

**FOSTER-GLOCESTER SCHOOL DISTRICT  
Glocester, RI**

**EDUCATIONAL FIELD TRIPS**

**PURPOSE:**

The purpose of this policy shall be to set forth School Committee expectations and procedures in regards to the conduct and carrying out of educational experiences outside the academic classroom, and off school premises, which are considered to be directly related and of specific value to a particular lesson or learning experience taking place in the classroom.

**DEFINITION:**

An educational field trip shall be referred to as an educational experience, which requires transportation and involves leaving the school grounds.

**POLICY STATEMENT:**

Because it is the consensus of educators that educational field trips place classroom work in a real life setting, motivates interest in units of study, provides common experiences to a group, permits variety in teaching methods, and broadens environmental background, educational field trips are encouraged and shall be included in the educational program of the Foster-Glocester Public Schools.

All educational field trips will relate directly to the particular class for which the field trip is planned, should involve students in the planning, should justify the time required for planning and conducting the educational experience, should be within the range of maturity and physical abilities of the class, and should be evaluated in terms of the learning gained. All students participating must be currently enrolled in Ponaganset High School or Ponaganset Middle School. A broad mix of chaperone participation from members of the community, who have passed background checks and are on the approved chaperones list, is encouraged.

**A. Requirements for In-State and Out-of-State Field Trips Within 100 Miles of the School.**

**1. Type of Trip Covered**

These procedures apply to all educational trips outside the District, but within the boundaries specified above, which are sponsored by the school, whether or not vehicles are owned by the school and at school or private expense.

2. Making Application

Each teacher contemplating a field trip requiring the use of transportation is to confer with the principal before making any arrangements. After securing the principal's tentative approval, the teacher is to get the permission of an official of the institution or point of interest to arrange for a group visit. The teacher is then to make out a field trip request form (#5306-A) and submit for the principal's approval. If approved, the application shall be forwarded to the Superintendent of Schools for final approval for making arrangements for a bus.

3. In the event of a cancellation, the teacher is responsible for notifying the Business Office to cancel bus transportation.
4. Field Trips under this category should have at least two chaperones unless otherwise approved by the building principal.

B. Requirements for Out-of-State Field Trips More than 100 Miles from the School

Field trips that are scheduled for out-of-state more than 100 miles from the school must, in addition to the requirements for an in-state / and out-of-state within the 100 mile boundary field trip, comply with the following additional requirements:

1. The field trip request form must be submitted to the Superintendent's Office as early as possible but under no circumstances later than thirty (30) days prior to the date of the trip.
2. Approval from the School Committee for an out-of-state field trip more than 100 miles from the school is required in the following instances:
  - When a trip is not presently listed in the administrative directive.
  - When the Superintendent deems that the trip may be controversial, may interfere with school time or where excess cost might be a factor.
3. Field Trips under this category should have at least two chaperones unless otherwise approved by the building principal.

C. Requirements for Overnight Field Trips

Overnight field trips, whether in or out of state, must meet the following requirements:

1. Meet all requirements for previously stated in-state field trips.
2. Complete an overnight field trip request form (#5306-B) and have it submitted as early as possible to the Superintendent's Office, but in no case later than thirty (30) days prior to the date of the trip. Approval of the School Committee is required before a final approval can be granted.
3. The names, addresses and telephone numbers of students and accompanying adults must also be on file.
4. Co-ed trips must have at least one male and one female chaperone.
5. All field trips under this category must have a student/chaperone ratio of a minimum of 10/1.
6. All field trips under this category must have a minimum of two chaperones, unless otherwise approved by the school committee.

D. School Sponsored International Field Trips

1. Any international field trip planned as part of the academic program or sponsored by an approved support group or organization, must receive tentative School Committee approval prior to the commencement of any fundraising activities.
2. All preceding requirements for overnight out of state field trips apply to international field trips. In addition, a complete itinerary for the trip must be provided prior to final approval. This itinerary will contain flight carrier, flight numbers and points of departure and arrival, if applicable. Means of transportation within the country/countries visited, accommodations, activities and sites must also be provided as well as contact phone numbers in case of emergencies.
3. The School Committee reserves the right to cancel, postpone or terminate any approved international field trip if deemed necessary for safety or security reasons. Organizers of such trips are advised to check the cancellation stipulations in advance of booking.

E. Non-School Sponsored Recreation Trips

1. Recreation 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. Such non-school sponsored trips may not be

promoted in the school nor use school related announcement procedures to promote non-school sponsored trips.

2. If these trips are organized or coordinated by any staff or faculty member or members, they are done so by those staff or faculty members as individuals and may not be promoted as being an activity of the Ponaganset Schools or of the Foster-Glocester Regional School District. Personal leave days may not be used for such recreational trips and any staff absences will be considered as unexcused.
3. As non-school sponsored trips, no recreational trips are covered or included within the school district's liability insurance and do not require School Committee approval. Parents must be advised that these recreational trips are privately arranged by the organizers, meetings or informational sessions may not take place during school hours and students' participation is solely dependent upon their parents' approval. Any loss of student school time due to a recreational trip will be considered as an unexcused absence and any and all class work must be made up.
4. All recreation trips shall be conducted outside of scheduled school class time.

First Reading:	April 8, 2003
Second Reading:	May 7, 2003
Revised First Reading:	October 7, 2008
Second Reading:	November 5 <sup>th</sup> , 2008
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Revised First Reading:	February 1, 2011
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Revision Adopted:	March 1, 2011
Revised First Reading:	June 18, 2013
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