Paul Mitchell The School Sherman Oaks

FIELD TRIP POLICY

An educational field trip is a school-approved activity conducted away from the school's instructional facility that provides instruction, observation, demonstrations, or other educational experiences related to a student's program of study.

Examples may include:

- Professional education or technical training at the John Paul Mitchell Systems facility or another approved professional education facility;
- Manufacturer or distributor educational programs;
- Industry demonstrations, workshops, seminars, or educational events;
- Professional beauty industry shows or educational conferences that include approved educational programming;
- Visits to salons, spas, barbershops, manufacturing facilities, distribution facilities, or other professional establishments for structured educational observation; and
- Other off-campus educational activities approved by the school and related to the student's program.

MAXIMUM FIELD TRIP CREDIT

A student may receive no more than 32 clock hours of field-trip credit during the student's program of study.

Field-trip hours:

- Must be based on the student's actual documented participation;
- May not include travel time, meal periods, or other non-instructional time;
- May not be counted more than once; and
- May not be used as make-up hours for student absences.

Field-trip participation does not replace any required curriculum subjects, practical instruction, or other program completion requirements.

All field trips must be approved by the school **before** they occur.

Attendance at an event or location alone does not qualify for clock-hour credit.

SUPERVISION AND ATTENDANCE

Students receiving field-trip credit must remain under the supervision of a school Learning Leader. The school will maintain any student-to-instructor ratio required by applicable law, regulation, accreditation requirements, or school policy.

Students must follow the instructions of school personnel and representatives of the host facility. Students who arrive late, leave early, or do not participate in the full instructional activity will receive credit only for their actual documented instructional participation.

The school will maintain attendance records for each field trip. Records will identify the activity, date, location, participating students, instructional time, and supervising Learning Leader

RECORDING FIELD TRIP HOURS

Approved field-trip hours will be recorded in the student's official attendance and training records and identified as field-trip hours or through another clearly identifiable designation.

Field-trip hours will be assigned to the curriculum subject *Additional Training*. The school will maintain a cumulative record of field-trip hours to ensure that the applicable maximum is not exceeded.

No field-trip hours will be recorded without verified attendance and supporting documentation.

STUDENT CONDUCT

Students participating in a field trip remain subject to all school policies and the Future Professional Development Gudielines.

Students are expected to:

- Arrive at the designated location on time;
- Maintain school dress code, appearance, and behavior;
- Follow all health, sanitation, safety, and facility requirements;
- Respect the property, employees, clients, guests, and policies of the host facility;
- Remain with the assigned group or in the designated instructional area; and
- Follow all applicable school policies concerning alcohol, drugs, harassment, discrimination, violence, and student conduct as outlined in the Future Professional Advisory policy.

A student may be removed from a field trip for unsafe, disruptive, or unprofessional conduct. Clock-hour credit will be limited to verified instructional time actually completed.

TRANSPORTATION AND SAFETY

Transportation arrangements will be communicated to students before each field trip. Unless the school specifically provides or contracts for transportation, **students are solely responsible for arranging their own transportation to and from the field-trip location and participate in such transportation at their own risk.**

When students elect to drive themselves, ride with another student, or arrange transportation through another third party, the transportation is independently arranged by the student and is not provided, controlled, or supervised by the school. **To the fullest extent permitted by law, the school assumes no responsibility or liability for accidents, injuries, property damage, traffic violations, or other losses arising from independently arranged transportation to or from a field trip.**

Students who operate a vehicle are responsible for maintaining a valid driver's license, legally required automobile insurance, and compliance with all applicable traffic and vehicle laws. Students choosing to ride with another individual are responsible for making their own transportation arrangements and accepting the risks associated with that transportation.

Travel time is not instructional time and will not be awarded as clock-hour credit.

Students must follow all applicable transportation laws and safety instructions. The school may require students to complete an acknowledgment, emergency-contact form, transportation acknowledgment, waiver, or other documentation before participating in a field trip.

Accidents, injuries, or other significant incidents occurring during a field trip must be reported to school administration in accordance with school procedures.

The school may limit, modify, or cancel a field trip when necessary to address educational, safety, regulatory, or operational concerns.