

FIELD TRIPS, EXCURSIONS, & ASSEMBLIES

Field trips designed to stimulate student interest and inquiry and to provide opportunities for social growth and development are considered appropriate extensions of the classroom

To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class, and opportunities for students to summarize the experience at the conclusion of the trip. To this end, teachers and principals will be expected to consider the following factors in selecting field trips:

1. Value of the activity to the particular class group or groups.
2. Relationship of the field trip activity to a particular aspect of classroom instruction.
3. Suitability of the activity and distance traveled in terms of age level.
4. Mode and availability of transportation.
5. Cost.

The following guidelines will be followed in planning and conducting field trips and excursions:

- * Any teacher desiring to take a group of students on an educational field trip must obtain advance approval of the principal.
- * The trip must have a definite purpose and reflect careful planning. Students will be prepared by general class discussion and/or research.
- * If bus transportation is required, the principal or his/her designee must make the necessary arrangements. A fee will be charged to the school for mileage and the bus driver's salary when school system buses are used.
- * Signed parental permission forms must be obtained for every student making an off-campus trip beyond the immediate vicinity of the school. The principal will ensure that these forms are kept on file for the remainder of the school year. The form for parental permission must include purpose, date, time of departure and return, travel plans, destination, number of chaperons, personal expense involved, rules of conduct and penalties for violation, and other facts necessary for parents to be fully informed. This information is to be completed by the school before the form is signed by the parent.
- * Overnight educational trips and chaperons must be approved by the principal, Central Office coordinator, the superintendent, and the Sevier County Board of Education in advance. These groups must be accompanied by certified staff as well as other staff from the school who are appropriate for adequate supervision and will be responsible for student conduct while away. Certified staff must be present within a reasonable range at a ratio of no less than one certified staff per twenty (20) students. Any exception to this ratio must be approved in advance by the superintendent. There must be at least one female and one male chaperon if the trips are for a mixed group.

- * Students will not be penalized for participating in approved school-sponsored trips and activities. Teachers must permit students to make up class assignments missed because of a trip or activity.
- * All accidents that occur on school-sponsored trips must be reported by the teacher to the principal immediately upon returning to the school. Serious accidents involving personal injury must be reported immediately to the principal and/or the superintendent. An emergency will be dealt with promptly by the teacher or other members of the school staff by taking appropriate action, including sending the student to the hospital medical aid or ambulance. In cases where it is necessary to send the student to the hospital, every effort must be made to notify the parents or guardian.
- * Any school-sponsored trip not meeting the "educationally beneficial" criteria as defined in this section must have prior approval of the superintendent or his/her designee.
- * Any school-sponsored trip which is out-of-county, out-of-state, and/or overnight must have prior approval by the Sevier County Board of Education.
- * The appropriate field trip request form (Day or Overnight) must be completed to initiate the approval process. This form must be in the Central Office at least twenty-four hours before the Board meeting that will consider the request and meet the prior approval requirements as set forth above.

Commencing in school year 1996-97 for secondary schools, a school based "Field Trip and Assembly" committee involving teachers, parents, and students will be established. The committee will solicit input in September and produce a master calendar of field trips and assemblies for the year. Field trips and assemblies unforeseen in September will be scheduled on a case basis by the committee. Final approval of the master calendar and revisions thereof will be the prerogative of the building level principal (i.e., all classes will meet every day). No more than two (2) pep rallies will be allowed per term. Club activities should be scheduled by the building level principal so that class time is not disturbed.

