

Glenbrook Principals

To: Dr. Mike Riggle

From: Dr. John Finan & Ms. Lauren Fagel

Re: Glenbrook Orchestra & GBS Jazz Band Tour

Date: February 17, 2016

Attached is a travel request from Ms. Kristin Meyer, Mr. Greg Wojcik, Mr. Aaron Wojcik, and Mr. Aaron Kaplan regarding the Glenbrook Orchestra and Glenbrook South Jazz Ensembles trip to Orlando, Florida. This trip will occur over spring break from Saturday, March 25, 2017 to Friday, March 31, 2017. The exciting itinerary includes three or more performances, as well as participation in workshops with professional Disney musicians.

As defined by Board Policy 7050 (attached), this is an educational tour, which is conducted by the district, but not financed by the district. As has been practice, three different bids were solicited and Bob Rogers Travel, which was the lowest bid, was selected.

We support this valuable experience.

Glenbrook Symphony Orchestra & GBS Jazz

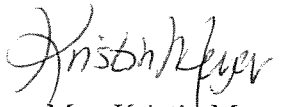
January 21, 2016

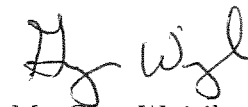
Dear Dr. Riggle, Dr. Finan, Mrs. Fagel, Dr. Shellard, Dr. Tarjan, Mr. Muir, & Mr. Bretag,

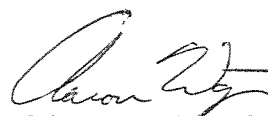
The Glenbrook Symphony Orchestra and Glenbrook South Jazz Ensembles are proposing a trip to Orlando between March 25th – March 31st, 2017. The groups would perform three times at local venues and workshops, which would enhance the 2016-17 GSO and Jazz curricular repertoire. The proposed itinerary is very exciting; students would likely be particularly interested in Walt Disney World (several days at the themes parks with a performance at Downtown Disney, the Disney “Jazz it Up” workshop, and “You’re Instrumental” Workshop where students get to work with professional Disney musicians and record portions of Disney soundtracks live to the film) as well as several days at Universal Studios including Harry Potter World, a performance by Cirque du Soleil, and more. This trip is a great opportunity to cultivate the next generation of performing artists and music consumers. The city of Orlando exposes our students to a city overflowing with different musical performances, functions and styles.

The trip will occur during the Spring Break of 2017; the students would not be missing any school for the trip. The cost of the trip will be approximately \$1900.00 to \$2100.00 per student for the week. Transportation, security, housing, most meals, and all gratuities are included. Attached are a proposed itinerary for the trip and a summary of inclusions.

Thank you for your consideration,


Mrs. Kristin Meyer
Orchestra


Mr. Greg Wojcik
Band


Mr. Aaron Wojcik
Band


Mr. Aaron Kaplan
Orchestra

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

I.School GBNX GBS X GBE GBO District _____

Mrs. Kristin Meyer – Orchestra
 Mr. Aaron Kaplan - Orchestra
 Mr. Greg Wojcik - Band
 Mr. Aaron Wojcik - Band

Kristin - 4438 Aaron K - 2434
 Phone Greg - 4435 Aaron W - 4437

II.Initiator _____

Position - Directors

Date of Submission 2/8/2016

III.Dates and Times of Leave/Return

Total Number of School Days Missed per Person No days will be missed!

Departure Date/Time 3/25/2017- 5:00 AM Return Date/Time 3/31/2017 – 6:00 PM

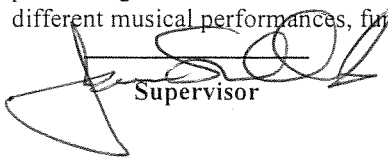
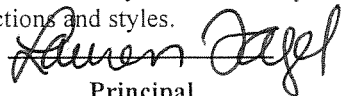
IV.Name of Individuals Participating in Tour: (Attach list if necessary.)

Teachers Mrs. Kristin Meyer, Mr. Aaron Kaplan, Mr. Greg Wojcik, & Mr. Aaron Wojcik

Students 5 Staff, GSO students, 25 Jazz Band Students, 20 Chaperones

V.Description, Destination, and Reason for Trip

The Glenbrook Symphony Orchestra and Glenbrook South Jazz Ensembles are proposing a trip to Orlando between March 25th – March 31st, 2017. Both groups would perform three or more times at local venues and workshops, which would enhance the 2016-17 GSO and Jazz curricular repertoire. The proposed itinerary is very exciting; students would likely be particularly interested in Walt Disney World (several days at the themes parks with a performance at Downtown Disney, the Disney “Jazz it Up” workshop, and “You’re Instrumental” Workshop where students get to work with professional Disney musicians and record portions of Disney soundtracks live to the film) as well as several days at Universal Studios including Harry Potter World, a performance by Cirque du Soleil, and more. This trip is a great opportunity to cultivate the next generation of performing artists and music consumers. The city of Orlando exposes our students to a city overflowing with different musical performances, functions and styles.

  _____
 Supervisor Principal Superintendent

2/16/16 2/17/16 _____
 Date Date Date

Form approved by Board of Education 12/15/97.

GSO/GBS Jazz Band Orlando Comparative Quotes
Spring Break 2017
March 25 – March 31, 2017
6 Nights/7 Days

Companies	Hemisphere	Four Seasons	Bob Rogers Travel
1. Hotel	Disney World Resort Hotel	Disney World Value Resort	Disney World Resort Hotel
2. Comps	5	5	5
3. Bus	3 Deluxe 55 passenger	3 Deluxe 55 passenger	3 Deluxe 55 passenger
4. Performance venues plus other site options Note: some sites have limits on # of students playing	Disney Jazz It Up OR You're Instrumental Workshop	Disney Jazz It Up OR You're Instrumental Workshop	Disney Jazz It Up AND You're Instrumental Workshop -Downtown Disney Performance
5. Security included	Yes	Yes	Yes
6. Breakfast	5 Breakfasts only	4 Breakfasts only	5 Breakfasts
7. Lunch	4 Lunches only	4 Lunches only	5 Lunches
8. Dinner	4 Dinners only	4 Dinners only	4 Dinners
9. Ground transport in quote	Motor Coach	Motor Coach	Motor Coach
10. Quad price	\$1,975.00	\$1,999.00	\$1,899.00
11. Triple	n/a	n/a	\$1,999.00
12. Double	\$2,175.00	\$2,199.00	\$2,098.00
13. Single	n/a	n/a	\$2,215.00
14. Fan package available	Yes with limits	Yes with limits	Yes
15. Special offers/sites	-Disney Performing Arts OnStage 4 Days -Universal Studios Florida and Islands of Adventure 2 Days -Cirque du Soleil	-Disney Performing Arts OnStage 4 Days -Universal Studios Florida and Islands of Adventure 2 Days -Cirque du Soleil	-Disney Performing Arts OnStage 4 Days -Universal Studios Florida and Islands of Adventure 2 Days -Cirque du Soleil -Rainforest Café -Harry Potter World -Minion Mayhem
Gratuities	Yes	Yes	Yes
Souvenir Package	Yes	Yes	Yes
Tour Director	Yes	Yes	Yes, local and accredited
Instrument Rentals for Basses and Large Percussion on site in Orlando	Extra	Extra	Included – up to \$4500



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Making Moments That Matter

GLENBROOK SYMPHONY ORCHESTRA and GBS HS JAZZ BAND
KRISTIN MEYER, AARON KAPLAN, GREG WOJCIK, AARON WOJCIK, DIRECTORS
DESTINATION: ORLANDO
DATES: MARCH 25- 31, 2017

SUMMARY OF INCLUSIONS

- **Personal SERVICE and ATTENTION**
- Round-trip airfare out of Chicago *(estimated at \$450 person, subject to change until time of booking, flight times are always subject to change until day of departure, subject to a fuel surcharge)*
- **Ground transportation** in Orlando via three (3) 55 passenger, climate controlled, DVD and restroom equipped motor coaches as stated on the itinerary
- **Gratuities** for your motor coach drivers
- Five (5) nights' accommodation at a **Walt Disney World Resort hotel** (POP Century or similar)
- Two (2) **private nighttime security guards** at the hotel (10:30 pm to 5:30 am)
- Four (4) **Breakfast coupons** at the hotel
- Group Breakfast at **Rainforest Café**
- Group Dinner at **Planet Hollywood**
- Three (3) **Disney Dining Cards** *(valued at \$15 each)*
- **Meal Voucher** for **Universal Orlando® Resort**
- Admission to **Cirque du Soleil**
- Admission to **Universal Studios Florida® AND Universal's Islands of Adventure®** (2 day Park-to-Park)
- Disney Performing Arts OnStage **4 Day Park Hopper® Ticket to the Walt Disney World® Resort**
- Student participation in **ONE** of the following workshops: **"Disney Jazz It Up" Workshop or Disney's "You're Instrumental" Workshop**
- Assistance with **Disney Performing Arts OnStage Performances** *(based on availability and acceptance)*
- **Group Travel Video Souvenir Package**
- **BRT Drawstring bag** for every participant
- **Bob Rogers Travel Individual Payment System**
- Five (5) **Complimentary Director Packages** *(based on single occupancy)*
- Fifteen (15) **Discounted Chaperone Packages** *(pay quad price for double occupancy)*
- All taxes, service charges, and gratuities for restaurant and hotel facilities
- Bob Rogers Travel Tour Manual
- **Bob Rogers Travel Hotel Contract**- Assurance that the hotel will abide by the student friendly bylaws that BRT has agreed upon with the hotel.
- Insurance Coverage as Recommended by Student Youth Travel Association
- \$200,000 Consumer Protection Plan
- **Company Tour Director** - On-site trip coordinator who manages all trip details at your destination



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Disney Performing Arts – 4 Day Park Hopper® Ticket

Your estimated tour package costs include the *Disney Performing Arts OnStage Park Hopper®* Ticket, which grants same-day access to all four **Walt Disney World®** Theme Parks: *Magic Kingdom®* Park, *Epcot®*, *Disney’s Hollywood Studios®*, and *Disney’s Animal Kingdom®* Theme Park.

NON-INCLUSIONS / OPTIONS

- Meals stated as student cost
- **Rental costs** for large instruments or keyboard for performances / clinics
- **Baggage Fees** for checked baggage, oversize/overweight luggage or instruments

***AIRLINE BAGGAGE FEES:** Most airlines charge additional fees for checked baggage. **Checked baggage fees are NOT included in your estimated tour package costs (unless otherwise noted).** Fees vary by airline and can range from \$50 for the first checked bag (round trip) to over \$200 for an overweight or oversized item (round trip). BRT strongly recommends considering an equipment truck to reduce your costs. Please ask your BRT representative for more information.

ESTIMATED TOUR PACKAGE COSTS (based on 130-139 Paying Participants)

- \$1,899.00/person (based on quad occupancy)
- \$1,999.00/person (based on triple occupancy)
- \$2,098.00/person (based on double occupancy)
- \$2,495.00/person (based on single occupancy)

ESTIMATED TOUR PACKAGE COSTS (based on 120-129 Paying Participants)

- \$1,933.00/person (based on quad occupancy)
- \$2,032.00/person (based on triple occupancy)
- \$2,131.00/person (based on double occupancy)
- \$2,528.00/person (based on single occupancy)

ESTIMATED TOUR PACKAGE COSTS (based on 110-119 Paying Participants)

- \$1,972.00/person (based on quad occupancy)
- \$2,072.00/person (based on triple occupancy)
- \$2,171.00/person (based on double occupancy)
- \$2,568.00/person (based on single occupancy)

Package Pricing continued on the next page



3440 Lacrosse Lane
Naperville, IL 60564

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fax 630-824-4349
bobrogerstravel.com



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The below packages are if the group stays at the Rosen Centre hotel, buffet breakfast each morning and ground transportation via motor coaches in Orlando

ESTIMATED TOUR PACKAGE COSTS (based on 130-139 Paying Participants)

\$1,814.00/person (based on quad occupancy)
\$1,881.00/person (based on triple occupancy)
\$1,948.00/person (based on double occupancy)
\$2,215.00/person (based on single occupancy)

ESTIMATED TOUR PACKAGE COSTS (based on 120-129 Paying Participants)

\$1,847.00/person (based on quad occupancy)
\$1,913.00/person (based on triple occupancy)
\$1,980.00/person (based on double occupancy)
\$2,247.00/person (based on single occupancy)

ESTIMATED TOUR PACKAGE COSTS (based on 110-119 Paying Participants)

\$1,885.00/person (based on quad occupancy)
\$1,952.00/person (based on triple occupancy)
\$2,019.00/person (based on double occupancy)
\$2,285.00/person (based on single occupancy)

September 28, 2015-SK
Proposal Valid for 30 days



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GLENBROOK SYMPHONY ORCHESTRA and GBS HS JAZZ BAND
KRISTIN MEYER, AARON KAPLAN, GREG WOJCIK, AARON WOJCIK, DIRECTORS
DESTINATION: ORLANDO
DATES: MARCH 25- 31, 2017

SUGGESTED ITINERARY
AS OF
SEPTEMBER 28, 2015

SATURDAY, MARCH 25

AM Passengers arrive at a Chicago area airport
(we are asking groups to arrive 2 1/2 hours prior to departure to allow adequate time for check in)

Table with 2 columns: Time, Description. AM Passengers depart out of Chicago; AM Arrive at Orlando International Airport

Upon arrival Depart for baggage claim and meet your BRT tour director
AM Load chartered motor coaches; depart for Disney's Hollywood Studios
Salute the world of showbiz - from the Hollywood classics of yesteryear to the best in popular entertainment.
PM Lunch in the park (student cost)
Don't Miss: Twilight Zone Tower of Terror: Terror lurks in the crumbling walls of the once-glamorous Hollywood Tower Hotel.
PM Dinner in park (\$15 Disney dining card will be provided)
PM Fantasmic! Experience the fun, fancy and fears of our hero as he battles the forces that turn his vibrant dreams into a vivid nightmare.
9:30 PM Load motor coaches; depart for your Walt Disney World Resort hotel
10:00 PM Check in; get settled for the evening

-Private nighttime security at the hotel (10:30 p.m.-5:30 a.m.) -



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SUNDAY, MARCH 26

- 7:00 AM Enjoy a breakfast at the hotel (**meal coupon** provided)
- 7:45 AM Motor coaches arrive at your hotel
- 8:00 AM Load motor coaches; depart for **workshop locations**

AM Glenbrook Symphony Orchestra **participates** in **Disney You're Instrumental workshop**
This workshop takes concert bands into a recording studio and gives them the unique opportunity to work with and learn from a Professional Disney Musician and to record their own soundtrack to a portion of a Disney animated feature. (based on acceptance and availability)

AM Glenbrook South HS Jazz Band **participates** in **Disney Jazz It Up Workshop**
"Jazz It Up" immerses your group into the world of the professional jazz musician. Experience the excitement of a recording studio environment as a professional Disney clinician conducts your group through an exhilarating rehearsal and recording session. Several jazz versions of classic Disney selections are performed as students examine the skills, attitudes and priorities that are essential for musical excellence in the jazz idiom. (based on acceptance and availability)

