


GENEVA COMMUNITY UNIT SCHOOL DISTRICT #304
Office of the Superintendent

TO: Tom Rogers, Principal
Geneva Community High School

FROM: Kent D. Mutchler 

SUBJECT: Geneva High School Choir Students Out-of-State Trip

DATE: July 8, 2013

I have reviewed the proposal submitted by Roxanne Curtis, regarding a Geneva High School Choir Students out-of-state trip to Nashville, TN, in February 2014.

This memo acknowledges receipt of and grants approval for approximately 110 GHS Choir students (concert choir, jazz choir, treble choir and varsity choir) to participate in the out-of-state trip to the Nashville, TN, February 26 through March 2, 2014 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
Roxanne Curtis, Instructor/Trip Sponsor/Chaperone

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 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.

MEMO—Office of the Principal

Date: July 2, 2013
To: Dr. Kent Mutchler
From: Tom Rogers
Re: Out-of-State Choir Trip



Geneva High School requests permission for the Geneva High School Choir students to participate in an out-of-state field trip to Nashville, Tennessee. The concert choir, jazz choir, treble choir and the varsity choir will have several opportunities to perform at different venues and tour places in the Nashville area. Tentative itinerary and trip details are as follows: (Please review the attached documentation for more information)

1. Trip Dates: Depart → Wednesday, February 26, 2014
Return → Sunday, March 2, 2014
2. Number of Students Attending: Approximately 110 students
3. Transportation: Bus carrier to be determined
4. Cost of Trip: \$993.00 (approximately) per student
5. Adult Chaperone: Roxanne Curtis, Choir Director
Sarah Jenks, Accompanist
6. Goals:
 - a. Provide a musical experience in a different venue.
 - b. To continue to build and maintain a network of communication nationwide with our music teachers and students in music education.
 - c. To strive for continued excellence for our students in the field of music performance.

GENEVA COMMUNITY HIGH SCHOOL, GENEVA, IL
CONCERT CHOIR, JAZZ CHOIR, VARSITY CHOIR, TREBLE CHOIR
TRIP TO NASHVILLE – February 26 – March 2, 2014
TRIP #14-07067

COST: \$993.00 per Student
\$100.00 per Adult (10)

Trip cost is based on **123** participants. (110 students, 13 adults)

All students to be housed in quad rooms with overflow in a triple or double. **Three** adults will be housed in single rooms.

10 adults are to be housed in double rooms.

Additional requested triple rooms will be charged **\$1,079.00** per person, additional requested double rooms will be charged **\$1,250.00** per person and additional requested single rooms will be charged **\$1,763.00**.

Above price includes **1 quad** occupancy rate complimentary trip per **38** paid participants, which will appear on your invoice as a credit of **\$993.00** each. (Currently **3** with **114** paid participants)

The maximum seats available are **166**. Your final invoice will reflect a charge of **\$134.00** for each person under **123**, or a credit of **\$134.00** for each person over **123** to cover the fixed cost of motorcoaches (based on three 56-passenger motorcoaches). *If numbers increase or decrease, affecting the number of motorcoaches, your Travel Agreement will be revised to reflect the change and probable price adjustment.*

THE TOUR INCLUDES:

- * Round trip transportation aboard first class, air-conditioned, DVD equipped motorcoaches
- * First-class accommodations for four nights in the Nashville area
- * Four dinners

- * The District / Opryland Hotel Tour
- * Opry Mills / Belle Meade Plantation / General Jackson Dinner Cruise
- * Ryman Auditorium / Country Music Hall of Fame and Museum
- * RCA Studio B Tour / Wildhorse Saloon
- * The Hermitage / Tour of the Grand Ole Opry / Opry Mills / Performance of the Grand Ole Opry (\$36.00 allotted each)

- * Private night time hotel security
- * Group Travel Videos Package for each student and group leader(s)
- * All trip planning and arrangements
- * Services of our company tour manager for your entire stay in Nashville
- * Member of the Student Youth Travel Association
- * \$2,000,000 Liability Insurance
- * SYTA Consumer Protection Plan Coverage
- * Optional travel insurance is available for per person and follows Educational Tours, Inc.'s cancellation policy
- * All gratuities and fuel surcharges
- * Based on tariffs in effect 4/13/13 and subject to availability at time of booking
- * Health and accident insurance coverage, including medical evacuation, up to \$2,500 per person included for all participants

- * 1-800-654-4560 Emergency phone service, answered 24 hours, provided for your peace of mind while the trip is in progress

GENEVA COMMUNITY HIGH SCHOOL, GENEVA, IL
CONCERT CHOIR, JAZZ CHOIR, VARSITY CHOIR, TREBLE CHOIR

TRIP #14-07067

DIRECTOR: Roxanne Curtis Expected Board Approval Date:

ADDRESS: 416 Mckinley Ave, Geneva, IL 60134

SCHOOL PHONE: (630) 463-3800 **SCHOOL FAX:** (630) 463-3809

HOME PHONE: (630) 406-1395 **CELL PHONE:** (630) 638-1396

E-MAIL ADDRESS: rcurtis@geneva304.org

Finance/ Booster: Address/Email: Phone:

PAYMENT SCHEDULE (4 payments scheduled) Breakdown example: \$250.00 x *110 paying participants = \$27,500.00
***the ten adults payments are not figured until the final payment due.**

DUE DATE AMOUNT

1st PAYMENT 09/07/14 \$27,500.00

2nd PAYMENT 10/07/14 \$27,500.00

3rd PAYMENT 11/07/14 \$27,500.00

ROOM LIST 12/28/13 (60 DAYS) ROOM LIST IS DUE

FINAL PAYMENT 01/07/14 (50 DAYS) \$ Balance-based on actual numbers – TBD from Room list numbers

BALANCE DUE - to be adjusted on numbers submitted on rooming list no later than 60 days prior to departure. If participant numbers fluctuate by 15% or more, a price revision might be required

FINAL PAYMENT must be made 50 days prior to departure. Late payments or late rooming lists may result in an increase in cost. All balances must be paid in full prior to departure.

TRIP INSURANCE – By signing below, the group leader acknowledges that it is their responsibility to distribute all Trip Insurance information to all participants. If they chose not to distribute this documentation, they also acknowledge that they understand our cancellation policy and will adhere to its restrictions.

CANCELLATION / REFUND POLICY / PENALTIES – Cancellations made prior to 50 days are fully refundable LESS non-refundable deposits or payments made prior to cancellation deadlines. Any cancellations made within 50 to 16 days of departure must be paid in full as ETI must prepay all trip costs. If you are entitled to a refund of recoupable expenses, you may request this after the group has traveled. The refund will be processed after the trip has been audited at the end of our travel season. **CANCELLATIONS 15 DAYS OR FEWER FORFEITS ALL MONIES PAID TO ETI.**

THIS AGREEMENT IS VALID IF SIGNED AND RETURNED BEFORE May 10th, 2013.

Dismissal - We reserve the right to refuse to retain any participant on the tour. No refund will be issued to any member who is dismissed. Expenses incurred by the individual after dismissal are the responsibility of that individual only and not the sponsoring organization or Educational Tours, Inc. (The undersigned agrees that students are aware that normal "School Rules" are in effect while on tour.)

Responsibility & Liability - Educational Tours, Inc. and participating tour operators operate the land tours as agents of hotels and sightseeing contractors and are not liable for any act, delay, omission, injury, loss or damage or non-performance occurring in connection with these land arrangements. IATA carriers and other transportation companies whose services are featured in these tours are not to be held responsible for any omission or event during the time passengers are not on board their conveyance. The passage contract in use by these companies shall constitute the sole contract between the companies and the purchaser of these tours.

