


GENEVA COMMUNITY UNIT SCHOOL DISTRICT #304
Office of the Superintendent

TO: Tom Rogers, Principal, Geneva Community High School
Scott McPeak, Assistant Principal, Geneva Community High School

FROM: Kent D. Mutchler 

SUBJECT: Geneva High School Robotics Club Out-of-State Trip Request

DATE: January 15, 2014

I have reviewed the proposal submitted by Mary Keyzer regarding a Geneva High School Robotics Club out-of-state trip to Cleveland, Ohio March 19 – 23, 2014, as described in the correspondence dated January 14, 2014 from Scott McPeak.

This memo acknowledges receipt of and grants approval for approximately fifteen (15) Geneva High School Robotics Club students to participate in the out-of-state trip to Cleveland, Ohio in March 2014 in accordance with Board of Education Policy 2340, *Field and Other District-Sponsored Trips*.

As the trip is within the continental United States, it does not require Board of Education approval. I will notify the Board of this request.

KDM/pb

Cc: Board of Education
Mary Keyzer, GHS Robotics Club Sponsor

Attachment: Policy 2340

Memo



Office of the Assistant Principal

Date: January 14, 2014
To: Dr. Kent Mutchler
From: Scott McPeak
Re: Out-of-state Field Trip Request

The following information pertains to a request made by a GHS faculty member and club sponsor to attend an event outside the State of Illinois:

Event: Robotics Buckeye Regional

Trip Destination(s)/Date(s): Wolstein Center, Cleveland, OH. March 19-23, 2013

Length/time of trip: The trip will be a five day trip from Wednesday-Sunday

Staff Members: Mary and Kevin Keyzer (sponsors)

Group: Robotics Club

of Students: 15+

of Chaperones (if app.): 2

Transportation: TBA

Total Cost of trip: \$Approximately \$400-\$450 for food, transportation and lodging.

How the trip will be paid for: Private Sponsorship from The Label Printers. Student fees to pay for food and lodging.

Educational Benefit of trip: The Robotics was established to provide an opportunity for GHS students to learn about design, engineering and technology while building a robot that executes a particular game objective. Each student learns about possible careers and opportunities in the engineering world.

Cc:
Pam Burgeson
Tom Rogers
Mary Keyzer

FIELD AND OTHER DISTRICT-SPONSORED TRIPS

FIELD TRIPS

The Board of Education encourages field trips when the experiences complement the District curriculum and contribute to the District's educational goals. Therefore, the Board encourages teachers to explore the immediate geographic area to find rewarding and relevant field trip sites. Teachers/sponsors are to consider financial implications to the District and/or families when planning field trips.

The District recognizes three (3) types of field trips: curricular, co-curricular, and extra-curricular. Parents have the right to refuse permission for their child to attend a field trip. If the student does not attend a field trip due to a parent's refusal to grant permission, the student will be required to be in attendance at school and will be assigned an alternate activity.

Curricular Field Trips

A curricular field trip is an activity which occurs beyond the school grounds and is sponsored by a class or school. Such field trips reinforce the District's curriculum and are considered extensions of the classroom. Such trips generally take place within, but are not limited to, the set school day.

Co-Curricular Field Trips

A co-curricular field trip is sponsored by the School District or by a school sanctioned organization or club. Participation in a co-curricular field trip is only available to members of the school organization or club. Participation is voluntary. Co-curricular field trips are generally held outside of the regular school day.

Extra-Curricular Field Trips

An extra-curricular field trip is sponsored by a certified employee of the School District, and is designed to enhance the Board approved curriculum. Extra-curricular field trips are conducted outside of the school day and are open to qualified students enrolled in District schools at the appropriate grade levels, on a voluntary basis. All extra-curricular field trips outside of the continental United State of America must be approved by the Board of Education.

Procedures and Guidelines for Field Trips

The Superintendent, or designee, is responsible for establishing operating procedures and guidelines for the approval and execution of all field trips. All guidelines established by the Superintendent, or designee, must be followed throughout all field trips, from planning to completion.

Cancellation of Field Trips

Local, national, or international field trips may be cancelled at any time by the Superintendent of Schools, building administrator or Board of Education if it is determined that cancellation is in the best interest of students' safety or well being. The District will make every effort to minimize the financial loss in the event of cancellation, but will not be responsible for reimbursing students and parents for *any* non-refundable fees.

Unauthorized Field Trips and Tours

- A. Any trip involving Geneva students and staff members which has not been approved by the administration and/or Board of Education will not be covered by District insurance policies.
- B. Staff members participating in unauthorized trips will not be covered by Workman's Compensation in the event of an injury or accident.
- C. Staff members may not use instructional or classroom time, (including study hall or lunch times), facilities, or services, (including District e-mail), to publicize, communicate, or organize any unauthorized student trips or to recruit students for the trip.
- D. No advertisement for unauthorized field trips may be posted on District property.
- E. Staff members may not provide student names, addresses, or phone numbers for the purposes contacting students with information related to an unauthorized field trip.
- F. Students may not engage in any fund-raising projects during the regular school day or on any District property for any unauthorized trip.
- G. No sponsor or staff member may use the District 304 name or any District 304 school name in any form or manner in connection with an unauthorized student trip.