


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 International Club Out-of-State Trip Request

DATE: November 14, 2013

I have reviewed the proposal submitted by Lynn Fors, regarding a Geneva High School International Club out-of-state trip to West Allis, Wisconsin, on Sunday, November 24, 2013.

This memo acknowledges receipt of and grants approval for approximately 14 GHS International Club students to participate in the out-of-state trip to the West Allis, Wisconsin on November 24, 2013 in accordance with Board of Education Policy 2340, *Field and Other District-Sponsored Trips*.

As this 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
Lynn Fors, GHS International Club Sponsor

Attachment: Policy 2340

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 of contacting students with information related to an unauthorized field trip.

policy

**BOARD OF EDUCATION
GENEVA COMMUNITY UNIT
SCHOOL DISTRICT #304**

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- 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.

105/22.29(b), 29-3.1

Adopted 9/25/06
Revised 8/27/12

Memo



Date: November 12th
To: Dr. Kent Mutchler
From: Scott McPeak
Re: Out-of-state Field Trip Request

Cc: Pam Burgeson, Tom Rogers, Lynn Fors

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:

Destination/Event:	Holiday Folk Fair International, Wisconsin Exposition Center at Wisconsin State Fair Park, 8200 West Greenfield Avenue, West Allis, Wisconsin 53214
Date of trip:	Sunday, November 24, 2013
Length/time of trip:	8:00 am until 6:00 pm
Staff Member:	Lynn Fors
Group:	International Club with some members of AFS (contact Robbin Lang)
# of Students:	approximately 14
# of Chaperones (if app.):	2-3
Transportation:	mini bus
Total Cost of trip:	\$10.00 per student (apprx)
How the trip will be paid for:	Individual students. Possibly an International Club fundraiser to off-set the cost.
Educational Benefit of trip:	Introduce members of the GHS International Club to a truly multi-cultural event that features cultural traditions of 53 different ethnic groups. Activities and events will include the following:

A world of cultures and customs are united in peaceful solidarity to be felt, listened to and tasted through a variety of honored family recipes, artifacts, ethnic music and spirited folk dances at the Holiday Folk Fair *International*.

World Cafe

An assortment of time honored recipes passed down through generations will introduce you to distinct and extraordinary flavors that will certainly awaken your taste buds.

International Bazaar

Centuries of skilled artisans from distant lands have created characteristic treasures to be on display for a distinguishing shopping experience.

Music Pavilion

TBA

Heritage Lane

Discover the Egyptians' unique customs and others from around the world by interacting with diverse cultures that are brought to life through captivating exhibits.

Coffee House

Take a break in a comforting atmosphere where you can relax with friends and family and listen to music of the world while enjoying Italian biscotti or a homemade Scottish scone along with a cup of coffee, tea, or espresso drinks.

Living History

A historic Revolutionary War encampment will be reenacted: complete with participants dressed in authentic uniforms portraying everyday life in a 1776 army camp.

Education Day

Students will have the opportunity to personally experience global connections at ethnic displays, workshops, mini language classes, demonstrations, music and dance performances, food sampling and a marketplace.

*Additional information can be viewed at: <http://www.folkfair.org/index.html>