

SECTION: Programs

TITLE: Field Trips

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## 121. FIELD TRIPS

### 1. *Philosophy:*

- a. The Joint Committee recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important component of the instructional program of A.W. Beattie Career Center.

### 2. Definitions:

- a. For purposes for this policy, a field trip shall be defined as any trip by students away from school premises, which is an integral part of an approved course of study. The trip is conducted as a first-hand educational experience not available in the classroom, and is supervised by a teacher and other school employees, which has been approved by Administration.
- b. Any trip requiring an overnight stay will be considered a major field trip. Therefore, all written documentation of the details on the trip will be required two (2) months prior to a regularly scheduled Joint Committee Meeting in order to receive their approval.
- c. A major trip will be minimized as much as practical, with the maximum amount of time students will be out of the classroom will not exceed three (3) school days.
- d. A major trip that requires any overnight stay will be limited to those in which a student will be participating in an industry and/or curriculum related activity.

### 3. Procedures:

- a. When such a major trip is so determined by the Executive Director, at his/her sole discretion, to serve a justifiable educational purpose under the circumstances, the student participants therein are subject to direction and supervision by staff members approved by the Director and having the proper Act 34/151 clearances. The staff member/chaperones should also be acceptable to the parents of the

students concerned. The ratio of the trip will be one (1) chaperone for every six (6) students.

- b. Instructors will present a written plan to the Executive Director, including details of the trip, and all specific costs (transportation, participation fees, etc.) including charges, if any, to the participants to meet these expenses.

#### 4. Responsibility

##### I. Of the Student – Day Field Trip

- a. In order for any student to participate in any school-sponsored trip all obligations, financial and academically must be met. Students may be excluded from trips at the discretion of the administration and/or faculty for the following reasons:
  - Behavior/deportment (Discipline Code)
  - Grades
  - Excessive absenteeism
  - Failure to turn in the appropriate permission forms from their sending school principal and parents

##### Major Field Trip

In order for any student to participate in any school sponsored MAJOR TRIP, all obligations, financial and academic must be met. Students may be excluded from trips at the discretion of the administration and/or faculty for the following reasons:

- Behavior by Discipline Code
  - Grades – 79% or less
  - Absenteeism – Exceeding more than 10% from the day the permission slips are due
  - Failure to turn in the appropriate permission forms from their sending school principal and parents.
- b. Time away from classes shall be minimized. Students missing class time while participating on such trips are required to obtain assignments and complete all work required of such classes.
  - c. All schoolwork missed during the approved trips shall be made up within one week of the students return from the trip. If the Administration denies a student's educational tour or trip and the student still leaves, the student will receive an unexcused absence for every day that he/she is gone.
  - d. All students must adhere to the A.W. Beattie Career Center Drug and Alcohol Policy, and Discipline Code while on all types of field trips as stated in the Student Handbook. Student found in possession of any drug

or alcohol or is insubordinate while on a trip will be SENT HOME IMMEDIATELY. Notification of such a violation will be an immediate phone call to both the Director or designee, and the parent/guardian of said student. The Administration will then notify the sending school administration of this violation in writing within twenty-four (24) hours of notification. It will be the responsibility of the parent/guardian to arrange for the student's return home both financially and logistically.

- e. It is the responsibility of the teachers to supervise students at all times. Students must adhere to the itinerary set forth by the instructor.
- f. Students on field trips shall remain subject to the rules and policies of the Joint Committee and A.W. Beattie Career Center at all times.

## II. Of the Teacher -

- a. The educational value of the trip shall be anticipated and coordinated to the course of study to which it relates.
- b. See Procedures, b.
- c. The field trip will be within the A.W. Beattie Career Center budgetary allocation. Preliminary budgets must be presented to the Executive Director along with details of the trip at least two (2) months prior to an overnight trip.
- d. Trips are voluntary and participation, including fund-raising, is solely the discretion of the student and his/her parent. It is at the discretion of the administration and the program instructor(s), which students go, and what students do not go on a trip, based upon student grades, behavior, and the recommendation of the administration of the sending school.
- e. Within two (2) weeks of the return from a field trip, a written summary of the major trip's events will be given to the Director by the sponsoring instructor(s), with the knowledge that the effectiveness of the major field trip will be monitored and continually evaluated by the Director, as well as reported to the Joint Committee at their next meeting. Failure to submit a written summary in the allotted two (2) week time frame will void any such major field trip requests in the future.
- g. Disclaimer – The Joint Committee and A.W. Beattie Career Center shall not endorse, support, defend or assume any responsibility for any person or organization that takes A.W. Beattie Career Center students for unapproved field trips.

### III. Of Parents –

- a. A parent meeting of all participating students will be held at least two (2) weeks prior to the field trip of three (3) nights or more. Non-attendance by a parent/guardian of a student scheduled to participate in a major field trip scheduled for three (3) or more nights, will exclude that student from participating and also will result in a loss of all deposited money. At this meeting parents will sign the designated forms and receive all necessary itineraries from the instructors and review all policies governing the discipline and the expectations of the students.
- b. A.W. Beattie Career Center does not insure students for accidents or other medical needs while they are on field trips. It is the responsibility of the parent/guardian to present a copy of the student's insurance card, which is needed to go on a trip. Parents also must sign off that a student has sufficient medical insurance to be covered in case of an accident/mishap.
- c. All students must adhere to the A.W. Beattie Career Center Drug and Alcohol Policy, and Discipline Code while on all types of field trips as stated in the Student Handbook. Student found in possession of any drug, alcohol or is insubordinate while on a trip will be SENT HOME IMMEDIATELY. Notification of such a violation will be an immediate phone call to both the Director or designee will then notify the sending school administration of this violation in writing within twenty-four (24) hours of notification. It will be the responsibility of the parent/guardian to arrange for the student's return home both financially and logistically.

### IV. Of the Administration –

- a. The Administrative Director will approve the purpose, itinerary, budget and duration of each major trip, prior to its presentation to the Joint Committee for approval at least two months in advance of scheduled trip.
- b. See Definition b.
- c. See Procedure a.

#### Required Approvals or Approval Timeline

- a. Educational tours or field trips will be considered for approval if the Administration determines that such a tour or trip will be of educational significance to the student.

- b. The Joint Committee shall be informed of all field trips approved by the Administration. Field trips must be authorized fifteen (15) school days in advance. Out of state trips must have Joint Committee's approval.
- c. Any field trip that requires out of state travel or any overnight stay must have prior Joint Committee approval.