

Instruction

Field Trips

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

All field trips must have the Superintendent or designee'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 School Board. The Superintendent or designee shall analyze the following factors to determine 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 a fee waiver under Board policy 4:140, *Waiver of Student Fees*. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.

Non-School-Sponsored/Unaffiliated Trips

Privately arranged trips, including those led by District staff members, shall not be represented as or construed to be sponsored by the District or school. The District does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them.

District employees who, in their personal capacity (either individually or on behalf of a third-party trip organizer), arrange private trips potentially involving OTHS students must adhere to the following guidelines:

1. School resources shall not be used for privately arranged student trips.
2. All materials publicizing the privately arranged trip must include a notation that the trip is not sponsored by or in any way affiliated with the District.
3. Materials publicizing the privately arranged trip must not be distributed in a manner that could imply that the trip is District-affiliated or District-sponsored (e.g., materials cannot be distributed solely to OTHS students in a particular class or who have had a particular teacher, materials should not be limited to OTHS students only).
4. District employees shall not solicit students during instructional time or through the use of district-provided student email accounts.
5. Any private trips arranged by District employees involving students from OTHS must include the parent acknowledgment and sign-off below:

"I, _____ (parent/guardian), being the parent/guardian of _____ (child), understand and acknowledge that, although my child's trip to [LOCATION] from [START DATE] to [END DATE] is being organized and/or chaperoned by [EMPLOYEE'S NAME], and he/she is employed in O'Fallon Township High School District 203, this trip is not part of his/her employment in the District and is not sponsored by or affiliated with O'Fallon Township High School District 203. Accordingly, I

understand and acknowledge that O'Fallon Township High School District 203 assumes no responsibility, liability, or supervisory accountability associated with this trip, and on behalf of myself and my child, I hereby release the O'Fallon Township High School District 203, its Board of Education, and its individual Board members, officers, employees, and representatives, and their respective successors and assigns, from any and all liability, damages, and claims my child or I may have related to this trip.
_____ (parent/guardian signature) _____ (date)''

LEGAL REF.: 105 ILCS 5/29-3.1.

CROSS REF.: 4:140 (Waiver of Student Fees), 6:10 (Educational Philosophy and Objectives), 7:10 (Equal Educational Opportunities), 7:270 (Administering Medicines to Students)