

## 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 States 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.

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

PROGRAM  
2340/page 3 of 3

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