

INSTRUCTION

Field Trips

Field trips are permissible when the experiences are an integral part of the school curriculum and/or contribute to the District's educational mission.

The District recognizes two types of field trips, co-curricular and extra-curricular.

Co-Curricular Field Trips

A co-curricular field trip is an activity that is associated with the curriculum, is generally required for class credit, 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. All co-curricular field trips outside of the continental United States of America must be approved by the Board of Education.

Extra-Curricular Field Trips

An extra-curricular field trip is sponsored by the school district or by a school-sanctioned organization or club. Participation in an extra-curricular field trip is only available to members of the school organization or club. Participation is voluntary. Extra-curricular field trips are generally held outside of the regular school day. 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 or designee, 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 even of cancellation, but will not be responsible for reimbursing students and parents for any non-refundable fees.

Unauthorized Field Trips and Tours

1. Any trip involving Oswego students and staff members that has not been approved by the administration and/or Board of Education will not be covered by District insurance policies and insurance must be provided on their own.
2. Staff members participating in such trips will not be covered by Workman's Compensation in the event of an injury or accident.
3. Staff members may not use instructional or classroom time, (including study hall or lunch times), facilities, or services, (including District email), to publicize, communicate, or organize any unauthorized student trips or to recruit students for the trip.
4. No advertisement for unauthorized field trips may be posted on District property.
5. Staff members may not provide student names, addresses, or phone numbers for the purposes contacting students with information related to an unauthorized field trip.
6. Students may not engage in any fund-raising projects during the regular school day or on any District property for any unauthorized trip.
7. No sponsor or staff member may use the District 308 name or any District 308 school name in any form or manner in connection with an unauthorized student trip.

All field trips must have the Building Principal's prior approval except that field trips beyond a 200-mile radius of the school or extending overnight must have the prior approval of the Superintendent or designee. The following factors are analyzed when determining whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip, and (2) are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for free or reduced school lunches. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to danger to students, staff, or chaperones. Monies deposited may be forfeited.

LEG Ref.:

105 ILCS 5/10-22.29b, 105 ILCS 5/29-3.1.

CROSS REF: 6:10 (Educational Philosophy and Objectives) 7:270 (Administering Medicines to Students)

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