

# Glenbrook North High School

2300 Shermer Road, Northbrook, IL. 60062-6700

## Principal's Office


Phone: (847) 509-2400

Email: [jfinan@glenbrook225.org](mailto:jfinan@glenbrook225.org)

Web: <http://www.glenbrook225.org>

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To: Dr. Mike Riggle

From: Dr. John Finan 

Re: GBN Choir and Theater Trip to Europe

Date: 3/16/16

Attached is the formal request from Chad Davidson, Andy Wallace, Julie Ann Robinson and Susan Hall to take choir students and inducted Thespians on a performance and educational tour to the Czech Republic, Austria and Germany from Friday, March 24 – April 1, 2017. The estimated cost of the tour, based on 90 travelers, is \$3,395 per student. Students interested in this trip can begin to participate in fundraising opportunities which can significantly reduce the cost, given that the students have a year before the tour takes place.

This is an education tour covered under Board Policy 7050. The Educational Tour is conducted by the district, but not financed by the district and requires approval from the principal, superintendent, and Board.

I support this request. It is a unique opportunity for our students to refine their performance skills and build community with students and staff while providing a valuable international and multicultural learning experience.

*Glenbrook North High School is a learning community dedicated to students and committed to quality of thought, word, and deed.*

**GLENBROOK HIGH SCHOOLS**  
**Travel Requests Requiring Board of Education Approval**

**I. School**    GBN   ✓      GBS           GBE           GBOC           District         
**II. Initiator**    Chad Davidson    Phone x2455  
 Position I.S. for Fine Arts    Date of Submission March 16, 2016

**III. Date and Times of Leave/Return**  
 Total Number of School Days Missed per Person   0    
 Departure Date/Time March 24, 2017    Return Date/Time April 1, 2017

**IV. Name of Individuals Participating in Tour:** (Attach list if necessary.)  
 Teachers and Staff Davidson, Wallace, Robinson, Hall  
 Students Theatre + Choir students TBD

**V. Description, Destination, and Reason for Trip**  
Choir + theatre tour to Prague, Vienna, Salzburg + Munich.

**VI. Cost of Trip**  
 Was this trip included in your    Dept.           Bldg.           District           Budget?       

	Total Amount	Per Person	Account #
Registration	_____	_____	_____
Lodging	_____	_____	_____
Meals (Advance)	_____	_____	_____
Judging	_____	N/A	_____
Substitute Teacher	_____	N/A	_____
Transportation	_____	_____	_____
Air	_____	_____	_____
Bus/Car	_____	_____	_____
District Total	<u>  0  </u>	N/A	N/A
Cost to Student	<u>\$ 3,395</u>	_____	N/A

**VII. Approval**

<u>Chad Davidson</u> Supervisor	<u>[Signature]</u> Principal	_____ Superintendent
<u>March 16, 2016</u> Date	<u>3/16/16</u> Date	_____ Date

**Reminder:** No purchase or expenses prior to Board of Education approval.  
 Form approved by Board of education 12/15/97.

# Request For Travel-National

With Cost to Student

## COST FOR TEACHERS & STAFF

Total Number of Staff: 4

Per Person	Total(Cost times # of staff)	Account#	Meals for Staff
Food	\$0.00	\$0.00	Breakfast
Transportation:			Lunch
Air	\$0.00		Dinner
Bus/Car	\$0.00		<b>Per Day Cost</b>
Lodging	\$0.00		
<b>TOTAL</b>	<b>\$0.00</b>		

## COST FOR STUDENTS

Total Number of Students: 90

Per Person	Total(Cost times # of students)	Student Cost 25%	District Cost 75%
Transportation:			
Air	\$0.00	\$0.00	\$0.00
Bus/Car	\$0.00	\$0.00	\$0.00
Lodging	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$3,395.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## COST OF REGISTRATION, JUDGING and/or OFFICIATING

Total Cost	Account#
Registration	\$0.00
Judging/Officiating	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

## TOTALS

COST TO DISTRICT:	\$0.00	No cost to district
COST TO STUDENT:	<b>\$305,550.00</b>	Estimated cost based on 90 travellers
COST OF TRIP:	<b>\$305,550.00</b>	Estimated cost based on 90 travellers

Chad Davidson  
Fine Arts Department



Glenbrook North High School  
Northfield Township High School District 225  
2300 Shermer Road  
Northbrook, IL 60062

March 16, 2016

Dr. Finan,

Please consider this letter as a formal request to take registered GBN choir students and inducted Thespians on a performance and educational tour to the Czech Republic, Austria, and Germany from Friday, March 24, 2017 – April 1, 2017. I've attached our preliminary itinerary, our tour proposal from Brightspark Travel, and other accompanying documents.

Highlights of this tour include visits to Prague, Vienna, Salzburg, and Munich, along with several excursions to neighboring cities. I have worked closely with Brightspark Travel in Deerfield, IL, to create an itinerary that will create lifelong memories for our students. The choral program at GBN has a 40+ year relationship with Brightspark (formerly Educational Tours). In fact, the founder of Brightspark was the very first president of the GBN Choral Parents Organization. This longstanding relationship has always resulted in excellent service at a fair price. Included in the cost of the tour are:

- 2 concert performances
- 1-2 theatre experiences
- Interactive "Sound of Music" tour
- Guided tour of Mozart's Geburtshaus (birth home)
- Guided tour of Dachau concentration camp
- Guided tours of each city we visit, with entrances to many local attractions (Melk Abbey, Neuschwanstein Castle, Prague Castle, Schönbrunn Palace, and many others)

Additionally, all bus and air transportation, hotel stays, breakfast and dinner daily, overnight security on the floor of our hotels, entrance to all tours and attractions are included, and we'll have a tour guide at our service 24 hours a day.

Although the costs associated with any trip of this scope are significant, we offer many fundraising opportunities throughout the years for students to defray the cost of the trip. By touring every other year, students have between 1-4 years to fundraise. Funds raised by individual students are kept in an account (managed by our Choral/Theatre Parent Organization) and may be used to pay for the tour. Our current proposal, based on 90 travellers, is \$3,395. This is below the range of other travel companies that I have investigated. This is based on estimated airfares. Actual airfares will not be posted until late April. Note that there is zero cost to the district. Please let me know if you have additional questions or concerns.

Best regards,

A handwritten signature in cursive script that reads "Chad Davidson".



## Program schedule:

### **Day 1: Travel Day**

Board coach buses at school and depart for O'Hare Airport. Brightspark Staff will assist with flight departures.

### **Day 2: Arrival Prague**

- Guided City Tour (3 hours) with stop at Powder Tower and Dancing House
- Prague Castle - entrance fee and guided tour

Meal – Dinner

Upon arrival at the airport in Prague, you will be met by your tour escort and coach. Afterwards you will have a guided city tour of Prague. Your tour guide will show you the beautiful historic city centre. During this tour you will learn more about the Alstädterring, the Kleinseite and the Karlsbrücke (bridge) as well as and the astronomic clock. In the afternoon, you will visit the Prague Castle, the town's landmark with its Cathedral and small streets.

### **Day 3: Prague**

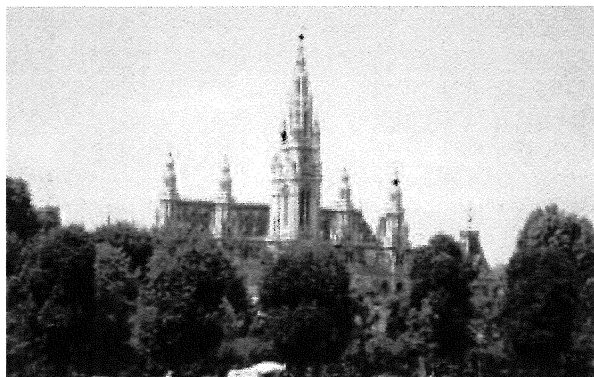
- Jewish Museum - entrance fee and guided tour) including Synagogues
- Old New Synagogue - entrance fee
- St. Vitus Cathedral - entrance fee
- Petrin Hill – Cable Car Ride to top and entrance fee for tower
- Evening Performance at Black Theatre (ie: Image)

Meals – Breakfast and Dinner

Today your guide will show you around the Jewish Quarter with the cemetery and the four synagogues. Afterwards you will visit the Jewish Museum. In the afternoon you will get a wonderful overview over Prague from Petrin Hill. A cable car will bring you there.



