

First Reading: 11/8/11

Second Reading: 11/22/11

Adopted by School Committee: 11/22/11

First Revised Reading:

2196: Field Trips

General School Administration/General

It is the policy of the East Greenwich School Committee to encourage field trips that positively contribute to the district's educational programs.

A "Field Trip" is a school-sponsored instructional activity and/or learning experience provided outside of the regular classroom environment, off school premises, and during at least some portion of the instructional day for the purpose of clarifying, reinforcing, and/or enriching a particular skill and/or concept embedded within the curriculum [or school-sponsored extracurricular activities]. Same-day athletics competitions are outside the scope of this policy.

Students and faculty shall adhere to all district policies and procedures throughout the course of a Field Trip, including, but not limited to the Student Code of Conduct.

The district shall comply with any and all applicable laws, rules, regulations or district policies related to fees for school programs. In addition, the district shall maintain its obligations to comply with any and all applicable federal and state laws and regulations throughout the duration of a Field Trip, including the Individuals with Disabilities Education Act, the Regulations Governing the Education of Children with Disabilities, and Section 504 of the Rehabilitation Act.

District Approval

The School Committee shall delegate to the Superintendent or his or her designee the responsibility for evaluating and approving same-day Field Trip proposals within the state of Rhode Island and contiguous states. The School Committee is responsible for approving all overnight Field Trips, and all same-day Field Trips to non-contiguous states.

Field Trip requests shall be completed by district personnel on a district-promulgated Field Trip Proposal, a form of which is attached to this policy as Appendix A. At a minimum, Field Trip Proposals shall include number of students, cost, Field Trip objectives, transportation logistics, and accommodations for individuals with disabilities. All items on a Field Trip Proposal form must be completed prior to submission for approval.

The district shall provide adequate transportation for Field Trips. The district shall comply with applicable laws, regulations, and district policies related to the transportation of students when providing Field Trip transportation. Under extraordinary circumstances, a parent or guardian may provide Field Trip transportation for his/her child, at the discretion of the School Committee or appropriate administrator, and subject to the parent or guardian executing a district-promulgated release and/or waiver.

Field Trip Proposal forms shall be submitted to the appropriate school administrator in advance of the proposed trip, with time sufficient for district evaluation and approval, and for collecting executed permission slips from parents/guardians. The School Committee or appropriate administrator shall evaluate each Field Trip Proposal, and approve those that meet the criteria above.

In the event that the fee from a single Field Trip provider will be \$5000 or greater, the district must adhere to the bidding procedures outlined in [RI Gen. Laws § 45-55-1](#) et seq., and EGSD Policy 3210: Purchasing and Bidding.

Parent/Guardian Approval

No student shall participate in any Field Trip unless, prior to the commencement of the trip, a parent/guardian of the student, executes and submits to the appropriate school administrator, a district-promulgated Field Trip permission form, which shall include a waiver of liability, assumption of risk, release/hold harmless and indemnification provision.

Chaperones

Field Trips shall, at a minimum, adhere to the staff/volunteer chaperone-to-student ratios required by the district's insurance carriers.

The School Committee reserves the right to require additional staff/volunteer chaperones to supervise Field Trips, depending on the circumstance.

Only volunteer chaperones who have obtained the requisite background checks and signed a district-promulgated waiver of liability, assumption of risk, release/hold harmless and indemnification form may be used to assist school staff on field trips. All chaperones must be reviewed and approved by the appropriate administrator. All volunteers must meet and adhere to the certification requirements contained in Policy #6115 Volunteer Agreement-Statement of Confidentiality.

Accommodations

Written assurances are required that all accommodations needed for students with disabilities to participate on Field Trips are prearranged prior to approval of the Field Trip. These accommodations include, but are not limited to securing a wheelchair accessible bus, a wheelchair accessible venue, the provision of medications, the availability of adult support including a nurse when applicable. It is important to note that during high traffic field trip seasons, it is not always possible to secure a wheelchair accessible bus; therefore, this arrangement may need to be made well in advance. Accommodations must be available for all students eligible to attend a Field Trip with their peers.

Funding

The district's annual budget shall contain an allocation of Field Trip funds for each school. Students and schools may also participate in fund-raising and accept voluntary contributions for the purpose of supplementing a school's Field Trip allocation, as outlined in Policy #2190 [Extracurricular Fundraising and Commercial Activities].

No student shall be ineligible to participate in a Field Trip on the basis of their family's ability or willingness to pay, or on their level of participation in fund-raising activities. Field Trip participation may be limited by eligibility requirements based on performance (e.g., academic or athletic competitions), or by capacity requirements, in which case participation may be determined on a first-come, first-served basis.

Other Trips

A trip or excursion taken by district students and personnel that does not meet the criteria set forth in this policy is not a Field Trip. [No planning for such an event shall occur on school property at any time, or involve the use of any school resources, including without limitation electronic or telephonic devices.]

No staff or faculty member participating in a trip or excursion that is not a Field Trip shall permit the dissemination of materials or information that in any way suggests that the event is a Field Trip. Such an event is not approved by the School Committee or district administrators, and is not school-sponsored.

Any district employee participating in such an event is not participating in his/her capacity as an employee. District employees participating in an Other Trip must use personal or vacation days to the extent the trip occurs during a workday.

Schools do not excuse absences for Other Trips. Teachers are not responsible for creating schoolwork to cover the absence ahead of time. Students must make up missed academic work.

The district bears no responsibility for travel arrangements, nor assumes legal or financial responsibility for such events. Under no circumstances may school or district funds, including funds that may be transmitted through school student activity accounts, be used for Other Trips.

School Club Trips

Trips or excursions sponsored by school clubs may be considered Field Trips if they meet the criteria set forth in this policy. If a school club trip does not meet those criteria, it shall be treated as an “Other Trip.”

References: