed.

PERSON TO WHOM THE MVR PERTAINS

The requester listed above requests access to driver record(s), including personal information as defined in 18 U.S.C. §§ 2721-2724, concerning the following person:

Name _____
Last (First) (Middle) (Date of Birth)

Driver License Number _____ Address (if available) _____

DRIVER PRIVACY PROTECTION ACT PERMISSIBLE USES

- 9a For use by an employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver's license that is required under chapter 313 of title 49.
- 9b Motor Carrier or Prospective Motor Carrier - After notification to a driver, all information on that driver's, or prospective driver's CDL MVR. **{Person to whom the CDL MVR pertains must complete the approval below.}**
- 13 For use by any requester, if the requester demonstrates it has obtained the written consent of the individual to whom the information pertains. **{Person to whom the MVR pertains must complete the approval below.}**
- 14 For any other use specifically authorized under the law of the State that holds the record, if such use is related to the operation of a motor vehicle or public safety.

APPROVAL OF THE PERSON TO WHOM THE MVR OR CDL-MVR PERTAINS

I am the individual to whom the MVR or CDL-MVR pertains and I grant permission for the above requester to receive a copy of my Utah driver license record (MVR) ____ (initials) or full commercial driver record (CDL-MVR) ____ (initials) from the Utah Driver License Division.

Driver's Signature

Subscribed and sworn to me this ____ day of _____, 20__

In the county of _____, State of _____

DLD USE ONLY
Date received _____
DLD employee _____

Notary Signature _____

Notary expires: _____

Notary Public Seal or Stamp

DRIVER WAIVER OF LIABILITY

I recognize and acknowledge that I am voluntarily driving a privately owned vehicle for the purpose of providing transportation for myself, other student, and/or advisors to an event/activity. I agree to absolve, exonerate and hold harmless Freedom Preparatory Academy and/or its institutions and employees from liability for any risks associated with this travel. These risks include, but are not limited to, all liability associated with the operation of a motor vehicle, any and all injuries, and any and all property damage. I understand that I am not an agent of Freedom Preparatory Academy and am not authorized or required by Freedom Preparatory Academy to provide transportation. I hereby certify that I am a licensed driver and agree to obey all traffic laws and to drive directly to and from the event/activity.

Signature of Driver _____ Date _____

Event Name _____ Date(s) of Event _____

VEHICLE OWNER WAIVER OF LIABILITY

I recognize and acknowledge that I am voluntarily providing my vehicle for the purpose of providing transportation for myself, other students and/or advisors to an event/activity. I agree to absolve, exonerate and hold harmless Freedom Preparatory Academy and/or its institutions and employees from liability for any risks associated with this travel. These risks include, but are not limited to, all liability associated with the operation of a motor vehicle, any and all injuries, and any and all property damage. I understand that the driver is not an agent of Freedom Preparatory Academy and is not authorized or required by Freedom Preparatory Academy to provide transportation. I hereby certify that the vehicle which I voluntarily provide is properly licensed and that the legally required level of automobile insurance is in place.

Signature of Vehicle Owner _____ Date _____

Event Name _____ Date(s) of Event _____

PASSENGER WAIVER OF LIABILITY (Disclaimer)

I recognize and acknowledge that I am voluntarily traveling as a passenger in a privately owned vehicle to and from the named event/activity. I assume all risks associated with this travel and agree to absolve, exonerate, and hold harmless Freedom Preparatory Academy and/or its institutions and employees from liability for any harm or injury resulting from this travel.

Passenger Signature _____ Date _____

I recognize and acknowledge that I am voluntarily authorize my child to travel as a passenger in a privately owned vehicle to and from the above named event/activity. I assume all risks associated with this travel. These risks include, but are not limited to any and all injuries to my child and all property damage associated with this travel.

Parent Signature _____ Date _____

Event Name _____ Date(s) of Event _____



CODE OF CONDUCT CHAPERONES

Participation in Academy activities/field trip events are an important part of our students' education and development. With your involvement as a chaperone comes a great responsibility to protect the well-being of each of our students.

This Code of Conduct has been written for all those who will be working with our students in activities/field trips. All chaperones should take time to review this document thoroughly and reflect on its implications for their particular role.

Chaperones must adhere to the following standards of conduct. It is important for all chaperones to understand that this list is not exhaustive. It is intended to provide specific, but not exclusive, examples of the standards of conduct that are appropriate for persons who chaperone activities/field trips.

1. It is your responsibility to speak and act respectfully to all students, staff, parents and members of the public.
2. Possession of or use of alcohol, drugs and/or tobacco or being under the influence of drugs and/or alcohol is not permitted while in the company of students whether on or off Academy property. Adults are not to consume alcoholic beverages when supervising students on out of town or overnight field trips so as not to risk having impaired judgment should they need to make a decision on a student's behalf. For purposes of this Policy, adults are considered to be supervising students at all times during out of town or overnight field trips.
3. Remarks that refer to an individual's race, sex, religion, national origin or mental or physical disability are not permitted.
4. Language or jokes that may be offensive to others are not permitted.
5. Chaperons must not have physical contact with students.
6. Fraternization between chaperones and students is strictly prohibited. This includes close personal or special relationships, dating and/or sexual contact.
7. Sexual harassment of any person is expressly prohibited. Chaperones must refrain from all gestures, comments or physical contact that a reasonable person may judge as unwelcome.
8. Threatening comments or profane language damaging to students' self-esteem are not permitted.
9. Extreme care should be used to monitor the physical condition of students. This is particularly important in extremely cold or hot weather.
10. When traveling with students, chaperones are prohibited from visiting the accommodations of individual students one-on-one.
11. Except in an emergency that threatens the life or immediate safety of a student or other person, chaperones may not drive students home (or to any other location) from activity/field trip, if by doing so, the chaperone will, at any time during the drive, be alone with one student.

I have reviewed these rules and I understand the Academy's expectations and agree to abide by the terms of this Code of Conduct and the Freedom Preparatory Academy Parent-Student Handbook.

Signature of Chaperone

Printed Name of Chaperone

Date



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Appendix M

Freedom Preparatory Academy Incident Report Form

This report is to be filled out as soon as possible by the person responsible for the student at the time of any and all accidents during any school activity.

Accident Location: _____

Student's Name: _____ Grade: _____

Student's Homeroom Teacher: _____

Parent/Guardian: _____ Phone: _____

Address: _____

Activity: _____

Describe what happened:

Place: _____ Time: _____ Date: _____

Describe Injury (what is wrong and what happened): _____

Witnesses (list names and attach a copy of their written report)

Care Given: _____

Parent/guardian notified: YES NO

If no, explain: _____

If yes, what action was taken: _____

Signature of Person Completing the Report

Date

Printed Name

Position