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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 generally 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 district's educational offerings, and designed to improve education results, consistent with purpose of the Rhode Island Department of Elementary and Secondary Education's Basic Education Program ("BEP"). *See RICR 200-10-1.1.1.*

Students, staff, and volunteer chaperones 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.

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. Failure to comply with this provision shall result in the cancellation of the Field Trip.

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 Trip proposals, and all same-day Field Trip proposals to non-contiguous states.

Field Trip requests shall be completed by district personnel on a district-promulgated Field Trip Proposal. 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 an 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 greater than \$5000, the district must adhere to the bidding procedures and/or competitive negotiation 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 and school administrators reserve 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](#).

Funding

The district's annual budget shall contain an allocation of Field Trip funds for each school. Students and schools may also participate in fundraising and accept voluntary contributions for the purpose of supporting a school's Field Trip allocation, as outlined in [Policy #2190 Fundraising, Gifts, Grants, 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

The School Committee recognizes that East Greenwich School Department staff and/or EGSD-sanctioned volunteers may conduct non-district sanctioned trips on weekends or during vacation periods that do not meet the criteria of a Field Trip. Students may be charged fees for such "Other Trips" under the following circumstances:

- Any district employee participating in planning or attending such an event will be deemed a "volunteer" for this purpose. District employees participating in an Other Trip must use personal or vacation days to the extent the trip occurs during a workday.
- No staff or faculty member participating in an Other 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.
- The district bears no responsibility for travel arrangements, nor assumes legal or financial responsibility for such events.

- School or district funds, including funds that may be transmitted through school student activity accounts, may not be used for Other Trips.
- No school or district resources shall be used in the planning or execution of Other Trips, except that planning sessions may be held on school property upon approval by the school principal, and communications regarding Other Trips may be disseminated on a school listserv.

Social Events

Social Events, such as prom, are excluded from the prohibition of fees described in this policy. (*Opinion Letter of the Commissioner to Supt. Sheehan, December 22, 2008*).

References:

[Individuals with Disabilities Education Act](#), 20 U.S.C. §1400 (2004)

[Section 504 of the Rehabilitation Act of 1973](#), 29 U.S.C. § 701, *et seq.*

[RIGL § 16-38-6](#). Restrictions on commercial activity and fundraising in public schools

[RI Gen. Laws § 45-55-1](#) *et seq.* Award of municipal contracts

200-RICR-20-10-1, *et seq.* [Rhode Island Department of Elementary and Secondary Education's Basic Education Program](#)

Opinion Letter of the Commissioner to Matthew Oliverio (April 10, 2019)

Opinion Letter of the Commissioner to Supt. DiLuglio, (June 26, 1981)

Opinion Letter of the Commissioner to Thomas Mezzanote (August 5, 2009)

Giannini v. Council on Elementary and Secondary Education (C.A. No: 2014-5240)

Opinion Letter of the Commissioner to Supt. Sheehan (December 22, 2008)

Opinion Letter of the Commissioner to Stephen Adams & Alexander Chiulli (November 13, 2015)

[EGSD Policy #2190: Fundraising, Gifts, Grants, and Commercial Activities](#)

[EGSD Policy #3210: Purchasing and Bidding](#)

[EGSD Policy #6115: Volunteer Agreement-Statement of Confidentiality](#)