

# Policies

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## Westerly Public Schools Field Trips – Student Travel

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Westerly Public Schools recognizes that field trips are opportunities for expanding educational experiences for all students. Field trips are off-site excursions directly related to and supportive of the curriculum<sup>1</sup>.

The School Committee will appropriately budget for District-sponsored educational field trips. Such field trips shall meet Rhode Island's Basic Education Program (BEP) Regulation's definition of a quality expanded learning opportunity.<sup>2</sup> Individual students and families will not be charged for District-sponsored field trips. District funds may not be used to support activities that have little or no relationship to approved curriculum or program of studies.

The school staff, under the direction of the administration, shall take all reasonable and prudent steps to safeguard the physical and educational welfare of participating students. The Administration may place restrictions upon student's participation when required.

All District-sponsored field trips require pre-approval by the Superintendent of Schools or his/her designee. All out-of-state and/or overnight District-sponsored field trips require 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.

Special fundraising efforts may be permitted for the purpose of supplementing a school's field trip budget. 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 field trip.<sup>3</sup> The School Committee may accept grants, federal and state funds, gifts and donations to support field trip participation in accordance with Policy 3090 Grant Funding, Policy 3091 Grant Procedures and Policy 3087 Donations and Gifts.

Recreational 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 or paid for with District funds or resources (including staff time). Such trips may not be promoted in the school during school hours.<sup>4</sup>

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<sup>1</sup> R.I. Gen. Laws § 16-2-9(a)(9)

<sup>2</sup> 200-RICR-20-10-1.1.2(A)

<sup>3</sup> R.I. Gen. Laws § 16-38-6

<sup>4</sup> R.I. Gen. Laws § 16-38-6

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Recreational trips organized by, coordinated by, or participated in by staff or faculty members.

- Staff or faculty members organizing or participating in a recreational trip shall act only in their individual capacity and not as employees or representatives of the District.
- Such trips shall not be promoted as an activity of the District.
- Staff and faculty shall not be paid by the District for such time on recreational trips.
- Staff and faculty members may not use personal leave or sick days for such recreational trips and any staff absences will be unexcused.
- Recreational trips are not covered or included within the District's liability insurance.
- Parents shall 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 dependent upon their parents' approval.
- Any loss of student school time due to a recreational trip will be an unexcused absence.

Adopted: September 6, 1995  
Revised: November 4, 2002  
Revised: January 3, 2007  
Revised: October 7, 2009  
Revised: June 5, 2013  
Revised: October 9, 2019