

A. W. BEATTIE CAREER CENTER

SECTION: PROGRAMS
TITLE: FIELD TRIPS

ADOPTED: April 22, 1999
REVISED: September 26, 2002
APPROVED: May 24, 2007
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REVISED &
APPROVED: April 24, 2025

	121 FIELD TRIPS
1. Philosophy	The Joint Operating Committee (JOC) 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	For purposes for this policy, a field trip shall be defined as any trip by students away from the 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. Additional opportunities will be provided to students as Enhanced Learning Opportunities (ELO's). These ELO's complement the curriculum but are not required to meet course objectives or standards. An ELO will also be supervised by a teacher and other school employee, which have been approved by administration. Any trip requiring an overnight stay will be considered a major field trip. Therefore, all written documentation of the details of the trip will be required at least one month prior to a regularly scheduled Joint Operating Committee Meeting in order to receive their approval. 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. 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	When such a major trip is so determined by the Executive Director, at their sole discretion, to serve a justifiable educational purpose under the circumstances, the student participants therein are subject to direction and supervision by staff members

4. Responsibility	approved by the Executive Director and having the proper PDE 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. Instructors will present a written plan including the AWBCC Field Trip vs. ELO rubric to the Executive Director, including details of the trip, and all specific costs (transportation, participation fees, etc.) including fees that any student participant is required to cover as their own expense. I. Of the Student - <u>Day Field Trip/Enhanced Learning Opportunity:</u> a. In order for any student to participate in any school-sponsored Field Trip/ELO all obligations, financial and academically must be met. Students may be excluded from Field Trips/ELOs at the discretion of the administration and/or faculty for the following reasons: • Behavior/Deporment (Discipline Code) • Grades • Excessive Absenteeism • Failure to turn in the appropriate permission forms from their sending school principal and parents. <u>Field Trip or Enhanced Learning Opportunity:</u> In order for any student to participate in any school sponsored Field Trip or ELO all obligations, financial and academic must be met. Students may be excluded from Field Trips/ELOs at the discretion of the administration and/or faculty for the following reasons: • Behavior/Deporment (Discipline Code) • Grades - 79% or less • Absenteeism - Will not be allowed to participate if a student has three (3) or more unexcused absences. • Failure to turn in the appropriate permission forms from their sending school principal and parents. • Any student with 9 or more tardies will not be eligible for the Field Trip/ELO. b. Time away from the 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 school work missed during the approved Field Trip/ELO shall be made up within one week of the students return from the Field Trip/ELO. If the Asministration denies a student's Field Trip or ELO and the student still leaves,
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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/ELOs as stated in the Student Handbook. Students found in possession of any drug or alcohol or is insubordinate while on a trip will be SENT HOME IMMEDIATELY. Notifications of such violation will be an immediate phone call to both the Executive 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/ELOs shall remain subject to the rules and policies of the Joint Operating Committee and A. W. Beattie Career Center at all times.

II. Of the Teacher -

- a. The educational value of all student's Field Trips/ELOs shall be anticipated and coordinated to the course study to which it relates. The Field Trip vs. ELO rubric will be completed by the teacher to determine the categorization of the trip.
- b. See Procedure Rubric.
- c. Field Trips/ELOs will be within the A. W. Beattie Career Center budgetary allocation and/or self paid by students. Preliminary budgets must be presented to the Executive Director along with details of the Field Trip/ELO at least one (1) month prior to any overnight trip.
- d. Field Trips/ELOs are voluntary and participation, including fund-raising, is solely the discretion of the student and their parent. Students not participating in the Career Center sponsored fundraising for an activity will need to individually cover their cost if required. It is at the discretion of the administration and the program instructor(s), which students go, and what students do not go on a Field Trip/ELO, based upon student grades, behavior, and the recommendation of the administration of the sending school.
- e. Disclaimer - The Joint Operating 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/ELOs.

III. Of the Parents -

- a. A Parent meeting of all participating students will be held at least two (2) weeks prior to a Field Trip/ELO of three (3) nights or more. Non-attendance by a parent/guardian of a student scheduled to participate in a major Field Trip/ELO 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. This meeting may be held by electronic communications, such TEAMS or Zoom.
- b. A. W. Beattie Career Center does not insure students for accidents or other medical needs while they are on Field Trips/ELOs. 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 Field Trip/ELO. Parents also must sign off that a student has sufficient medial insurance to be covered in case of an accident/mishap.

Parents, please review with your student.
- 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/ELOs as stated in the Student Handbook. Students found in possession of any drug, alcohol or is insubordinate while on a Field Trip/ELO will be SENT HOME IMMEDIATELY. Notification of such a violation will be an immediate phone call to both the Executive 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 Executive Director will approve the purpose, itinerary, budget and duration of each Field Trip/ELO , prior to its presentation to the Joint Operating Committee for approval at least one month in advance of scheduled Field Trip/ ELOs as feasible for overnight or out of state travel.
- b. The Executive Director or designee will ensure the AWBCC Approved Field Trips vs. Enhanced Learning Opportunity (ELO) Procedure Rubric is adhered to by staff.
- c. The Executive Director or designee will ensure that all Student Field Trip Permission Slip notices and release forms are submitted.