In the evening you will enjoy a performance at a black and light theater.



#### Day 4: Vienna

- Guided City Tour (3 hours)
  - Prater
  - Evening – Musical or Theatre Performance – TBD – Not included in pricing
- Meals – Breakfast and Diner

Today you drive to Vienna. Once in Vienna, you will meet your local guide and enjoy a guided tour of the city. You will see Vienna's city centre, e.g. with the Graben, the City Hall, and the Hofburg (house of the emperors). After this tour you can enjoy some time on the area of the Prater, where you will have a ride with the big wheel. Enjoy the view from the top of the wheel!

#### Day 5: Vienna

- Schonbrunn Palace – entrance fee and Imperial Tour with Audio Guides
  - St. Stephan's Cathedral – entrance fee
  - Melk Abbey – entrance fee and guided tour
- Meals – Breakfast and Dinner

In the morning you will visit the beautiful Schönbrunn Castle. Afterwards you will visit St. Stephen's Dome. In the afternoon you will drive to the Abbey of Melk, which is nice located next to the Danube in the Wachau valley. After the visit of the abbey, you will continue to Salzburg.

#### Day 6: Salzburg

- Guided City Tour (2 hours)
  - Hohensalzburg Fortress – Cable Car Tickets
  - Mozart's Birthplace – entrance fee
  - Sound of Music Tour
- Meals – Breakfast and Dinner

Today you will have time to explore the beautiful town of Salzburg. In the Morning you will have a guided city tour, where you will see the famous Getreidegasse and the Dome. Also, you will visit Mozart's Birthplace and the Hohensalzburg Fortress which can easily be reached by funicular railway. In the afternoon you will enjoy a Sound of Music Tour where you will see all original places of the film.





### Day 7: Dachau and Munich

Today you continue to Munich. Your first stop is the memorial site of concentration camp Dachau. After this, you will head to Munich and meet your guide for a guided tour. You will see the main sights, the town hall, Marienplatz and the “Cathedral of Our Dear Lady”, Olympia area and the Residence.

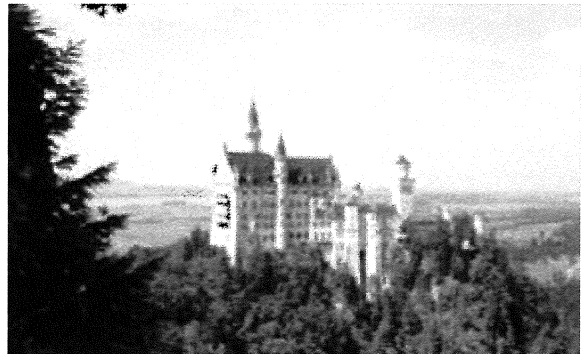
- Dachau Concentration Camp – entrance fee and guided tour
- Guided City Tour (3 hours)

Meals – Breakfast and Dinner

### Day 8: Neuschwanstein Castle and Oberammergau

After breakfast you will start your excursion to the area of Füssen/Schwangau. There you will visit the impressive and well-known Neuschwanstein Castle. On the way back to Munich, you will stop at the Wies Church in Steingaden and/or the town Oberammergau (known for the passion plays).

- Neuschwanstein – entrance and guided tour with audioguides
- Meals – Breakfast and Dinner



### Day 9: Departure

After breakfast, transfer to the airport for your return flight.

- Transfer buses to airport

Meal - Breakfast

Upon arrival at O’Hare Airport, Brightspark Staff will assist with departure on transfer buses back to GBN.

Gather to sing the **GBN Loyalty Song** and celebrate another wonderful tour!



## What is included in my tour?

### Flights

Full time Brightspark Travel Director on each coach and at hotels (24/7)

Airport assistance at O'Hare

Parent Meeting

Payment Plan – no fees

### Meals:

Breakfast (7) and 3 course Dinner Daily (7)

Dinners will be regionally focused where possible ie: Wiener Schnitzel or Bavarian Sausage.