I the undersigned understand and fully accept the terms and conditions above and Educational Tours, Inc. realizes this agreement is subject to Administrative or Board approval.

AUTHORIZED

SIGNATURE: TITLE: DATE:

TRAVEL CONSULTANT,

EDUCATIONAL TOURS, INC.: Cindy Richardson DATE: 4/18/13

**GENEVA COMMUNITY HIGH SCHOOL, GENEVA, IL
CONCERT CHOIR, JAZZ CHOIR, VARSITY CHOIR, TREBLE CHOIR
TRIP TO NASHVILLE – February 26 – March 2, 2014
TRIP #14-07067**

Wednesday, February 26, 2014

6:30 AM: Three motorcoaches arrive at Geneva High School for loading. **On departure, please call our 24-hour (1-800-654-4560 then “0”) service to let us know your departure time.**

7:30 AM: Depart from Geneva High School on first class, air-conditioned, DVD equipped MOTORCOACHES. *(8.5 hours have been allotted for the drive, plus 1.5 hours for rest stop/lunch on your own enroute)*

Two hours from arrival, please call your tour manager or our 24-hour (1-800-654-4560 then “0”) service to tell your arrival time.

5:30 PM: Arrive in Nashville; meet your TOUR MANAGER at a predetermined location in **The District** – Located on the banks of the Cumberland River, these charming, century-old Victorian buildings house trendy shops and chic restaurants.

View the **Music City Walk of Fame**- Located on Demonbreun Street between 4th & 5th Avenues the Music Mile is a landmark tribute to those from all genres of music who have contributed to the world through song or other industry collaboration and made a significant contribution to the music industry with connection to Music City. Also visit the nearby **Walk of Fame Park** home to the seasonal Nashville Music Garden.

7:00 PM: Meet for DINNER at B.B. KING BLUES CLUB & GRILL

8:30 PM: Depart for the hotel

9:00 PM: Arrive at the GAYLORD OPRYLAND RESORT and check-in

PRIVATE NIGHT TIME HOTEL SECURITY

Thursday, February 27, 2014

Breakfast on your own in the area

9:00 AM: Meet for your GAYLORD OPRYLAND HOTEL TOUR- Enjoy a brief tour of the highlights of this spectacular hotel *(subject to availability)*

10:30 AM: After the tour, walk to Opry Mills

10:45 AM: Arrive at for **Opry Mills** - Enjoy shopping, great dining, and exciting

12:45 PM: Depart for Belle Meade

1:30 PM: Arrive at BELLE MEADE PLANTATION – Explore the “Queen of the Tennessee Plantations.” Visit this 5,300-acre Thoroughbred farm, one of the finest in the country, as well as the 1890 carriage house.

3:30 PM: Depart for the hotel and prepare for the evening

6:00 PM: Walk to the dock

6:15 PM: Arrive and board the GENERAL JACKSON for a BUFFET DINNER CRUISE – The largest showboat in the world. Take a cruise down the Cumberland River.

10:00 PM: Depart for the hotel

PRIVATE NIGHT TIME HOTEL SECURITY

Friday, February 28, 2014

Breakfast on your own in the area

8:30 AM: Depart for your tour

9:00 AM: Arrive at RYMAN AUDITORIUM and MUSEUM for your TOUR – Formerly the Union Gospel Tabernacle, and dubbed the “Mother Church of Country Music,” this Nashville landmark has been fully restored.

11:00 AM: Depart for the Hall of Fame

11:30 AM: Arrive at THE COUNTRY MUSIC HALL OF FAME AND MUSEUM – The Hall of Fame honors singers and writers who have contributed to country music. Displayed are costumes, films, instruments, records, Grand Ole Opry memorabilia, and personal items of the country stars. Lunch on your own at the museum or in the surrounding area

2:30 PM: Depart for your tour

3:00 PM: Arrive at RCA’S STUDIO B for your TOUR of Nashville’s oldest surviving recording studio.

