

FOSTER-GLOCESTER SCHOOL DISTRICT
Glocester, RI
EDUCATIONAL OUT-OF-SCHOOL LEARNING EXPERIENCES

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 to and of specific value to a particular lesson or learning experience taking place in the classroom.

DEFINITION:

An educational Out-of-School Learning Experience shall be referred to as an educational experience, which requires transportation and involves leaving the school grounds. Out-of-School Learning Experiences are off-site excursions directly related to and supportive of the curriculum¹.

POLICY STATEMENT:

It is the consensus of educators that educational experiences out of the school building brings classroom learning to 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. Accordingly, Out-of-School Educational Experiences are encouraged and shall be included in the educational program of the Foster-Glocester Public Schools. Such learning experiences shall meet Rhode Island's Basic Education Program (BEP) Regulation's definition of a quality expanded learning opportunity.²

All educational experiences will relate directly to the particular class for which the experience 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.

OUT-OF-SCHOOL LEARNING EXPERIENCES APPROVAL PROCESS:

All District-sponsored trips require pre-approval by the Superintendent of Schools or his/her designee. All Out-of-State and/or Over-Night District-Sponsored Learning Experiences require

¹ R.I. Gen. Laws § 16-2-9(a)(9).

² 200-RICR-20-10-1.1.2(A).

pre-approval by the Superintendent of Schools or his/her designee and the School Committee. No activity will be approved if a certain funding source (if needed) has not been identified.

FUND RAISING EFFORTS:

Special fundraising efforts may be permitted for the purpose of supplementing a school's Out-of-School Learning Experience.

- Students shall not be required to either participate in fundraising efforts or to meet individual fundraising targets in order to participate in a District-sponsored Out-of-School learning experience.³
- The School Committee may accept grants, federal and state funds, gifts and donations to support field trip participation.

REQUIREMENTS:

A. Requirements for School Sponsored In-State and Out-of-State Learning Experience Within 100 Miles of the School.

1. These procedures apply to all educational experiences 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. All students that are members of the class or group attending the learning experience may participate in the experience free of charge. No student shall be prevented from attending the experience based on academic standing. Students may remain at the school and be provided alternative learning materials if parent/guardian written permission is not obtained on or before the day of the trip.
3. Making Application: Each teacher contemplating an Out-of-School Learning Experience 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 an Out-of-School Learning Experience request form (#5306-A) and submit for the principal's approval. If approved, the application shall be forwarded to the Assistant Superintendent of Schools for final approval. Out-of-School Learning Experience Request Forms must be submitted at least 2 weeks prior to the date of experience.
4. Permission slips may be distributed after approval from the Assistant Superintendent's Office.

³ R.I. Gen. Laws § 16-38-6.

5. In the event of a cancellation, the teacher is responsible canceling bus transportation.
6. Learning experiences under this category should have at least two chaperones unless otherwise approved by the building principal.

B. Requirements for Out-of-State Learning Experiences more than 100 Miles from the School

Learning experiences 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 Learning Experience within the 100 mile boundary experience, must comply with the following additional requirements:

1. The Out-of-School Learning Experience request form must be submitted to the Assistant 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 Learning Experience more than 100 miles from the school is required when a trip is not presently listed in the administrative directive.
3. Out-of-School Learning Experience under this category should have at least two chaperones unless otherwise approved by the building principal.
4. Application process and permission slip distribution is the same as for School Sponsored In-State and Out-of-State Learning Experience within 100 Miles of the School.

C. Requirements for Overnight Out-of-School Learning Experiences

Overnight Out-of-School Learning Experience, whether in or out-of-state, must meet the following requirements:

1. Meet all requirements for previously stated for In-State Learning Experiences.
2. Complete an overnight Out-of-School Learning Experience request form (#5306-B) and have it submitted as early as possible to the Assistant 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 learning experiences under this category must have a student/chaperone ratio of a minimum of 10/1.
6. All learning experiences under this category must have a minimum of two chaperones, unless otherwise approved by the school committee.
7. Application process and permission slip distribution is the same as for School Sponsored In-State Learning Experiences.

D. School Supported Recreational Experiences

1. School Supported Recreational Experiences are defined as any recreational experience planned to compliment and expand student activity groups that are held outside of the school day or year. These activities must receive Principal **and** Assistant Superintendent approval prior to the commencement of any fundraising activities. Any overnight extended recreational experiences will also require School Committee approval prior the commencement of any fundraising activities.
2. Application process and permission slip distribution is the same as for School Sponsored In-State Learning Experiences.
3. All preceding requirements for Out-of-School Learning Experiences and/or overnight Out-of-State Learning Experiences apply to recreational experiences. In addition, a complete itinerary for the recreational trip must be provided prior to final approval. This itinerary will contain all means of travel accommodations (such as flight carrier, flight numbers and points of departure and arrival, if applicable), lodging accommodations (if applicable), and activities as well as contact phone numbers in case of emergencies.
4. The School Committee reserves the right to cancel, postpone or terminate any approved recreational activity if deemed necessary for safety or security reasons. Organizers of such trips are advised to check the cancellation stipulations in advance of booking.
5. Students may be charged and/or fundraising activities may be organized to supplement or reduce the cost to individuals for recreational experiences. District resources will not be used to fund these activities.
6. Examples include afterschool or during vacations activities such as, but not limited to, Washington DC trip, Whitewater Rafting, Ski Trips, Band/Chorus Music Festivals, and NYC trips that are directly tied to the school curriculum.

E. Non-School Sponsored Recreational Trips

1. Non-School Sponsored Recreational trips are trips, within state, out-of-state or international, which involve students and 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 trips⁴
2. If these trips are organized or coordinated by any staff or faculty member, they are done so by those staff or faculty members in their personal capacity, not as employees or representatives of the Foster-Glocester Regional School District. The Foster-Glocester Regional School District assumes no responsibility for the care and control for any student, staff, faculty, or other attendee of a Non-School Sponsored Recreational Trip. As such, any staff or faculty member participating in a Non-School Sponsored Recreational Trip is **not** covered, protected, or indemnified by the District. Any staff or faculty member participating in these trips does so with the full knowledge that the staff or faculty member is acting as an individual and should seek appropriate legal advice to determine their individual responsibility/liability for organizing or participating in these trips. These trips 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 Recreational Trips, these trips are **not** covered or included within the school district's liability insurance and do not require School Committee approval. As such, students, parents, staff and faculty members must be advised by the trip organizer that these recreational trips are privately arranged by the organizers and not associated with the Foster-Glocester Regional School District. 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 Non-School Sponsored recreation trips shall be conducted outside of scheduled school class time.

First Reading:	April 8, 2003	Second Reading/Adoption:	May 7, 2003
First Reading:	October 7, 2008	Second Reading/Adoption:	November 5 th , 2008
First Reading:	February 1, 2011	Second Reading/Adoption:	March 1, 2011
First Reading:	June 18, 2013	Second Reading/Adoption:	August 6, 2013
First Reading:	June 4, 2019	Second Reading/Adoption:	August 6, 2019

⁴ R.I. Gen. Laws § 16-38-6.