

SUN AREA TECHNICAL INSTITUTE

SECTION: PROGRAMS

TITLE: FIELD TRIPS

ADOPTED: February 21, 2002

REVISED: June 19, 2014

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 school. Properly planned and executed field trips can:</p> <ul style="list-style-type: none"> • Supplement and enrich classroom learning by providing educational experiences in an environment outside the school. • 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, and educational. • Afford students the opportunity to study real things and real processes in their actual environment.
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, and is supervised by a teacher or school employee.</p>
3. Authority	<p>The Joint Operating Committee shall approve only those field trips that are planned for out-of-state and/or overnight or for longer time periods.</p>
SC 517	<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 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 school facilities or on school facilities or on school grounds without permission of the Joint Operating Committee.</p>

<p>4. Delegation of Responsibility</p>	<p>The Administrative Director shall have the authority to approve or deny in-state one-day field trips.</p> <p>The Administrative Director or designee shall develop administrative regulations for the operation of field trips.</p>
<p>5. Guidelines</p> <p>Pol. 105</p>	<p>Field trips shall be governed by guidelines which ensure that:</p> <ol style="list-style-type: none"> 1. The safety and well-being of students will be protected at all times. 2. Permission of the parent/guardian is sought and obtained before any student may participate. 3. The building administrator approves the purpose, itinerary and duration of each proposed trip. 4. No field trip will be approved unless it contributes to the achievement of specified instructional objectives. 5. Each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its value. 6. Field trip requests must be written and submitted at least two (2) weeks in advance of the desired date. The prescribed form must be used. 7. All students participating in a field trip must have submitted permission on the Enrollment Data Form (SUN AT3120), Section 7, signed by their parent(s)/guardian(s). This form must be on file before the student may go on the field trip. 8. The SUN Area Technical Institute van, truck or car maybe used for in-state or local field trips. Such will be driven by a contracted bus driver or SUN Tech employee. 9. If the field trip is scheduled to leave prior to the arrival of the regular buses bringing students to school and/or arrives back at SUN Tech after the regular buses taking students home, then the teacher is responsible for seeing that all students have a means of transportation approved by their parents/guardians. 10. A sealed envelope with student emergency contact information and an administration call sheet shall be prepared and taken on every field trip regardless of how near or far the trip may be from the school. If the sealed

<p>Pol. 103.1, 113</p> <p>Pol. 210, 210.1</p>	<p>envelope is not needed, it should be returned to the school at the conclusion of the trip. This information should be used in case of an emergency and is to be kept confidential.</p> <p>11. If an emergency arises, the Director and/or Assistant Director must be contacted and informed of the situation.</p> <p><u>Administration Of Medication</u></p> <p>The Joint Operating Committee directs planning for field trips to start early in the school year and to include collaboration between administrators, teachers, nurses, parents/guardians and other designated health officials.</p> <p>Decisions regarding administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs.</p> <p>Medication shall be administered in accordance with applicable laws, regulations, Joint Operating Committee policies and school procedures.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 517, 1850.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4</p> <p>Joint Operating Committee Policy – 000, 103.1, 105, 113, 210, 210.1</p>
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