

B. Instructional Resources and Materials

4. Field Trips**Statement of 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 away from a School Committee site. 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, the time spent at the destination, and the cost to each student.

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 and gender 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.
- Ability to pay trip expenses must not be a factor in determining participation in trips involving school time.
- Students may be asked to pay all or part of the expenses of field trips as long as arrangements are made for the payment of trip expenses for students unable to do so.
- Schools may organize voluntary field trips outside of school time in which student ability to pay is a factor in determining participation.
- The Narragansett School System should be indemnified by the transportation carrier's insurance. Private transportation provided by staff members, parents, or others is discouraged.

- 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.
- 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.
- A teacher may deny a student the right to participate in a scheduled field trip based upon his/her record of disciplinary behavior. The student's behavior must be such that it presents a danger to themselves or others on the trip. Parents shall have the right to appeal any disciplinary exclusion directly to the school principal.
- 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.

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

Guidelines Specific to International Field Trips

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

- International field trips should have as their purpose the fostering of language study and/or the study of a foreign country.
- International field trips should be scheduled when school is not in session. (for example, during scheduled school vacations times, such as, spring vacation week)
- Initial request to the principal to travel abroad shall be submitted to the building principal one year in advance (for example: proposed travel in spring of next school year should be submitted in spring of the present school year).
- Information required with the initial request must include: dates of travel, travel agency information and commitments, necessary safety precautions, number and gender of

chaperones, cost to the student including any fund raising activities, any known U.S. or international travel restrictions, and medical/immunization requirements.

- All agreements with travel or other agencies should provide the following information: a cost breakdown per student, a listing of any gifts to individuals, groups, or schools to be provided by the travel company, a listing of any free trips provided in connection with the agreement, a listing of fees paid by the travel company in relation to the trip, a clause spelling out the travel company's responsibility, refund conditions (no agreement should be signed without a refund provision), date of cancellation on the part of the school (no agreement should be signed without a refund provision), all deadline dates clearly defined.
- All agreements with travel or other agencies must be approved by the building principal and the superintendent.
- Duly executed consent and indemnity forms must be signed by parents/guardians of participating students prior to the request for approval by the School Committee for an international trip.

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 overnight field trips is the responsibility of the Superintendent.
- Overnight field trips will not be permitted in Grades K-7 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 international field trips is the responsibility of the Narragansett School Committee.
- At least five months prior to any anticipated 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)

1st Reading: April 12, 2006

Adopted: May 17, 2006

Revised:

1st Reading: April 8, 2009

2nd Reading: May 20, 2009

Narragansett School System
Narragansett, Rhode Island