5:15 PM: Depart for dinner

5:45 PM: Arrive for DINNER at WILDHORSE SALOON

PERFORMANCE OPPORTUNITY for the Jazz Choir

8:00 PM: Depart for the hotel

PRIVATE NIGHT TIME HOTEL SECURITY

Saturday, March 1, 2014

Breakfast on your own in the area

9:30 AM: Depart for the Hermitage

10:00 AM: Arrive at THE HERMITAGE – Andrew Jackson purchased the estate. The present Hermitage was built in 1821 in the Federal style, but was partially burned in 1834 during Jackson's second term as president.

12:00 PM: Depart for the Resort

12:30 PM: Arrive at the **Gaylord Opryland Resort & Convention Center** – Under majestic, climate-controlled glass atriums, you'll be surrounded by nine acres of lush indoor gardens, winding rivers and pathways, and sparkling waterfalls.

Lunch on your own

PERFORMANCE OPPORTUNITY for the Varsity Choir (*subject to availability*)

PERFORMANCE OPPORTUNITY for the Concert Choir (*subject to availability*)

PERFORMANCE OPPORTUNITY for the Treble Choir (*subject to availability*)

3:30 PM: Meet for your TOUR of the GRAND OLE OPRY – The home of the country's oldest continuous radio program

5:00 PM: Meet for DINNER at the BACKSTAGE OPRY GRILL

6:30 PM: Meet at the **Grand Ole Opry**

7:00 PM: Enjoy a PERFORMANCE at the GRAND OLE OPRY (subject to 2014 schedule)

10:00 PM: After the performance, depart for the hotel

PRIVATE NIGHT TIME HOTEL SECURITY

Sunday, March 2, 2014

Breakfast on your own in the area and check-out

9:00 AM: Depart for home. (*8.5 hours have been allotted for the drive, plus 3 hours for rest stop/meals on your own enroute*)

Two hours away from home, please call our 24-hour (1-800-654-4560 then "0") service; give the name of your school and expected arrival time. Your telephone tree captain can call in and be advised of that arrival time.

8:30 PM: Arrive at Geneva High School

**IN CASE OF EMERGENCY OR TO LEAVE A MESSAGE, PLEASE CALL 1-800-654-4560.
PLEASE LEAVE ALL PERTINENT INFORMATION INCLUDING NAMES AND PHONE
NUMBERS**

**TRIP FEATURES
GENEVA COMMUNITY HIGH SCHOOL
CONCERT CHOIR, JAZZ CHOIR, VARSITY CHOIR, TREBLE CHOIR
TRIP TO NASHVILLE – February 26 – March 2, 2014
TRIP #14-07067**

THE TOUR INCLUDES:

- * Round trip transportation aboard first class, air-conditioned, DVD equipped motorcoaches
- * First-class accommodations for four nights in the Nashville area
- * Four dinners
- * The District / Opryland Hotel Tour
- * Opry Mills / Belle Meade Plantation / General Jackson Dinner Cruise
- * Ryman Auditorium / Country Music Hall of Fame and Museum
- * RCA Studio B Tour / Wildhorse Saloon
- * The Hermitage / Tour of the Grand Ole Opry / Opry Mills / Performance of the Grand Ole Opry
- * Private night time hotel security
- * Group Travel Videos Package for each student and group leader(s)
- * All trip planning and arrangements
- * Services of our company tour manager for your entire stay in Nashville
- * Member of the Student Youth Travel Association
- * \$2,000,000 Liability Insurance
- * SYTA Consumer Protection Plan Coverage
- * Optional travel insurance is available for per person and follows Educational Tours, Inc.'s cancellation policy
- * All gratuities and fuel surcharges
- * Based on tariffs in effect 4/13/13 and subject to availability at time of booking

* Health and accident insurance coverage, including medical evacuation, up to \$2,500 per person included for all participants

* 1-800-654-4560 Emergency phone service, answered 24 hours, provided for your peace of mind while the trip is in progress