### Accommodations:

Prague 2 Nights

Vienna 1 Night

Salzburg 2 Nights

Munich 2 Nights

All hotels are 3+ to 4 star

Examples of typical hotels:

Prague – Olympic Tristar, Hotel Duo Prague

Vienna – Austria Trend Donauzentrum, Hotel Lenas Donau

Salzburg – Austria Trend Hotel Salzburg Mitte, Ibis Hotel Salzburg Nord

Munich – Achat Premium Munchen Sud, Leonardo Hotel and Residenz Munchen

Security guard each night – 10 hours

### Choir Performances:

2 including piano or keyboard (If you want another performance opportunity, just let us know.)

### Coach:

Coach Transfers between GBN and O'Hare

Private Coaches for 8 days including room and board for drivers

### Gratuities and Taxes:

All Gratuities included (Driver, Tour Director, Local Guides, and any others)

All taxes included.

### Guided Tours and Entrance Fees Included:

3/25/17 - Prague

- Guided City Tour (3 hours) with stop at Powder Tower and Dancing House
- Prague Castle - entrance fee and guided tour

3/26/17 - Prague

- Jewish Museum - entrance fee and guided tour) including Synagogues
- Old New Synagogue - entrance fee
- St. Vitus Cathedral - entrance fee
- Petrin Hill – Cable Car Ride to top and entrance fee for tower
- Evening Performance at Black Theatre (ie: Image)

3/27/2017 – Vienna

- Guided City Tour (3 hours)
- Prater
- Evening – Musical or Theatre Performance

3/28/2017 – Vienna and Way to Salzburg

- Schonbrunn Palace – entrance fee and Imperial Tour with Audio Guides
- St. Stephan's Cathedral – entrance fee
- Melk Abbey – entrance fee and guided tour

3/29/2017 – Salzburg

- Guided City Tour (2 hours)
- Hohensalzburg Fortress – Cable Car Tickets
- Mozart's Birthplace – entrance fee
- Sound of Music Tour

3/30/2017 – Munich

- Dachau Concentration Camp – entrance fee and guided tour
- Guided City Tour (3 hours)

3/31/2017 – Neuschwanstein and Oberammergau

- Neuschwanstein – entrance and guided tour with audioguides



**Tour Pricing based on two coach buses:**

<b># OF PAYING PASSENGERS</b>	<b>100</b>	<b>90</b>
<b># OF COMPLIMENTARY CHAPERONES (SINGLE OCCUPANCY)</b>	<b>4</b>	<b>4</b>
<b>STUDENT PRICE (MIXED OCCUPANCY)</b>	<b>\$3335</b>	<b>\$3395</b>
<b>PAYING ADULT PRICE (DOUBLE OCCUPANCY)</b>	<b>\$3335</b>	<b>\$3395</b>

Adult Single Upgrade: \$360 pp

**The Brightspark Difference!**

**WE'RE EXPERTS IN STUDENT TRAVEL**

- Our travel team has over 100 combined years of experience.
- Our staff includes former educators and experts in music and travel.
- We are members of USTOA, SYTA, NTA, & ABA.

**WE MAKE IT EASY FOR YOU**

- We handle participant payments.
- We'll give you a step-by-step guide to running your group trip smoothly.
- We provide 24/7 access to MyTour so you can manage accounts, rooming & bus lists and group communication online.

# Travel Guard®

## Student Travel Protection Plan

### Travel Insurance & Global Assistance

Cover your investment from those unforeseen circumstances that may arise before or during your trip. Travel Guard's **Student Travel Protection Plan** provides valuable coverage at an affordable price and includes a waiver of the Pre-existing Medical Condition Exclusion if insurance is purchased within 15 days of Initial Trip Payment.



### Insurance Coverages

SCHEDULE OF BENEFITS	
MAXIMUM LIMIT	COVERAGE
100% Trip Cost	Trip Cancellation
150% Trip Cost	Trip Interruption
\$500	Trip Delay (Maximum \$100/day)
\$1,000	Baggage & Personal Effects
\$100	Baggage Delay
\$50,000	Accident Sickness Medical Expense
\$500,000	Emergency Evacuation & Repatriation of Remains
\$30,000	Accidental Death & Dismemberment
Included	Travel Medical Assistance
Included	Worldwide Travel Assistance
Included	LiveTravel® Emergency Assistance

\*If the Zero Trip Cost option is purchased there is no Trip Cancellation or Trip Interruption coverage.

