

FIELD TRIP POLICY

The Chariho Regional School District recognizes that field trips are vehicles for expanding educational opportunities for all students. In keeping with this recognition and belief, the District encourages teachers to utilize field trips as a means to enhance the curriculum. The Committee may permit field trips which are financed from sources other than its own.

Field trips are local and regional off-site experiences directly related to and supportive of the curriculum for a class(es) of students or related group of students (i.e. band). The School Committee will budget for required field trips for grades kindergarten through grade five. The School Committee will also provide field trip funds for students in grades six through twelve, but will not mandate specific trips. Individual students and families will not be charged for field trips, but donations may be solicited. No trip will be approved if a certain funding source has not been identified.

Field trips (as defined above) do not include state, regional and national competitions for individual and small groups of students, do not include internships, do not include formal exchange programs and do not include work-based experiences for students enrolled in a career and technical program. Appropriate approvals are still required. No activity will be approved if a certain funding source (if needed) has not been identified.

Fundraising is permissible so long as individual students are not mandated to participate and meeting fundraising goals is not a requirement of participation on the trip. The School Committee may accept grants, federal and state funds, gifts and donations to support field trip participation. Public funds may not be used to support activities that have little to no relationship to the curriculum or program of studies.

REQUIRED FIELD TRIPS FOR ALL STUDENTS IN GRADES K-5

The following field trips, or approved alternatives, which are curriculum connected, will be experienced by each student in the grades indicated. This is a minimum field trip experience. Staff may, with the appropriate approvals, also schedule additional curriculum connected trips. No trip on the list below may be taken earlier or later in a student's experience. Field trips will not be approved that fail to meet Rhode Island's Basic Education Program (BEP) Regulation's definition of a quality expanded learning opportunity.

GRADE	DESTINATION
K	Kettle Pond
1	Casey Farm
2	South County Museum
3	URI Eco Exploration/Learning Landscape
4	Slater's Mill
5	Old Sturbridge Village

All field trips within Rhode Island and contiguous states (Connecticut and Massachusetts) must be approved by the Superintendent of Schools or his/her designee and meet the following conditions. All other out of state trips must be approved by the School Committee and must also meet the following conditions:

A. Chaperones:

1. All chaperones must adhere to the current Chariho Chaperone Protocol.
2. All chaperones must attend an orientation session to be qualified to serve as a chaperone.
3. All chaperones must adhere to the Volunteer Background Screening.
4. Guests, including siblings, are not allowed to accompany chaperones on field trips.

B. Field Trips (any trip financed by the School Committee) must adhere to the following:

1. Demonstrate relevance to the curriculum or be of educational value.
2. Be within each school, all classes within a grade (K-4), house, team, grade (5-8), department, special subject (9-12), should be included.
3. Self-contained special education classes must be included with the most appropriate group (identified in 2 above); additional separate trips for these students may be scheduled if desirable.
4. Transportation costs in excess of School Committee allocations may be funded in other ways (see above).
5. In no case shall a pupil be denied the opportunity to participate on a field trip on a financial basis.
6. There shall be adequate adult supervision on trips. A ratio of one (1) adult for each six (6) pupils is required on overnight and out of state field trips provided that each field trip shall be supervised by at least two adults.
7. Private vehicles may not be used to transport pupils.
8. Parents of pupils who will be participating are to be notified in advance and parental permission secured; attendance at school is required of pupils who will not be participating.

C. All Other Trips must adhere to the following:

1. The trip must be sponsored by an approved school-based entity (e.g., teacher, class, club).
2. There shall be adequate adult supervision on trips. A ratio of one (1) adult for each six (6) pupils is recommended, with a maximum of ten (10) pupils to one (1) adult provided that each field trip shall be supervised by at least two adults. A ratio of one (1) adult for each six (6) pupils is required on overnight and out-of-state field trips provided that each field trip shall be supervised by at least two adults.
3. Private vehicles may not be used to transport pupils.
4. Parents of pupils who will be participating are to be notified in advance and parental permission secured; attendance at school is required of pupils who will not be participating.
5. A field trip request form and accompanying documents must be presented to the School Committee at least four meetings prior to the date of the trip. Tentative approval for a field trip can be requested in advance. All supporting documents that have been secured to date must be attached to the request. Tentative approval of the School Committee may be granted contingent upon receipt of all required documentation at least two weeks in advance of the trip.

D. Cancellation of Trips: In the event of an emergency, the Superintendent and/or School Committee reserve the right to cancel a trip. The School Committee will not be liable for the loss of funds which may result from such a cancellation.

Exceptions to the conditions enunciated in B & C above must receive the approval of the Superintendent of Schools or his/her designee.

Selection of Bus Types

1. Typical school buses or the school van shall be used for all field trips with a one-way driving time of under two hours or less than 100 miles.
2. Coach-type buses or the school van may be used for trips in excess of two hours/100 miles or if the cost of a coach is less than the cost of a school bus.
3. All requests for field trip transportation of either a school bus or coach will be made via the transportation company that provides transportation services to the school district who will:
 - a. Provide all school buses and/or its own coach(es) for field trips as per contract arrangements.
 - b. Coordinate requests for use of a coach with other bus companies so as to provide a service to the district and to obtain the most competitive price.
4. If the district's transportation company cannot provide the services noted in Item 3, above, the school unit may proceed to secure field trip transportation from other sources via the building principal with the approval of the business office. Price competitiveness, service capability and appropriate insurance coverages are to be provided by the transportation company selected to provide the service.

Has the travel agent or tour operator completed the Hold Harmless Agreement?

Yes ___ No ___ (Attach completed document with application)

Has the travel agent or tour operator completed the General Liability Endorsement?

Yes ___ No ___ (Attach completed document with application)

Will a private transportation carrier be used for the transportation of students? Yes ___ No ___

If the answer is yes, please complete the information below.

_____ License Number _____

 (Name of Agency)

_____ Phone Number (___) ___ - ____

 (Address)

Has the transportation carrier completed the Hold Harmless Agreement?

Yes ___ No ___ (Attach completed document with application)

Has the transportation carrier completed the General Liability Endorsement?

Yes ___ No ___ (Attach completed document with application)

Sponsor/Advisor will have each student complete The Student Information and Permission Form. The Advisor/Sponsor will provide a copy of each student's information and permission form to his/her building level principal prior to departure.

(Required documents can be found on the Chariho website under “Staff Resources – District Forms”)

Revised 5-8-07, 5-26-09, 7-17-12, Revised and effective 3-24-15, Revised and effective 1-17-17; Revised 5-9-17, Effective 7-1-17; Revised 5-7-19, Effective 7-1-19; Revised and effective 7-23-19