- PM Enjoy the day at **Epcot®**
Touch the future and travel the world with an amazing array of attractions and live performances.
- PM Lunch in the park (student cost)
- Don't Miss: **Soarin'™**
Take a free-flying adventure across the natural wonders of the Golden State aboard this thrilling park attraction. With the wind in your hair, glide 40 feet in the air as you look down upon the breathtaking vistas of Yosemite and redwood forests. Soar as high as your imagination over a world of wonders.
- PM Dinner in the park (\$15 **Disney dining card** will be provided)
- 9:00 PM View **IllumiNations: Reflections of Earth**
The sky erupts with light and fire as this nighttime spectacular celebrates our world. It's the most magnificent show of its kind in our history, with dazzling special effects, colorful lasers, brilliant fireworks, and fiery torches all choreographed to an incredible musical score.
- 9:45 PM Load motor coaches; return to the hotel
 -Private nighttime security at the hotel (10:30 p.m.-5:30 a.m.) -



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MONDAY, MARCH 27

- 7:30 AM Load motor coaches; depart for **Rainforest Café – Animal Kingdom**
 - 8:30 AM Enjoy a buffet breakfast
Tropical Fresh Fruit, Scrambled Eggs, Grilled Potatoes, Bacon, Mini-Muffins, Tonga Toast w/Maple Syrup, Orange Juice and Milk
 - AM Enter **Disney’s Animal Kingdom®** Theme Park
Disney storytelling comes to life in a kingdom alive with fun, wonder and adventure. Celebrate thrilling attractions, shows, the majesty of nature and the fascinating animals, real and imagined, that enrich our planet.
 - Don’t Miss: **Expedition Everest, Kilimanjaro Safaris®, Kali River Rapids®, It’s Tough to be a Bug!®**
 - PM Lunch in the park (*student cost*)
 - PM Load motor coaches; depart for **Disney Pre Staging area at Downtown Disney**
- | | |
|-----|-------------------------------------------------------------------------------------------|
| TBD | Glenbrook Symphony Orchestra performs at Waterside Stage in Downtown Disney |
| TBD | Glenbrook South HS Jazz Band performs at Waterside Stage in Downtown Disney |
- PM After the performance, change and enjoy some time shopping and exploring Downtown Disney
 - 7:30 PM Meet at **Planet Hollywood**
 - PM Enjoy a group dinner at **Planet Hollywood**
Choice of classic hamburger/cheeseburger, grilled chicken sandwich, BBQ pulled pork sandwich, served with French fries, penne pomodoro, or chicken Caesar Salad, choice of beverage, and Planet Hollywood cookie.
 - 9:30 PM Load motor coaches; return to the hotel for the evening

-Private nighttime security at the hotel (10:30 p.m.-5:30 a.m.) -



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TUESDAY, MARCH 28

- 7:30 AM Enjoy a breakfast at the hotel (**meal coupon** provided)
- 8:30 AM Take **Disney Transportation** at your leisure to the **Magic Kingdom**
- AM Enjoy the day in the **Magic Kingdom Park**®
Follow your Disney dreams to a place where storybook fantasy comes to life. Seek out adventures, create magical memories with beloved characters and discover the fun where imagination reigns.
- PM Lunch in the park (student cost)
- Check-out: **Big Thunder Mountain Railroad:** Ride this rollicking runaway train that rushes through the gold-mining, Old West town of Tumbleweed in Frontierland. Beware when the rails go clackety-clack because your car's about to run over treacherous terrain!
Space Mountain: Dare to be a rocket jockey and blast into the outer galaxy past shooting stars and other-worldly celestial satellites. Twist and turn in a tumult of fun as you launch into the inky blackness of the outer reaches of space. **Have a blast!**
Pirates of the Caribbean: Adopt a pirate's life as you venture into legendary territory on one of the most classic Disney rides of all time. Board yer vessel and drop 14 feet over a waterfall into treasure-filled caves! Then float through a town where pirates pillage and Captain Jack Sparrow hides from pursuers.
- PM Dinner in the park (\$15 **Disney dining card** will be provided)
- 10:00 PM View **Wishes™ Nighttime Spectacular** Fireworks Display
The biggest ongoing fireworks spectacular. It features an original soundtrack, character voices from several Disney animated films and narration by Jiminy Cricket.
- PM Take **Disney Transportation** back to the hotel

