LENAPE TECHNICAL SCHOOL

SECTION: PROGRAMS

TITLE: FIELD TRIPS

ADOPTED: August 11, 2005

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121. FIELD TRIPS

1. Purpose SC 1361	The Joint Operating Committee recognizes that field trips, are integral to the curriculum, and educationally sound and important components of the instructional program of the school. Properly planned and executed field trips can: 1. Supplement and enrich classroom learning by providing educational experiences in an environment outside the school. 2. Help students relate learning experiences to the workplace. 3. Introduce students to community resources, such as cultural, industrial, commercial, governmental, and educational. 4. Afford students the opportunity to study real things and real processes in their actual environment.
2. Definition	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.
3. Authority	The Administrative Director and ultimately the Joint Operating Committee shall approve all field trips. Students on field trips remain under the supervision and responsibility of the Joint Operating Committee and are subject to its rules and regulations. 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 Administrative Director or the Joint Operating Committee. No staff member may solicit students for such trips within school facilities or on school grounds without the permission of the Joint Operating Committee.
4. Delegation of Responsibility	The Administrative Director or appropriate personnel designated by the Administrative Director shall prepare and implement procedures for the operation of field trips.

5. Guidelines	**The following guidelines shall be followed in obtaining permission and transportation for a field trip:** **1. Instructors/Advisors shall obtain permission for the field trip from the Administrative Director or appropriate personnel designated by the Administrative Director.** **2. The instructor/advisor, after receiving approval from the Administrative Director or appropriate personnel designated by the Administrative Director, shall submit the completed form to the office within sufficient time for the trip to be approved by the Joint Operating Committee.** **3. The Instructor/Advisor will be responsible for supervising students on the bus/van as well as at the site(s) visited during the trip.** **4. The trip must be well planned as to destination; an estimated time needed for the trip; contact person in charge at destination; and phone numbers which the instructor/advisor can be reached at all times during the trip.** **5. Written permission must be obtained from all parents/guardians and on file in the office before the student is permitted on the trip. Permission slips may be obtained from the office.** **6. The instructor shall confirm with the front office secretary the details of the trip, which he/she will confirm with the appropriate parties.** **7. The decision on how many chaperones will be permitted to accompany students in connection with each school related activity shall be delegated to the Administrative Director or appropriate personnel designated by the Administrative Director. The Joint Operating Committee shall reserve the right to specify the number of chaperones should they feel the situation warrants such action.** **8. Class field trips are sponsored by the school, while club field trips are the responsibility of the sponsor and the club, exceptions being SKILLS USA and FFA.** **9. The office shall make arrangements for procuring transportation after proper arrangements have been made.** **10. Field trips will not be permitted at the end of the school year or after a date specified by Administration.**
6. Eligibility	Student Eligibility to Participate in Field Trips

School Code 1361	For any field trip, there are academic, attendance, and behavioral requirements that students must meet in order to participate. Teachers and/or administrators shall inform students/parents prior to a field trip that their participation may be denied for any of the following reasons: 1. Attendance concerns (number of absences, illegal absences, truancy, etc.) 2. State and/or Certification testing 3. Academic concerns (low or failing grades, missing graduation requirements, etc.) 4. Behavior concerns (frequent or significant violations of the Student Code of Conduct)