### Optional Coverage

**Cancel For Any Reason:** The Insurer will reimburse 75% of non-refundable expenses if you cancel your Trip for any reason, up to 48 hours prior to your departure.

Can only be purchased at the time the base plan is purchased and within 15 days of Initial Trip Payment. Coverage must be purchased for the full cost of all pre-paid non-refundable Trip arrangements. NY residents see services section, not available to residents of KS, MO, NH, OR, RI, and WA.

**PLAN COST:** Multiply base plan cost by 1.6

### Plan Cost

TRIP COST	0-10 DAYS	11+ DAYS
\$ 0*	\$ 19	\$ 27
\$ 1 - \$ 999	\$ 23	\$ 33
\$ 1,000 - \$ 1,099	\$ 27	\$ 37
\$ 1,100 - \$ 1,199	\$ 31	\$ 41
\$ 1,200 - \$ 1,299	\$ 35	\$ 45
\$ 1,300 - \$ 1,399	\$ 39	\$ 49
\$ 1,400 - \$ 1,499	\$ 43	\$ 53
\$ 1,500 - \$ 1,599	\$ 47	\$ 57
\$ 1,600 - \$ 1,699	\$ 51	\$ 61
\$ 1,700 - \$ 1,799	\$ 55	\$ 65
\$ 1,800 - \$ 1,899	\$ 59	\$ 69
\$ 1,900 - \$ 1,999	\$ 63	\$ 73
\$ 2,000 - \$ 2,099	\$ 67	\$ 77
\$ 2,100 - \$ 2,199	\$ 71	\$ 81
\$ 2,200 - \$ 2,299	\$ 75	\$ 85
\$ 2,300 - \$ 2,399	\$ 79	\$ 89
\$ 2,400 - \$ 2,499	\$ 83	\$ 93
\$ 2,500 - \$ 2,599	\$ 87	\$ 97
\$ 2,600 - \$ 2,699	\$ 91	\$ 101
\$ 2,700 - \$ 2,799	\$ 95	\$ 105
\$ 2,800 - \$ 2,899	\$ 99	\$ 109
\$ 2,900 - \$ 2,999	\$ 103	\$ 113
\$ 3,000 - \$ 3,499	\$ 115	\$ 125
\$ 3,500 - \$ 3,999	\$ 135	\$ 145
\$ 4,000 - \$ 4,499	\$ 155	\$ 165
\$ 4,500 - \$ 4,999	\$ 175	\$ 185
\$ 5,000 - \$ 5,499	\$ 195	\$ 205

Pricing available up to \$25,000

### Questions?

For more information, please visit  
[www.travelguard.com/studenttravelCFAR](http://www.travelguard.com/studenttravelCFAR)  
 or call Travel Guard at:

**CALL TOLL-FREE: 1.877.254.8922**

Refer to product numbers: 008905 P1-P2 04/12; 008906 P1 04/12



(For complete coverage information, please refer to the Description of Coverage prior to purchase)

## Trip Cancellation & Interruption

Trip Cancellation and Interruption pays for forfeited, non-refundable, unused payments or deposits if due to:

- Unforeseen Sickness, Injury, or death of the Insured, a Traveling Companion, Family Member, or Business Partner (*Certain exclusions apply.*);
- Inclement Weather causing delay or cancellation of travel;
- The Insured's Primary Residence being made Uninhabitable by Natural Disaster, vandalism or burglary;
- The Insured or a Traveling Companion being subpoenaed, required to serve on jury duty, hijacked, or quarantined;
- The Insured or a Traveling Companion is directly involved in or delayed due to an automobile accident, substantiated by a police report, while en route to the Insured's Destination;
- Strike, resulting in the complete cessation of travel services at the point of departure or Destination;
- Terrorist Incident in a City listed on the Insured's itinerary within 30 days of the Insured's scheduled arrival.
- Primary Coverage.

## Trip Delay

Reimburses up to \$100 a day for Reasonable Additional Expenses if delayed for 12 hours or more due to:

- Carrier delay such as mechanical difficulties;
- Lost passport, money, or travel documents;
- Natural Disaster;
- Injury, Sickness or quarantine of the Insured or Traveling Companion.

