

Procedure

ROP 6153-P

Instruction

FIELD STUDY TRIPS

I. FIELD STUDY TRIP PROPOSALS

Instructors must submit field study trip proposals as follows:

- Standard Field Study Trip - Destination within 100 miles of the ROP main office and no overnight travel involved. Submit field trip Form A ("Field Study Trip – Request for Approval") to instructional supervisor **no less than three weeks prior** to the proposed trip. Complete side one and see checklist on side two.
- Extended Field Study Trip – Destination 100 miles or more from the ROP main office and/or overnight travel involved. Submit field trip Form A to instructional supervisor **at least two months prior** to the proposed trip. Complete sides one and two and see checklist on side two.

Reminder: Instructors must indicate names and titles of adult supervisors on Form A. A ratio of one adult for every 15 high school students is suggested. Additional supervisors may be needed for trips involving preschool children.

II. OTHER REQUIREMENTS

A. Compliance with high school and ROP release policy(ies)/procedures(s)

1. For on-campus day classes: Instructor should coordinate with high school career guidance specialist or designee to ensure that high school policy/procedure is followed.
2. For off-campus day classes and /or on-campus classes which have students from other campuses enrolled during school day: Sufficient lead time should be given to students to allow them to comply with their campus procedures.
3. Field trip Form B ("Student Field Study Trip Notice") must be completed by
 - a. Parents/guardians of high school students or dependent adults complete form B. Signed form B must be given to the high school career guidance specialists at least ten days prior to the trip.
 - b. Adult students/volunteers must complete and submit Form B to instructor prior to trip.
 - c. Parents/guardians of preschoolers in ROP day care centers must complete and submit Form B to instructor prior to trip.

- d. All field trip drivers must complete liability insurance statement on reverse Form B.

Note: No one under 18 may drive another student. Cars must be equipped with appropriate seat belts and child safety seats (for children under forty pounds).

- e. Upon completion of all campus procedures, including release from other campus classes, the career guidance specialist or designee shall sign form B. The student must give the completed, signed Form B to the ROP instructor prior to trip participation.
- f. **For extended field trips:** Parents/guardians of high school students/dependent adults, adult students and volunteers participating in extended field study trips must complete and sign field trip Form C ("Extend Field Study Trip Medical/Treatment Authorization and Waiver of Liability"). High school students must work with career guidance specialists for release from campus classes, secure all required signatures on Form C and give Form C to the ROP instructor prior to trip.

B. Aligning with curriculum

1. Student Preparation

- a. Set behavioral standards.
- b. Establish learning objectives and expected outcomes.
- c. Provide students with study guide.

2. Instructor evaluation

- a. Summarize and evaluate to determine if outcomes were reached.
- b. Provide related follow-up classroom experience.

III. TRANSPORTATION

A. If bus transportation is needed

B. If public transportation is used

IV. COSTS

A. Field study trip costs must be budgeted. It is permissible to charge students a nominal fee for entrance costs or to defray transportation costs; however, no student shall be excluded from trip participation due to financial inability.

B. Board approval is required for funding out-of-state trips.

V. ATTENDANCE

A. Student participation is encouraged.

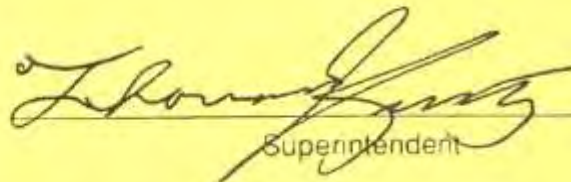
B. Students unable to attend due to campus/parental restrictions shall not be penalized. An alternate assignment and appropriate supervision is to be arranged so that student does not incur credit loss.

C. It is allowable to plan/implement trips for "specialized groups" within a class) contest participants, etc.). An alternate learning plan must be provided for non-participating students, including arrangements for substitute instruction.

D. Students may not be awarded additional credit for hours of participation which extend beyond their normal time of enrollment. Exceptions: when specialized training experiences are an integral part of the class schedule (examples: outdoor science school and marine diving excursions), additional training hours may be counted for apportionment and high school credit whenever these hours extend outside the required high school minimum school day.

Note: It is the instructor's responsibility to complete all procedural requirements. Completion of requirements does not guarantee approval. Standard field study trips require instructional supervisor and Educational Services' Director approvals. The Superintendent and Board of Trustees must approve extended field study trips.

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Revised: April 12, 1988
Revised: August 26, 1987
Adopted: August 19, 1980



Superintendent

Adopted: August 19, 1980