

**EASTERN
WESTMORELAND
CAREER &
TECHNOLOGY CENTER**

SECTION: PROGRAMS
TITLE: FIELD TRIPS
ADOPTED: AUGUST 20, 2014
REVISED:

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 center. Properly planned and executed field trips can:</p> <ol style="list-style-type: none"> 1. Supplement and enrich classroom learning by providing educational experiences in an environment outside the center. 2. Arouse new interests among students. 3. Help students relate academic learning to the reality of the world outside of school. 4. Introduce community resources, such as natural, cultural, industrial, commercial, governmental, and educational. 5. 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 center 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 employee of the center.</p>
3. Authority SC 517	<p>The Joint Operating Committee shall be informed of all overnight and out of state field trips approved by the Administrative Director.</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 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>4. Delegation of Responsibility</p>	<p>The Administrative Director or designee shall develop administrative regulations for the operation of field trips.</p>
<p>5. Guidelines</p> <p>Title 22 Sec. 4.4</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. Each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its value. 5. The effectiveness of field trip activities is monitored and evaluated continuously. 6. Teachers are allowed flexibility and innovation in planning field trips. 7. No field trip will be approved unless it contributes to the achievement of specified instructional objectives.
<p>Pol. 103.1, 113</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>Pol. 210, 210.1</p>	<p>Decisions regarding administration of medication during field trips and other center-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 center procedures.</p>

References:

School Code – 24 P.S. Sec. 517, 1850.1

State Board of Education Regulations – 22 PA Code Sec. 4.4

Joint Operating Committee Policy – 000, 103.1, 113, 210, 210.1