


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 Television Production Out-of-State Trip

DATE: March 3, 2014

I have reviewed the attached proposal submitted by Jason Santo regarding a Geneva High School TV Production out-of-state student trip to Orlando, Florida, in March 2014.

This memo acknowledges receipt of and grants approval in accordance with Board of Education Policy 2340, Field and Other District-Sponsored Trips, for the Geneva High School Television Production students to participate in an out-of-state field trip to the Student Television Network Convention to be held in Orlando, FL, March 18 to March 23, 2013. The guidelines for overnight trips are attached.

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
Attachments

Cc: Jason Santo, GHS TV Production Instructor
Heather Peters, GHS English Instructor
Steve Whitman, GHS English Instructor

OVERNIGHT TRIPS
(District-Sponsored)

Guidelines and Procedures for Extra-Curricular Field Trips Outside of the State of Illinois or Outside of the Continental United States

- A. All field trips requiring an overnight stay outside of the State of Illinois must be approved by the Superintendent of Schools.
- B. All field trips traveling outside the continental United States must be approved by the Superintendent of Schools and the Board of Education.
- C. Field trips requiring an overnight stay outside of the State of Illinois or outside of the continental United States should be presented for approval at least six (6) months prior to departure.
- D. Students with prior disciplinary infractions or disruptive classroom behavior may be excluded from extra-curricular trips outside of Illinois or outside of the continental United States at the request of the sponsor. The building administrator or Superintendent of Schools will review such requests and make the final determination.
- E. Students and staff traveling on trips outside the continental United States are not covered by standard District insurance policies. Proof of acceptable liability coverage through the contracted tour company, or other insurance carrier must be provided prior to approval of the trip. Coverage must have a limit of liability in excess of \$1,000,000, and the District must be named as an additional insured on the policy.
- F. For all trips requiring travel outside the United States, the District will purchase foreign travel liability insurance to cover employees and chaperones. All participants in the trip, excluding sponsors and chaperones, will pay a fee to offset the cost of the foreign travel liability policy. Fees will be established on an annual basis by the District. (2003 = \$35 per participant)

- G. Parents must be notified in writing that any trip, whether local, national, or international, 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 the 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.

MEMO—Office of the Principal



Date: September 13, 2013
To: Dr. Kent Mutchler
From: Tom Rogers
Re: Out-of-State STN Television Production Trip

Geneva High School is requesting permission for the Television Production students to participate in an out-of-state field trip in March 2014. This year's Student Television Network convention is being held in Orlando, Florida. The purpose of this trip is to provide students with the opportunity to learn more about the television industry, and to compete in competitions against some of the best television schools in the country. The tentative itinerary and trip details are as follows:

1. Trip Dates: Depart → Tuesday, March 18, 2014
Return → Sunday, March 23, 2014
2. Number of Students Attending: 16-18 students
3. Transportation: Southwest Airlines
4. Cost of Trip: \$1,350 (approximately)
Fundraising will help reduce the cost. There will be no cost to the district for this trip.
5. Adult Chaperones: Jason Santo
Heather Peters
Steve Whitman
6. Goals:
 - a. Students will learn new production techniques from industry professionals.
 - b. Students will learn how to work as a team to produce high quality videos, which will be judged by industry professionals.
 - c. Students will gain a greater understanding of what it will take to work in the television industry.