

# NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROGRAMS

TITLE: FIELD TRIPS

ADOPTED: October 20, 2011

REVISED:

	121. <b>FIELD TRIPS</b>
1. Purpose SC 1361	<p>The Joint Operating Committee recognizes that the educational value of well-planned and properly executed field trips, when coordinated to the curriculum to which it relates, are an educationally sound and important component of the instructional program of the center. Properly planned and executed field trips can:</p> <ol style="list-style-type: none"> <li>1. Supplement and enrich classroom learning by providing educational experiences in an environment outside the center.</li> <li>2. Help students relate learning experiences to the workplace.</li> <li>3. Introduce students to community resources, such as cultural, industrial, commercial, governmental, and educational.</li> <li>4. Afford students the opportunity to study real things and real processes in their actual environment.</li> </ol>
2. Definition	<p>For purposes of this policy, a field trip shall be defined as any trip by students away from center property that is an integral part of approved planned instruction, is conducted as a first-hand educational experience not available in the classroom, and is supervised by a teacher or employee of the center.</p>
3. Authority	<p>The Joint Operating Committee shall authorize the administration to approve the attendance of staff and students at in-state conferences and field trips within budgeted amounts and subject to the approval from the home school principals.</p> <p>Overnight trips shall be discouraged due to liability risks. When such trips are absolutely necessary, proper insurance coverages must be secured and approval of the Joint Operating Committee must be obtained.</p> <p>Students on field trips remain under the supervision and responsibility of the Joint Operating Committee and are subject to its rules and regulations.</p>

<p>4. Delegation of Responsibility</p>	<p>The Joint Operating Committee does not endorse, support nor assume responsibility in any way for any staff member who takes students on trips not approved by the Joint Operating Committee or Administrative Director. No staff member may solicit students for such trips within center facilities or on center grounds without permission of the Joint Operating Committee.</p> <p>The Administrative Director or designee shall prepare and implement procedures for the operation of field trips.</p> <p>It shall be the responsibility of the planning teacher to make a formal written request for field trips to the Administrative Director at least fifteen (15) days prior to the contemplated trip.</p> <p>The request shall include detailed instructions and plans for each field trip.</p> <p>Teachers shall be expected to accompany students on field trips. Any variations must be brought to the attention of the Administrative Director in advance.</p> <p>All chaperones must be approved by the Administrative Director.</p>
<p>5. Guidelines</p>	<p>Field trips shall be governed by guidelines which ensure that:</p> <ol style="list-style-type: none"> <li>1. The safety and well-being of students will be protected at all times.</li> <li>2. Written permission is obtained from the parents/guardians and home school principal on such forms provided by the administrative office before any student may participate.</li> <li>3. Each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its value.</li> <li>4. The effectiveness of field trip activities is monitored and evaluated continuously.</li> <li>5. Teachers are allowed flexibility and innovation in planning field trips.</li> <li>6. No field trip will be approved unless it contributes to the achievement of specified instructional objectives.</li> </ol>

School Code  
517, 1361