## Baggage & Personal Effects

- Reimburses for loss, theft, and damage of baggage and personal effects;
- Primary coverage — no need to present a claim to another carrier such as Homeowner's;
- Covers loss due to unauthorized use of credit cards if the Insured has complied with credit card conditions.

## Baggage Delay

- Reimburses for the purchase of essential items if baggage is delayed or misdirected for more than 24 hours.

## Accident Sickness Medical Expense

- No daily limits or deductible;
- Pays for physician, hospital, ambulance services, and prosthetic devices. Initial treatment must be received during trip. We will pay for covered expenses for up to one year from date of Injury/Sickness;
- Pays for emergency dental expenses during the trip up to the dental Maximum Benefit.

## Emergency Evacuation & Repatriation of Remains

- Evacuation to nearest adequate medical facility;
- Transportation of remains upon death.
- Bedside Traveling Companion: If a Traveling Companion or Family Member is hospitalized for at least 7 days during the Trip, the Insurer will reimburse the Insured up to the Per Day and Maximum Limit shown in the Schedule for reasonable additional expenses incurred for hotel and meals (receipts must be submitted) to remain near the Traveling Companion or Family Member.

## Accidental Death & Dismemberment

- Covers death and loss of limb or eyesight within 180 days of an accident.

## Optional Cancel for Any Reason

- Provides reimbursement of 75% of Trip Cost if you decide to cancel for any reason up to 48 hours prior to departure. (New York residents see services section, not available to residents of KS, MO, NH, OR, RI, and WA).

## Assistance Services

### Travel Medical Assistance

- Emergency medical transportation assistance • Physician/hospital/dental/vision referrals • Repatriation of mortal remains assistance • Return travel arrangements
- Emergency prescription replacement assistance • Dispatch of doctor or specialist
- Medical evacuation quote • In-patient and out-patient medical case management
- Qualified liaison for relaying medical information to family members • Arrangements of visitor to bedside of hospitalized Insured • Eyeglasses and corrective lens replacement assistance • Medical payment arrangements • Medical cost containment/expense recovery and overseas investigation • Medical bill audits • Shipment of medical records • Medical equipment rental/replacement assistance

### Worldwide Travel Assistance

- Lost baggage search; stolen luggage replacement assistance • Lost passport/travel documents assistance • ATM locator • Emergency cash transfer assistance
- Travel information including visa/passport requirements • Emergency telephone interpretation assistance • Urgent message relay to family, friends or business associates • Up-to-the-minute travel delay reports • Long distance calling cards for worldwide telephoning • Inoculation information • Embassy or consulate referral
- Currency conversion or purchase • Up-to-the-minute information on local medical advisories, epidemics, required immunizations and available preventive measures
- Up-to-the-minute travel supplier strike information • Legal referrals/bail bond assistance • Worldwide public holiday information

### LiveTravel® Emergency Assistance

- Flight rebooking • Hotel rebooking • Rental vehicle booking • Emergency return travel arrangements • Roadside assistance • Rental vehicle return assistance • Guaranteed hotel check-in • Missed connection coordination

**Cancel for Any Reason (NY residents only):** If the traveler is prevented from taking their Trip, Travel Guard will refund the traveler for 75% of any prepaid, forfeited, non-refundable Trip costs provided the following conditions are met: 1.) The traveler purchases Cancel for Any Reason within 15 days of initial Trip payment. The cost of any subsequent arrangement(s) made must be added to the total Trip cost within 15 days of the date of payment for any subsequent Trip arrangement(s); and 2.) This service is purchased for the full cost of all non-refundable, prepaid Trip arrangements that are subject to cancellation penalties and/or restrictions; and 3.) The traveler cancels the Trip no less than 48 hours prior to the departure date. There will be no refund of the Trip cost under the Cancel for Any Reason Service if the full cost of all prepaid, non-refundable Trip arrangements is not included in the calculation of the service fee. Any fee paid for Cancel for Any Reason will be refunded.

\*Non-insurance services are provided by Travel Guard.

