

TCSG 6.8.1.p1: SCTC Procedure Field Trips

I. PURPOSE

Field trips can be an important component of a student's educational experience and the use of such out-of-classroom experiences is encouraged when appropriate. College sponsored field trips shall be education-related and conducted with a focus on the safety of students and staff, fiscal responsibility and academic responsibility. The Commissioner will develop procedures as necessary to implement this policy. Field trips are classified as either curricular or co-curricular.

II. RELATED AUTHORITY

State Board Policy 6.8.1. Field Trips
O.C.G.A. § 20-4-11
O.C.G.A. § 20-4-14

III. APPLICABILITY

This procedure applies to Southern Crescent Technical College faculty, staff, and students.

IV. DEFINITIONS

Field Trip: Any activity, which normally involves off-campus travel for one or more students, enrolled in the college or Adult Education program. Independent study, internships, class meetings, optional academic-related off-campus events, and off-campus work on an individual project are not considered Field Trips.

Section 504 Coordinator: Section 504 Coordinator: an individual designated by the president of the college to ensure compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as Amended, and any other state and federal regulations governing disabilities; the responsibilities of the 504 Coordinator will include, but may not be limited to evaluating students requesting accommodations for a disability and ensuring equal access to facilities, services and programs.

Curricular: Field trips that are an integral part of classroom instruction or course content.

Co-curricular: Field trips which are initiated by an organization or group approved by the College but not an official classroom project.

Sponsor: An employee of the college who is organizing a field trip and/or accompanying Students on a field trip.

V. ATTACHMENTS

Southern Crescent Technical College Assumption of Risk, Code of Conduct, Release of Liability, Limited Medical Authorization, and Conditions of Participation Form

Southern Crescent Technical College Field Trip Request Form

Southern Crescent Technical College Field Trip Notification Form

VI. PROCEDURE

Field Trip Approval

To minimize the risk of liability, employees must exercise prudence and good judgment in the management of all field trip activities.

Each participant must complete and sign each of these forms:

- Assumption of Risk
- Code of Conduct
- Release of Liability
- Limited Medical Authorization
- Conditions of Participation

The sponsor will complete a Field Trip Request Form, attach all forms completed and signed by the participants, and submit to the Program Chair. The Program Chair will sign-off and send to the Student Affairs Office Designee at least thirty days, but no later than two weeks in advance of the trip.

Accommodations

The College must provide reasonable accommodations to students with disabilities to enable them to participate in field trips. Questions regarding accommodations may be addressed to the College's Section 504 coordinator.

Missed Classes as a Result of Field Trips

The sponsor will provide a copy of the completed Field Trip Notification Form to participating students. The student will sign the form and give the completed form to the faculty member whose class will be missed. The procedure for make-up work will be established at the time of approval. Questions or concerns related to a conflict with the missed class should be directed to the faculty or staff member sponsoring the field trip. If the conflict cannot be resolved, the dean will make the final decision.

Student Accident Insurance

All students enrolled at Southern Crescent Technical College are covered by student accident insurance. Questions regarding student accident insurance should be directed to the Business Office at Southern Crescent Technical

College.

Transportation

College transportation for field trips must be provided and must depart from and return to the College campus.

State Vehicles - An approved field trip activity requires the faculty or staff member to complete the Southern Crescent Technical College Request to Travel/Staff Development Form, which includes a request to use a state vehicle. If a state vehicle is not available, the Facilities and Operation Office will determine if it is practicable to rent a vehicle. Requests will be submitted through the SCTC Vehicle portal located on Tigernet. Requests are granted on an availability/feasibility basis. Only approved employees of the College may drive state vehicles in accordance with policy set forth by the College's Business Office.

Any traffic and parking citations received during the course of a field trip are the responsibility of the driver and must be immediately reported to the employee's supervisor.

Personal Vehicles - No personal vehicles shall be used by any College employee for the transporting of students on field trips.

Supervision

A full-time instructor or a designated College employee must accompany participants during field trip activities. During field trips, students will conduct themselves properly at all times and adhere to all the regulations of the College. Students, faculty, and staff will be subject to all policies and procedures, including the Ethics and Standards of the Business Conduct during the course of the field trip and the Student Code of Conduct.

If, at any time, faculty or staff must use their personal financial resources to support the students or the college such as parking or other such expenditures, the policies and procedures set forth by the Business Office must be adhered.

Emergency Information

Field Trip Participants: The participant's closest relative or other contact person with address and telephone number must be available in case of emergency.

The emergency contact information provided by the student must be in possession of the attending staff or faculty member and housed in the Office of Admissions. If an emergency arises, the attending staff or faculty will provide the most immediate care, inform the emergency contact person, as well as call the VPSA or the designee, Director of Student Support Service

Each participant must sign an Assumption Of Risk, Code Of Conduct, Release Of Liability, Limited Medical Authorization, and Conditions of Participation Form prior to approval of the field trip.

VII. RECORD RETENTION

All completed forms will be retained in the Office of Student Affairs according to the TCSG Student Records Retention Schedule.