


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 Ultimate Frisbee Club Out-of-State Trip Request

DATE: April 9, 2014

I have reviewed the proposal submitted by Joe Schoen, sponsor, regarding a Geneva High School Ultimate Frisbee Club out-of-state trip to Ames, Iowa, May 16 - 18, 2014, as described in correspondence dated November 11th, from Scott McPeak.

This memo acknowledges receipt of and grants approval for approximately fourteen (14) Geneva High School Ultimate Frisbee Club students to participate in the out-of-state trip to Ames, Iowa, for the USA Ultimate Central Championships Tournament, in accordance with Board of Education Policy 2340, *Field and Other District-Sponsored Trips*. The policy for overnight trips is attached.

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

KDM/pb

Cc: Board of Education
Joe Schoen, GHS Ultimate Frisbee Club Sponsor

Attachments:
McPeak Trip Request Memo; Schoen Player/Parent Information Letter
Policy 2340

Memo

Date: November 11th
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: USA Ultimate Central Championships Tournament, Ames, IA

Trip Destination(s)/Date(s): May 16, 17, and 18: Iowa State University, Ames, IA

Length/time of trip: Leave Friday after school, Return Sunday about 8-9pm

Staff Member: Joe Schoen (Head Coach)

Group: Varsity Ultimate Frisbee Team

of Students: 14 (approximately)

of Chaperones (if app.): 2-4

Transportation: 14 passenger bus

Total Cost of trip: ~\$200± for tournament costs and housing costs

How the trip will be paid for: Student funded

Educational Benefit of trip: This is like the national championship for high school ultimate. We are one of the top three teams in the State of Illinois. It is an honor for us to compete in this tournament, and a great experience for our team.

Cc:
Pam Burgeson, Tom Rogers, Joe Schoen



USAU Central Championships Information Letter Spring 2014



Greetings Players and Parents.

Our bid has been accepted to compete at the USAU Central Championships in Ames, IA on the Iowa State University Campus on Saturday, May 17th and Sunday, May 18th! The best High School Ultimate teams in the region will converge on the fields of the Iowa State University SE Intramural Fields (Iowa State University SE Recreation Fields, Google Map), where Girls and Open Division champions will be crowned. Coach Vieau and I will be taking our varsity team to compete with other schools around the Central US.

Schedule: We will be leaving on Friday, May 16th from GHS at 3:30pm, competing in the tournament all day (~8am-5pm) Saturday and Sunday, and returning Sunday, May 18th about 8-9pm.

Lodging: I will be reserving rooms at the AmericInn in Ames, IA (2507 SE 16th Street, Ames, IA 50010, 515-233-1005) for lodging on Friday and Saturday night as soon as I hear back from players.

Food: Breakfast will be provided at the hotel on Saturday and Sunday, lunch and snacks will be provided on the field on Saturday and Sunday, and Saturday dinner will be provided for players during a special event on Saturday night. Players will need to bring extra money for dinner on the road for Friday and Sunday evenings.

Costs: Players may also want to bring extra money to purchase discs, apparel, and merchandise on the weekend. The cost per player will be \$150 (lodging, tournament fee, coach's lodging—bus and gas are paid by GHS!) and will be due by Friday, April 25th. **Confirmation that a player will be going to the tournament needs to be communicated to Coach Schoen by Tuesday, April 15th so Coach Schoen can make hotel reservations.**

More Info: The 2014 USA Ultimate High School Central Championships website will be updated with information regarding the tournament in the coming weeks.

Contact Info: If you have any questions, please do not hesitate to ask (in person, via cell at 630-781-5637, or via email at vikingsultimate@gmail.com).

Coach Schoen

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.

105/22.29(b), 29-3.1

**Adopted 9/25/2006
Amended 8/27/2012**