

B. Instructional Resources and Materials

4. Field Trips Statement Purpose

The Narragansett School Committee recognizes that field trips can provide students with effective and meaningful learning experiences. Field trips that are an integrated part of the overall educational program are encouraged. For the purpose of this policy, a field trip is defined as a District approved trip. Field trips are opportunities for expanding educational experiences for all students. A field trip may be a day trip, an overnight trip, or an international trip. A field trip will be considered for approval when it makes a unique contribution to the accomplishment of the curriculum objectives for the course of study and/or allows our students to fulfill obligations to interscholastic program competitions (non-athletic); and, when the anticipated outcomes justify the time and costs. Unless prior approval is given by the superintendent, only students registered in the Narragansett Schools may participate in a school sponsored field trip. Field trips during school time will not be approved that are primarily of a recreational nature, require travel time that would be too long for the age levels of the students involved, require inordinate expense or excessive absence from school, or judged to be too hazardous. The field trip experience should have educational enhancement value in proportion to the time spent traveling and the time spent at the destination.

Guidelines for All Field Trips

- All field trips, during school time, must be directly related to curriculum learning objectives and/or to fulfill obligations to interscholastic program competitions (non-athletic).
- Building administrators are to be provided with required written documentation, demonstrating that the trip is related to curriculum learning objectives or interscholastic program competitions. The trip should be well-planned, and meet all field trip policy criteria. Due dates on required forms are to be clearly delineated and adhered to.
- Adequate supervision for student safety and discipline is required. It is the responsibility of the building principal to determine the number of chaperones required to provide for the safety of participating students. In all instances, at least one of the chaperones must be a member of the school staff, preferably on the administrative level or be the principal's designee.
- The School Committee will appropriately budget for District-sponsored educational field trips. Such field trips shall meet Rhode Island's Basic Education Program (BEP) Regulation's definition of a quality expanded learning opportunity.¹
- Individual students and families will not be charged for District-sponsored field trips.
- District funds may not be used to support activities that have little or no relationship to approved curriculum or program of studies.

If transportation is not being provided by NSS, the Narragansett School System must be indemnified by the transportation carrier's insurance. Private transportation provided by staff members, parents, or others is prohibited. Students participating in field trips must have written parental/guardian permission. All parents/guardians shall be informed of the date(s), destination(s), purpose(s), mode(s) of transportation, and emergency contact(s) for any field trip. All this information shall be provided with the appropriate parental/guardian authorization forms.

¹ 200-RICR-20-10-1.1.2(A).

- All field trips must be in compliance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA) and Chapters 42-87 of the General Laws of Rhode Island in that all field trips, sites and transportation arrangements are reviewed in advance for accessibility and all necessary arrangements and/or modifications are made in advance of the trip.
- Students with medication needs will be allowed to self-carry and self-administer a day's supply of medication which shall be supplied by the parent/guardian with the parent/guardian's written authorization for use during the field trip. The medication must be stored and transported in a properly labeled container pursuant to the Rules and Regulations for School Health Programs issued by the Rhode Island Department of Education. No student with medication needs shall be denied access to field trips due to said needs. Appropriate arrangements for the field trip shall be made for any student with medical needs who cannot appropriately self-carry or self-administer medications.

All school rules shall apply to students while participating in a school field trip. All students and personnel are to obey all laws and regulations whether travel is in-state, out- of-state, or international. The School Committee expects students and chaperones to represent the Narragansett School District with dignity and class. Fundraising for Field Trips

Special fundraising efforts may be permitted for the purpose of supplementing a school's field trip budget.

- Students shall not be required to either participate in fundraising efforts or to meet individual fundraising targets in order to participate in a District-sponsored field trip.²
- The School Committee may accept grants, federal and state funds, gifts and donations to support field trip participation.
- All fundraising activities must follow the NSS Fundraising Policy.

Recreational Trips

Recreational trips are trips, within state, out-of-state or international, which fall outside of the regular school day or year, are not connected with any academic or school sponsored activity, and are not sanctioned by School Committee approval or paid for with District funds or resources (including staff time).³

Recreational trips organized, coordinated, or participation by staff or faculty members.

- Staff or faculty members organizing or participating in a recreational trip shall act only in their individual capacity and not as employees or representatives of the District.
- Such trips shall not be promoted as an activity of the District.
- Staff and faculty shall not be paid by the District for such time on recreational trips.
- Recreational trips are not covered or included within the District's liability insurance.
- Parents shall be advised that these recreational trips are privately arranged by the organizers. Meetings or informational sessions may not take place during school hours or use district resources, and students' participation is dependent upon their parents' approval.

Guidelines Specific to Overnight Field Trips

In addition to the guidelines that relate to all field trips, the following guideline is specific to overnight field trips taken by Narragansett School System students:

- Overnight field trips will not be permitted in Grades K-7 except for approved purposes.

² R.I. Gen. Laws § 16-38-6.

³ R.I. Gen. Laws § 16-38-6.

- Only students registered in the Narragansett schools may participate in overnight field trips, unless prior approval is given by the Superintendent.

Approval for Field Trips Day Trips

- Final approval for day trips is the responsibility of the building principal.
- All administrative due dates on required day trip planning documentation will be set by the building principal.
- Under extraordinary circumstances and upon demonstrated inability to comply with the requirements of the administrative due dates for the scheduling of a day trip, the building principal, in his/her discretion, may entertain a request for approval of such a trip, if made at least two weeks prior to the anticipated trip departure date.

Overnight Field Trips

- Final approval for district-sponsored overnight field trips is the responsibility of the Superintendent.
- District-Sponsored overnight field trips will not be permitted without recommendation of the Superintendent and approval of the School Committee.
- All administrative due dates on required overnight field trip planning documentation will be set by the Superintendent.
- Under extraordinary circumstances and upon demonstrated inability to comply with the requirements of the administrative due dates for the scheduling of an overnight field trip, the Superintendent, in his/her discretion, may entertain a request for approval of such a trip, if made at least one month prior to the anticipated trip departure date.

International Field Trips

- Final approval for district-sponsored international field trips is the responsibility of the Narragansett School Committee.
- At least five months prior to any anticipated district-sponsored international trip with tentative administrative approval, a final trip planning report shall be given to the School Committee in which all significant issues are addressed.
 - All administrative due dates on required international field trip planning documentation, not specified in this policy, will be set by the superintendent.

Under extraordinary circumstances and upon demonstrated inability to comply with the requirements of the administrative due dates for the scheduling of an international field trip, the School Committee, in its discretion, may entertain a request for approval of such a trip, if made at least three months prior to the anticipated trip departure date.

References:

Rhode Island General Laws 16-21-7 IDEA
 Section 300-24
 Section 504 of the Rehabilitation Act Part 104.4(a)

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