Required Approvals or Approval Timeline

- a. Field Trips/ELOs 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 Operating Committee shall approve all Field Trips/ELOs that are out of state or require an overnight stay.

V. Field Trip/Enhanced Learning Opportunities (Student Activity Transportation)

- a. Students are expected to follow the same required behavior expectations as in the classroom.
- b. Students can expect that the method of transportation may contain both video and audio recording devices that are supplied by the transportation contractor. Information that is recorded by these devices if in use may be used in student discipline issues by the administration of the A. W. Beattie Career Center.

**AWBCC Approved Field Trip vs. Enhanced Learning Opportunity (ELO)
Procedure Rubric**

Criteria	AWBCC Approved Field Trip	Enhanced Learning Opportunity (ELO)
Curriculum Alignment	The trip is directly tied to a course's learning objectives or standards, and completion of the trip is required for course credit.	The trip complements the curriculum but is not required to meet course objectives or standards.
Required for Certification and/or dual enrollment credits.	Necessary for earning certification in a specific program and/or for dual enrollment credits.	Participation is optional and not tied to certification requirements or earning course credit.
Clinical Hours	The trip is essential for completing program required clinical hours.	Clinical hours are for enrichment opportunities and are not a required portion of the program.
Teacher/School Involvement	Organized or mandated by the teacher or school administration as part of the official academic program.	Offered by teacher or club but not a required part of the academic program.
Financial Commitment/Grant Eligibility	Often funded by the career center or grants as part of the required program.	Funded independently by students or fundraising efforts; not seen as necessary to the required academic experience.
Impact on Instruction Time	Students are expected to make-up home school missed assignments according to their home district guidelines.	Students are expected to make-up home school missed assignments according to their home district guidelines.
Scope of Learning Outcomes	Addresses core competencies and skills required in the program area.	Provides additional enrichment opportunities like exposure to cultural events, general career exploration, or positive peer information.
State/External Agency Requirements	Aligns with requirements from external agencies (e.g., college credit, certification programs, industry-standard exams, etc.).	Does not meet any external requirements but offers a broader perspective on learning or real-world connections.

A.W. Beattie Career Center does not discriminate on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, handicap/disability, gender identity or expression, or genetic information in its programs or activities.

A.W. BEATTIE CAREER CENTER

FIELD TRIP PERMISSION SLIP NOTICE & RELEASE FORM

*****Permission Slip must be submitted **AT LEAST ONE WEEK** before field trip*****

Field and school sponsored trips are offered throughout the year to students in order to enhance the students' experience and/or the curriculum offered throughout A.W. Beattie Career Center. In order to participate in a career center sponsored trip, students must meet the guidelines below. If a student is removed from a trip/activity due to their attendance, behavior, and/or grades, any monies paid will be forfeited.

1. Students must maintain **at least a 79% in their program** to be eligible for an AWBCC Approved Field Trip or ELO.
2. If a student has **3 or more unexcused absences**, that student will not be allowed to participate in either opportunity.
3. Any student who has **9 or more tardies** will not be eligible for an AWBCC Approved Field Trip or ELO.
4. If a student received more **than 2 incidents of In-School Suspension**, or if a student received **1 incident of Out-of-School Suspension**, they will not be approved for either opportunity.

☐ **AWBCC Approved Field Trip**

☐ **Enhanced Learning Opportunity (ELO)**

Student's Name _____ Program _____

Address _____ Sponsoring Instructor _____

Parent/Guardian _____ School District _____

Day Phone _____ Evening Phone _____

If unable to reach the parent/guardian, please contact the following person(s):

Name _____ Relationship _____ Phone Number _____

I hereby give permission for my son/daughter _____ to participate in _____, on _____

I will hold neither A.W. Beattie Career Center nor any of the designated faculty advisory/chaperones accompanying this group responsible or liable for any accident, injury or other incident that may occur to my child as a result of this trip. The chaperones on this trip have my permission to take my child to the nearest medical facility for emergency treatment. I assume all financial responsibility for the costs of any such emergency medical treatment, whether ultimately covered by health insurance or not. My son/daughter shall comply with all the rules set forth by A.W. Beattie Career Center faculty and advisors/chaperones or be removed from the trip and sent home at my expense.

Parent/Guardian _____

Date _____

State complete medical history and/or problems with which the faculty advisors should be familiar. (Example: heart condition, asthma, diabetes, convulsive disorders, etc.)

List any medications taken routinely and why. If a student is taking medication on a trip, the medical consent form must be completed.

List ANY and ALL allergies to food and/or medication.

Insurance Information (Company and Policy Number):

Company _____

Agreement# _____

Group# _____

Date of last tetanus booster _____

Sponsoring Instructor Signature _____

Date _____

School District Principal (Permission granted for activity outside of the school building)

Date _____