

PROCEDURE:

6.8.1p1. Field Trips

Revised: April 16, 2008; April 15, 2009; April 21, 2010; April 20, 2011; April 18, 2012; April 17, 2013; April 16, 2014; September 16, 2015; April 27, 2016; April 19, 2017; April 18, 2018; April 15, 2020; April 21, 2021

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Adopted: April 18, 2007

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
TCSG Procedure 6.8.1p. Field Trips
O.C.G.A. § 20-4-11
O.C.G.A. § 20-4-14

III. APPLICABILITY

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

IV. DEFINITIONS

Field Trip: Any activity which normally involves off-campus travel for one or more student's 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 which 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

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

Ogeechee Technical College Field Trip Request Form

Ogeechee Technical College Field Trip Notification Form

VI. PROCEDURE

To minimize the risk of liability, employees must exercise prudence and good judgment in the management of all field trip activities. The Assumption of Risk, Code of Conduct, Release of Liability, Limited Medical Authorization, and Conditions of Participation forms must be signed by all participants.

Field Trip Approval

The sponsor will submit the Request to Travel Form, Field Trip Request Form, and all signed Assumption of Risk, Code of Conduct, Release of Liability, Limited Medical Authorization, and Conditions of Participation forms to the Academic Dean or other appropriate administrator/supervisor at least one week in advance of the trip.

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 Ogeechee Technical College are covered by student accident insurance. Questions regarding student accident insurance should be directed to the Human Resources Office at Ogeechee 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 Ogeechee 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 Business Office will determine if it is practicable to rent a vehicle. Requests will be granted on an availability/feasibility basis. Only approved employees of the College may drive state vehicles.

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

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.

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.

Emergency Information

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

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

VII. RECORD RETENTION

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