-Private nighttime security at the hotel (10:30 p.m.-5:30 a.m.) -



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WEDNESDAY, MARCH 29

- 8:00 AM Enjoy a breakfast at the hotel (**meal coupon** provided)
- 9:00 AM Load motor coaches; depart for **Universal Studios Orlando**
(two day park to park ticket)
- 9:30 AM Spend the day exploring **Universal Studios and Islands of Adventure**
AM Spend some time at **Universal Studios**
Go beyond the screen and jump right into the action of your favorite movies and TV shows at *Universal Studios Florida®*, the world's premier movie and TV based theme park. Here an amazing array of rides, shows, movie sets and attractions make YOU the star.
- Check out:** **Despicable Me Minion Mayhem:** Join Gru, his daughters, and the mischievous minions on an all-new 3-D ride, *Despicable Me Minion Mayhem*. Start your adventure in Gru's home, where you're recruited for his latest scheme – one where you'll become an actual minion.
- PM Lunch in the park (student cost)
- PM Walk over to **Universal's Islands of Adventure** or take the **Hogwarts Express**
Head To: Visit "**The Wizarding World of Harry Potter**" and stroll the streets of Hogsmeade, exploring sights and sounds and magical wonders therein; and experience thrilling rides and attractions that bring the adventures of Harry Potter and his friends to life
- PM Dinner in the park (**Universal Studios Meal Voucher will be provided**)
- 7:00 PM Load motor coaches; depart for **Downtown Disney**
- 9:00 PM Enjoy an evening performance of **Cirque du Soleil**
Witness this international cast as they perform glorious feats of incredible strength and breathtaking beauty. Acrobats, singers, trapeze artists, jugglers and clowns—more than 65 artists representing 15 countries—delight and mystify with daring acts of grace. As the performers weave dreams onstage, the music—symphonic, rock or some unique fusion—is always evocative, emotional and inspiring.
- 11:00 PM Load motor coaches; return to the hotel for the evening

-Private nighttime security at the hotel (10:30 p.m.-5:30 a.m.) -



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THURSDAY, MARCH 31

- 9:00 AM Enjoy a breakfast at the hotel (**meal coupon** provided)
- 10:00 AM Check out; load motor coaches
- 10:30 AM Depart for **Universal Orlando Resort**

AM Enjoy your second day at **Universal Studios and Islands of Adventure**
(two day park to park ticket)

Check-out: Harry Potter and the Escape from Gringotts
At the far end of Diagon Alley™ stands Gringotts™, the goblin-run bank. Inside, you'll experience a pulse-pounding adventure on the groundbreaking, multi-dimensional thrill ride that puts you right in the middle of the action as you navigate your way through the perils of the Gringotts vaults – encountering Harry, Ron, and Hermione along the way!

PM Lunch in the park (student cost)

3:00 PM Load motor coaches; depart for the **airport**

PM Passengers arrive at **Orlando International Airport**
(we are asking groups to arrive 2 ½ hours prior to departure to allow adequate time for check in)

PM	Passengers depart out of Orlando
PM	Arrive at a Chicago area airport

BOARD POLICY: EDUCATIONAL TRAVEL EXPERIENCES

7050

Page 1 of 3 pages

Section A - Introduction

The Board of Education believes that structured learning should not be limited to the classroom. Valuable experiences for Glenbrook students exist within and outside the boundaries of District #225. The Board also realizes that additional responsibilities can arise when students are taken from the school premises. Staff, parents, and students should be aware of these responsibilities and the necessity for reasonable administrative procedures. The physical welfare of our students and staff must be paramount in our considerations and judgment. It is the policy of the Board of Education that such travel experiences should not be scheduled to conflict with normal student attendance days. Under extraordinary circumstances, the Board may approve exceptions to this policy.

