

Glenbrook High School District #225BOARD 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. 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 involving an overnight stay prior to submission to the Board for approval. 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 or she 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, when not otherwise existing, shall be assumed by the organization ~~financing~~ conducting the tour. ~~Validation 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 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 compensation of necessary personnel while on tour if the personnel are performing duties in the ordinary course of their employment.

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

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 ~~school~~ employee or a private agency ~~and which 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 ~~which 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, ~~or 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 ~~which, the language of which~~ has been approved in advance by the superintendent. These same materials must also carry the ~~identification~~ name, address and phone number of the sponsoring employee or agency.
2. No student ~~or employee~~ may participate in educational travel unless he or she 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 when not otherwise existing shall be assumed by the employee or private agency financing the educational travel. ~~Validation 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

~~Glenbrook District~~ District equipment, materials or supplies, including stationery, shall be used for ~~school sponsored activities~~ educational tours under Section B of this policy only, and shall not be used for any educational travel ~~which that~~ that is not ~~school~~ school 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:

**Acknowledgment Form for Sponsoring Agent Regarding
Educational Travel**

(name of person or agency sponsoring program)

(destination)

(dates)

Your signature below constitutes and is evidence of:

- (1) your acknowledgment that Northfield Township High School District No. 225 is in no way involved in the sponsorship of this trip and that the trip is not a ~~school~~ district-sponsored activity, but rather, is sponsored solely by _____;
- (2) your acknowledgment that Northfield Township High School District No. 225 assumes no responsibility for any trip preparation, arrangements for any supervision of students while participating in the trip, and transportation to and from the above-named destination; or legal or financial responsibility or liability in the event of trip cancellation, postponement, or other change, or trip financial default.
- (3) your agreement to release, indemnify and hold harmless Northfield Township High School District No. 225, its Board of Education, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries, including reasonable attorney's fees and costs expended in defense thereof, incurred or resulting from any student or employee's participation in this trip and transportation to and therefrom; or legal or financial responsibility or liability in the event of trip cancellation, postponement, or other change, or trip financial deficit.
- (4) your acknowledgment, if an district employee, that your sponsorship of this program is not within the scope of your employment with Northfield Township High School District No. 225; and is, in fact, strictly outside the scope of your employment; provided however, that your conduct remains governed by all rules of conduct to which employees of the district are subject while engaged in employment by the district.
- (5) your acknowledgment that you are not being paid by Northfield Township High School District No. 225 to sponsor this program.
- (6) if an employee of the district, please state any consideration or benefits having any monetary value that you have or will receive from the party conducting the trip in consideration for participating in the trip:

Signature of person or director of agency sponsoring program

Date

**Acknowledgment and Waiver Form
Regarding Educational Travel**

Your child, _____, has been offered the opportunity to participate in a trip to _____ on the following dates _____.

Disclosures:

This trip is not sponsored by Northfield Township High School District No. 225. It is being sponsored solely by _____.

Northfield Township High School District No. 225 assumes no responsibility for any trip preparation, arrangements for any supervision of students while participating in the trip, and transportation to and from the above-named destination or legal or financial responsibility or liability for the cancellation, postponement, or other change, or other trip financial default.

Your signature below constitutes and is evidence of:

- (1) your acknowledgment that Northfield Township High School District No. 225 is in no way involved in the sponsorship of this trip and that the trip is not a ~~school~~ district-sponsored activity, but rather, is sponsored solely by _____;
- (2) your agreement to release, indemnify and hold harmless Northfield Township High School District No. 225, its Board of Education, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries, including or resulting from your child's participation in this trip and transportation to and therefrom.
- (3) your acknowledgment of the above Disclosures.
- (4) that you have read, and agree to be bound by, Board Policy 7050 and its Procedures.

Signature of Parent or Guardian

Date

GLENBROOK HIGH SCHOOL DISTRICT #225: STUDENT TRAVEL PARAMETERS

Please sign and acknowledge your company is in compliance with Glenbrook High School District #225's student travel parameters. Please note any exceptions.

1. Insurance Requirements

In accordance with Board Policy 7050 Section B, 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 insurance while participating in the tour.

The organization providing the tour must have the following insurance coverage in accordance with monetary standards set by SSCRMP:

- professional liability
- general liability
- accident
- illness
- dental
- life
- disability

2. Company Requirements

Company organizing the tour must meet the following requirements:

- A. Must be in existence for a minimum of three years under the same U.S. management company.
- B. Must have a minimum of 10 positive references from high school districts organizing similar trips.
- C. Must be an accredited member of the Student and Youth Travel Association.
- D. Must not charge fees or penalties for payment plans, or use of credit cards.
- E. Must refund 100% of travel cost not covered by travel insurance purchased (applies only when travel insurance is purchased).
- F. Must provide a consumer protection plan in an amount no less than the lesser of \$50,000 or the aggregate amount of payments paid by participants.

3. Gifts

In accordance with Board Policy 9030, Section IV, no employee shall intentionally accept any gift from a prohibited source. Food, refreshments, lodging, transportation, and other benefits offered to an employee by company organizing the trip, must be a requirement of said trip and must be fully disclosed to and approved by the assistant superintendent for business affairs prior to acceptance.

Referral payments to any employee by the company organizing the trip, or any other vendors, are not allowed.

All parameters can be met with the following exception(s):

Company Name: _____

Contact Person: _____

Signature: _____

Adopted: October 28, 1996
 Revised: November 27, 2000
 Revised:



Michael Riggle <mriggle@glenbrook225.org>

NSSED meeting and student travel

2 messages

Karen Hanley <khanley@glenbrook225.org>

Tue, Jan 19, 2016 at 8:32 AM

To: Michael Riggle <mriggle@glenbrook225.org>

Hi Mike,

I will not be able to attend the NSSED meeting tomorrow--I have to be at an event downtown for business. I have let Peggy Miller know.

I've been thinking about the company parameters associated with the student travel policy and wondering about the expectation that companies not charge late fees in 2D on page 4. If payments don't come in on time, the provider companies will either have to defer confirming accommodations or tours until they receive the payments or put up the money themselves, which most are financially unable to do. The leverage afforded by a pending late fee can make sure that everyone moves forward within a defined time frame--and if there are unusual circumstances, most companies would be willing to work with individuals to accommodate them.

Certainly the late fees should be clearly disclosed at the outset--but I think the inability to charge late fees could affect the quality of the group's experience if delinquent payments result in a delay in securing the preferred hotels, transportation, or tours.

I'm interested to see what SSCRMP decides about offering travel insurance. In any event, it should be very affordable for young travelers, and good insurance can be purchased independently online at insuremytrip.com or through most travel agents.

I hope your mother is fully recovered now. Have a good week--
Karen

Michael Riggle <mriggle@glenbrook225.org>

Tue, Jan 19, 2016 at 12:35 PM

To: Karen Hanley <khanley@glenbrook225.org>

Karen,

Thanks for letting me know about the NSSED meeting. I also appreciate your thoughts on the Educational Tours policy. I have a meeting scheduled with Bruce and Bob on Thursday to discuss the revisions and will present your thoughts. I agree with your thoughts on the late fee.

Mike

[Quoted text hidden]

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Michael D. Riggle
Superintendent
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