

## **EDUCATIONAL ENRICHMENT TOURS**

Field trips and contests are an integral part of the learning process in all areas of vocational education. Such trips are planned by the instructor and approved by the administration. Instructors may take students on educational enrichment tours and to state career technology contests. Submission of requests and travel plans must be made two (2) weeks before the event.

Travel must be at no liability to Southwest Technology Center. Registration fees for state contests and method of payment must be approved by the superintendent, or his/her designee, thirty (30) days prior to the event.

Local trips will be made only with prior approval. Advance consent of the student's parent or guardian, if the student is a minor, is required for any excursion. Students are required to have the appropriate forms completed prior to taking field trips.

Transportation for all trips will be provided or approved by the administration.

A list of students participating in a trip will be prepared two (2) weeks in advance by the instructor and sent to the administrative office. The home high school principal will be notified of the secondary students' participation in a field trip.

Times of departure and return, and a written trip agenda will be sent to the administrative office and supplied to the students by the instructor.

Only students in good standing with Southwest Technology Center and the home high schools will participate in trips.

Advance arrangements for make-up work by secondary students **must** be completed with the home high school prior to field trips.

### Vocational Student Organization Trip Guidelines

1. Permission slips signed by a parent or guardian (adult students may sign their own) must be on file prior to the trip.
2. All school policies are in effect during the entire trip. This includes, but is not limited to, the consumption of alcohol or drugs by secondary or adult students. There will be no smoking or use of tobacco in any form by secondary students, no smoking or use of tobacco in any form by adults while in professional dress or while attending a required function or event.
3. The entire delegation will stay in the same hotel.
4. For national conference attendance, only the first place winners in a skill contest will be funded by SWTC. All national conference attendees must be accompanied by an approved sponsor.
5. School-paid national trips may be no longer than five days or the length of the conference, whichever is shorter.

**EDUCATIONAL ENRICHMENT TOURS (Cont.)**

Any school-sponsored trip exceeding 350 miles from \_\_\_\_\_ or outside the state of Oklahoma must have prior board approval. Any trip less than 350 miles must have approval of the superintendent or a designee. Distance, educational value, student safety, and expense will be taken into consideration before approval is given for any trip or activity.

**REFERENCE:** Department of Education, Administrator's Handbook

**CROSS-REFERENCE:** Student Handbooks

**Adopted:** January 1994 as policy S-143 and policy S-181

**Revised:** November 1995