Section B - Educational Tours: Travel Conducted, but Not Financed, by the District

1. The Board of Education is authorized by Illinois statute to conduct educational tours as a supplement to particular courses of instruction, within or without the district, the State of Illinois, or the United States.
2. Recommendation of the principal and approval of the superintendent shall be required for all educational tours involving an overnight stay prior to submission to the Board for approval.
3. No student may participate in an educational tour unless he or she has accident and health insurance coverage protecting against bodily injury or death while participating in the tour. Cost of said insurance, when not otherwise existing, shall be assumed by the organization conducting the tour. Demonstration of satisfactory insurance coverage shall be made in writing to the assistant superintendent of business affairs as a condition of and prior to Board approval.
4. The Board of Education is not authorized to use district funds for any expenditures incurred on such a tour for meals, lodging, or transportation costs. However, the Board may authorize the compensation of necessary personnel while on tour if the personnel are performing duties in the ordinary course of their employment.
5. All school rules and regulations regarding student and employee conduct shall apply for students and employees participating in educational tours.
6. The Board of Education reserves the right in its sole discretion to cancel any previously approved trip whenever it believes that the safety of the participants may be at risk. Should a trip be cancelled, the Board of Education will assume no legal responsibility or financial liability for monetary losses or other damages incurred by the participants. Participants should be aware that travel insurance may be available at the participant's expense through the sponsoring agency or another insurance source.

Section C - Educational Travel: Travel Not Sponsored, Supported, or Conducted by the District

1. The Board of Education authorizes the superintendent to approve requests submitted by an employee or a private agency that have been recommended for approval by the principal, to use school facilities without rental charge to inform students and parents of educational travel programs within any of the fifty United States or any foreign country that, in the discretion of the principal and the superintendent, have educational significance for the district's students. Such use may be granted only with the clear understanding that the program is not sponsored, supported, or conducted by the Board of Education and that the Board of Education assumes no legal responsibility or financial liability related to the program. Further, all materials used by the sponsoring employee or agency in publicizing the program must contain a statement to this effect, the language of which has been approved in advance by the superintendent. These same materials must also carry the name, address and phone number of the sponsoring employee or agency.
2. No student may participate in educational travel unless he or she has accident and health insurance coverage protecting against bodily injury or death while participating in the educational travel. Cost of said insurance when not otherwise existing shall be assumed by the student or private agency financing the educational travel. Demonstration of satisfactory insurance coverage shall be made in writing to the assistant superintendent of business affairs as a condition of and prior to superintendent approval.

Section D - Use of Equipment, Materials, or Supplies to Promote Educational Travel

District equipment, materials or supplies, including stationery, shall be used for educational tours under Section B of this policy only, and shall not be used for any educational travel that is not district sponsored.

Section E - Student Trips Exclusion

Student trips as outlined in Board Policy #7230 are not included within the provisions of this policy.

Section F – Parameters for Vendors

All vendors seeking consideration as an educational tour provider must work with the Director of Operations to provide proper documentation and agree to parameters developed by the district administration as outlined in this policy and its procedures. The monetary values of the student insurance requirements as listed in the student travel parameters in the procedures to this policy may be adjusted as necessary by the Superintendent without further action by the Board of Education.

Approved: April 12, 1971
Revised: February 5, 1973
Revised: December 1, 1975
Revised: February 6, 1978
Revised: January 23, 1984
Revised: September 10, 1984
Reviewed: November 14, 1988
Revised: October 28, 1996
Revised: November 27, 2000
Revised: January 25, 2016