

ADMINISTRATIVE REGULATION

FIELD TRIPS

PURPOSE:

These administrative regulations are established to provide direction and guidelines required for the utilization and implementation of field trips and experiences as may be requested in keeping with School Committee purpose, philosophy, and expectation.

REGULATIONS:

A field trip should offer an opportunity for pupils to observe or participate in activities which cannot be provided in school. The field trip should have a direct relationship to the instructional activities in the classroom and should be planned in advance so as to be a timely part of the curriculum. To assist principals and teachers in planning appropriate field trip experiences, the guidelines listed below have been established. A sample field trip request form accompanies this regulation.

1. Field trip requests must be submitted at least three weeks prior to the requested date on the forms provided.
2. Each field trip must be approved by the school Principal/supervisor and endorsed by the Superintendent or his/her designee.
3. If students are to be transported or otherwise leave school premises, i.e., walking, complete the "Transportation" form.
4. School buses are assigned by the Supervisor of Transportation. Do not contact individual drivers.
5. If there is an admission charge or other expense connected to the trip, the financing of the trip must be approved by the Principal and arranged so as not to exclude any student who is unable to meet the expense.
6. Chaperones must be provided in sufficient numbers to maintain order and supervise students at all times during the trip. The recommended ratio of students to adults is 10 to 1, unless otherwise approved by the Principal.

7. All chaperones must abide by all NKSD policies, specifically IJOC- School Volunteers and IJOC-R- Administrative Regulations for School Volunteers which require a Criminal Offender Record Investigation (CORI) background check before attending any school field trips.
8. Only those students designated to participate in the field trip, teachers, and other adult chaperones may ride on the buses. Adult supervisors must be present on the buses at all times. Only students, teachers and authorized chaperones will be allowed to participate in the field trip; no other individuals will be allowed to participate in ANY part of the field trip.
9. The educational objectives of the field trip must be clearly stated on the "Objectives Form."
10. Identify the curriculum area for which the trip is being planned, i.e., American Literature, US History, Art, etc.
11. The request form will be returned to the Principal as soon as the trip has been endorsed and the bus has been assigned. The teacher(s) conducting the field trip will complete the "Evaluation" portion of the form and return the form to the Principal who will forward it to the Superintendent or designee. The "Evaluation" should be completed after the follow-up activities have been completed and should indicate to what extent the "Objectives" have been achieved.
12. A copy of all approved request forms will be sent to the Supervisor of Cafeteria Services. Boxed lunches will be available to students with 24 hours notice to the Supervisor of Cafeteria Services.
13. The bus contractor shall submit a copy of the bill to the North Kingstown School Department business office for payment.
14. No field trips shall be taken during the last two weeks of school without the permission of the Superintendent of Schools.

Adopted: 10/28/80

Amended: 2/4/91; 6/5/95; 6/26/07; 9/14/10

NORTH KINGSTOWN SCHOOL DEPARTMENT  
EDUCATIONAL FIELD TRIPS  
OBJECTIVES

SCHOOL: DATE OF REQUEST:

TEACHER(S) REQUESTING TRIP:

DATE OF TRIP:

DESTINATION:

(Please state name and address)

NUMBER OF STUDENTS: NUMBER OF BUSES:

TYPE OF TRANSPORTATION: NORTH KINGSTOWN SCHOOL BUS or

COMMERCIAL BUS --NAME OF BUS COMPANY

DEPARTURE TIME FROM SCHOOL: RETURN TIME TO SCHOOL:

CURRICULUM AREA(S):

BILL TO:

FIELD TRIP REQUEST MUST BE SUBMITTED TO SUPERINTENDENT'S OFFICE THREE (3) DAYS PRIOR TO TRIP.

EDUCATIONAL OBJECTIVES:

PRINCIPAL/SUPERVISOR APPROVAL: DATE:

SUPERINTENDENT APPROVAL: DATE:

TRANSPORTATION ASSIGNED: DATE:

EVALUATION:

TEACHER(S):