### PRE-EXISTING MEDICAL CONDITION EXCLUSION APPLICABLE TO ALL COVERAGES

The Insurer will not pay for any loss or expense incurred as the result of an Injury, Sickness or other condition of an Insured, Traveling Companion, Business Partner, or Family Member which, within the 60 day period immediately preceding and including the Insured's coverage effective date: (a) first manifested itself, worsened or became acute or had symptoms which would have prompted a reasonable person to seek diagnosis, care or treatment; (b) for which care or treatment was given or recommended by a Physician; (c) required taking prescription drugs or medicines, unless the condition for which the drugs or medicines are taken remains controlled without any change in the required prescription drugs or medicines.

**PRE-EXISTING MEDICAL CONDITION EXCLUSION WAIVER:** The Insurer will waive the pre-existing medical condition exclusion if the following conditions are met: 1.) This plan is purchased within 15 days of making the Initial Trip Payment; 2.) The amount of coverage purchased equals all prepaid, non-refundable payments or deposits applicable to the Trip at the time of purchase, and the cost of any subsequent arrangement(s) added to the same Trip are insured within 15 days of the date of payment or deposit for any subsequent Trip arrangement(s); 3.) All Insured's are medically able to travel when plan cost is paid.

This plan provides insurance coverage that only applies during the covered trip. You may have coverage from other sources that provides you with similar benefits but may be subject to different restrictions depending upon your other coverages. You may wish to compare the terms of this policy with your existing life, health, home, and automobile insurance policies. If you have any questions about your current coverage, call your insurer or insurance agent or broker. Coverage is offered by Travel Guard Group, Inc (Travel Guard), California lic no.0B93606, 3300 Business Park Drive, Stevens Point, WI 54482, [www.travelguard.com](http://www.travelguard.com). CA DOI toll free number: 800-927-HELP. This is only a brief description of the coverage(s) available. The Policy will contain reductions, limitations, exclusions and termination provisions. Insurance underwritten by National Union Fire Insurance Company of Pittsburgh, Pa., a Pennsylvania insurance company, with its principal place of business at 175 Water Street, 18th Floor, New York, NY 10038. It is currently authorized to transact business in all states and the District of Columbia. NAIC No. 19445. Coverage may not be available in all states. Your travel retailer may not be licensed to sell insurance, and cannot answer technical questions about the benefits, exclusions, and conditions of this insurance and cannot evaluate the adequacy of your existing insurance. The purchase of travel insurance is not required in order to purchase any other product or service from the Travel Retailer. Travel assistance services provided by Travel Guard.

Glenbrook High School District #225

BOARD POLICY: EDUCATIONAL TRAVEL EXPERIENCES

7050

Page 1 of 2 pages

Section A - Introduction

The Board of Education of District #225 believes that educational travel experiences can provide significant educational experiences for Glenbrook students. However, 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. Recommendation of the principal and the superintendent and approval of the Board of Education shall be required for educational tours conducted outside the State of Illinois or adjacent states, and for educational tours that require students to be absent from school for one day or more.
3. No student or employee may participate in an educational tour unless he has accident and health insurance coverage protecting against bodily injury or death and, if he is an employee, disability while participating in the tour. Cost of said insurance shall be assumed by the organization financing the tour. Validation of satisfactory insurance coverage shall be made in writing to the assistant superintendent of business affairs.
4. The Board of Education is not authorized to use school funds for any expenditures incurred on such a tour for meals, lodging, or transportation costs. However, the Board may authorize the payment of salaries of necessary personnel while on tour if the personnel are performing in the ordinary course of their employment.
5. All school rules and regulations regarding student conduct shall apply for students participating in educational tours.

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 a school employee or a private agency and which have been recommended for approval by the principal, to use school facilities to inform students of educational travel programs within any of the fifty United States or any foreign country which, 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 or supported 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 agency in publicizing the program must contain a statement to this effect which has been approved by the superintendent. These same materials must also carry the identification of the sponsoring agency.
2. No student or employee may participate in educational travel unless he has accident and health insurance coverage protecting against bodily injury or death and, if an employee, disability while participating in the educational travel. Cost of said insurance shall be assumed by the employee or private agency financing the educational travel. Validation of satisfactory insurance coverage shall be made in writing to the assistant superintendent of business affairs.

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

Glenbrook equipment, materials or supplies, including stationery, shall be used for school-sponsored activities only, and shall not be used for any educational travel which is not school sponsored.

Section E - Student Trips Exclusion

Student trips are not included within the provisions of this policy.

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