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FIELD TRIPS AND EXCURSIONS

The Board of Education recognizes the desirability of providing off-campus experiences which will enhance the educational program of the school system. For this reason approval of Field Trips will go through the Principal of each building, followed by the by the Superintendent of Schools and then finally the Board of Education. Factors relevant in consideration of approval of such field trips may include the relationship and relevance to the curriculum, the distance of the trip, availability of transportation, the cost involved, weather conditions, and full utilization of transportation.

AUTHORIZATION:

1) A teacher or administrator must first obtain approval from his/her building Principal.

To obtain approval the following criteria must be met:

- a) A complete trip itinerary must be presented to the Principal for approval. It must contain, dates, cost, transportation routes, insurance, chaperones, school notifications or provisions (substitute teachers if needed), and educational significance to the curriculum.
 - b) Day field trips must be submitted at least one month prior to the trip date. Overnight field or Out of State trips must be submitted at least three months in advance of the planned trip.
- 2) Once approved by the Principal, it will be sent to the Superintendent of Schools for his/her approval, followed by the approval of the Board of Education at a public meeting.
- 3) At the secondary level approval by the department chairperson and/or coordinator must be obtained before submission.

PLANNING:

- 1) Once the trip has been approved it will be the responsibility of the teacher or administrator to receive a signed permission form from the parent or legal guardian of each student attending the field trip.
- 2) It will also be the responsibility of the teacher or administrator to provide the proper number of teachers and chaperons to protect the safety of all Lindenhurst students. The proper ratio of chaperons will be, for elementary grades 7:1. For secondary grades the ratio will be 10:1. Overnight trips will have a ratio of 5:1. (Note: At any time the Principal, Superintendent or Board of Education has the right to change the ratio of chaperons to students depending on the field trip location). All chaperons must be 21 years of age.

3) Overnight or Out of State Field Trips:

All overnight or out of state field trips should be limited to secondary school students. In addition, any overnight and/or out of state field trips that are not related to a competition/special event should be scheduled for a time when school is not in session (i.e., February recess, three-day weekends, etc.).

TRANSPORTATION:

The district will provide transportation to students for field trip to and from the point of departure or to the appropriate school in the district unless:

- 1) The parent or legal guardian of a student participating in such event has provided the district with a written notice authorizing an alternative form of return transportation for the student; or
- 2) Intervening circumstances make such transportation impractical.

Where intervening circumstances have made transportation back to the point of departure or to the appropriate school in the district impractical, a teacher or administrator of the district shall remain with the student until such student's parent or legal guardian has been contacted and the student has been delivered to his/her parent or legal guardian.

Ref: Education Law §§1604; 1709; 1804; 1903; 2503; 2554; 2590-e

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