

FIELD TRIPS

PURPOSE:

This policy is established by the North Kingstown School Committee for the purpose of setting forth its expectations in regards to the utilization of Field Trips and Experiences as an integral part of the Department's overall educational program.

PHILOSOPHY:

The School Committee holds to the educational philosophy that field trips or field experiences are a valuable component of a student's overall educational experience and encourages its use throughout the Department's core curriculum and extracurricular activities. Such field trips shall meet Rhode Island's Basic Education Program (BEP) Regulation's definition of a quality expanded learning opportunity (200-RICR-20-10-1.1.2(A)). Field trips are off-site excursion directly related to, and supportive of, the curriculum (RIGL 16-2-9(a)(9)). Because of the expense and potential for safety considerations, the professional staff should use discretion, care and wise decision making in the utilization of this practice.

POLICY STATEMENT:

1. Student trips of significant educational value shall be encouraged. The utilization of field trips shall take into consideration the following:
 - a. Student education and safety shall be primary considerations.
 - b. Any members of the faculty, parents, and/or sponsoring groups who chaperone the field trip shall strictly exercise proper supervision of the students as to their health and conduct.
2. The district may budget funds for trips, as long as the trip is part of the instructional program and all students have the same ability to attend. Fundraising for trips is permissible to supplement district budgeted funds, as long as individual students do not have mandated fundraising or fundraising targets that must be met as a requirement for participation in the field trip (RIGL 16-38-6). (Individuals may be charged fees for trips that are not organized by the district using district resources, including district-funded staff time.) Please refer to North Kingstown School Committee Policy KH for fundraising guidelines.
3. All field trips, including those scheduled during the school day or those requiring out of state travel and/or overnight accommodations, regardless of means of transportation - i.e. North Kingstown buses, commercial buses, air travel, walking or private conveyance - require the approval of the Superintendent using the District approved Field Trip Request form that can be found on the District website under the Administration/Transportation tab. The Field Trip Request Form has been adjusted to conform with policy changes.

4. Parental consent shall be obtained for each student involved in any field trip prior to the commencement of the trip. If school buses are used on these trips, such trips must not conflict with the regular school transportation schedule.
5. Administration will pre-select Field Trips each year, to be approved by the Superintendent and funded by the district. All students will participate in these Field Trips, regardless of school of attendance. Any additionally requested Field Trips by any one school may be taken if they occur equitably throughout the district, in which all students of the grade requesting the Field Trip will participate.
6. Only those students designated to participate in the field trip, teachers, and other adult chaperones may ride on the buses. The recommended ratio of students to adults is 10 to 1, unless otherwise approved by the Principal. Adult chaperones must be present on the buses at all times during transportation of students. Only NK students, teachers and authorized chaperones will be allowed to participate in ANY part of the field trip. All chaperones must have a current BCI check (currently processes through LINKS) and be authorized by administration to participate.
7. Exclusion from a Field Trip is only permissible in a case in which a student is suspended from school, including In-School-Suspension. Any other concern to exclude a student from a Field Trip for safety or other reasons, must be approved by the school Principal.
8. Field trip requests must be submitted quarterly on the forms provided. Each field trip must be endorsed by the school Principal and approved by the Superintendent. The objectives of the field trip must be clearly stated on the “Educational Objectives” part of the field request form. 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 (transportation, nursing needs, TA, etc.). Failure to comply with this provision shall result in the cancellation of the Field Trip.
9. Recreational trips are trips within state, out-of-state or international, which fall outside of the regular school day or year, are not connected to any academic or school sponsored activity, are not sanctioned by the School Committee or Superintendent, are not paid for with District funds or resources (including staff time) and hence, are not considered school sponsored field trips. Such trips may not be promoted on school department property and must adhere to the following rules:
 - 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 policies.

- Parents shall be advised that these recreational trips are privately arranged by the organizers, meetings or information sessions may not take place on school property, and students' participation is dependent upon parents' approval.
- Any loss of student school time due to a recreational trip will be an unexcused absence.

Adopted: 4/8/57

Amended: 6/23/58; 10/28/80; 2/4/91; 6/5/95; 10/7/97; 1/20/98; 6/26/07; 9/10/19