



Section: PROGRAMS
Title: FIELD TRIPS
Adopted: September 17, 1996
Revised: September 21, 2004
 May 15, 2007

	121. FIELD TRIPS	
1. Purpose	<p>The Joint Operating 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 the Career and Technology Center. Properly planned and executed field trips can supplement and enrich classroom learning by providing educational experiences in an environment outside the schools, arouse new interests among students, help students relate academic learning to the reality of the world outside of school, introduce community resources, such as natural, cultural, industrial, commercial, governmental, educational and afford students the opportunity to study real things and real processes in their actual environment.</p>	SC1361
2. Definition	<p>For purposes of this policy, a field trip shall be defined as any trip by students away from school premises that is an integral part of approved planned instruction, is conducted as a first-hand educational experience not available in the classroom or a travel activity that supplements or enriches the classroom curriculum and is supervised by a teacher or district employee.</p>	
3. Authority	<p>The Joint Operating Committee shall be informed of all field trips approved by the Administrative Director through a report provided prior to the conclusion of the academic year. Out-of-state or overnight trips will be approved in advance by the Joint Operating Committee.</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>The Joint Operating Committee does not endorse, support nor assume responsibility in any way for any CTC staff member who takes students on trips not approved by the Joint Operating Committee or Administrative Director. No staff member may solicit CTC students for such trips within CTC facilities or on CTC grounds without Joint Operating Committee permission.</p>	SC 517, 1361
4. Delegation of Responsibility	<p>The Administrative Director or designee shall prepare and implement procedures for operation of field trips.</p>	
5. Guidelines	<p>Field trips shall be governed by guidelines which ensure that the safety and well-being of students will be protected at all times. Parental permission is sought and obtained before any student may participate. The Assistant Principal approves the purpose, itinerary and duration of each proposed trip. Each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its value. The effectiveness of field trip activities is monitored and evaluated continuously.</p>	
<i>See Staff Handbook for Field Trip Guidelines and Forms.</i>		

