

OFFICE OF THE ASSISTANT SUPERINTENDENT FOR EDUCATIONAL SERVICES

To: Dr. Mike Riggle

From: Rosanne Williamson

Re: Glenbrook Academy Chinese International Trip

Date: January 9, 2013

Please find attached the travel request from Ms. Hong Wu, Mandarin Academy Teacher, for an educational trip to China. Academy juniors will travel to Beijing, Xi'an, Hangzhou, Wuzhen, Suzhou, Tongli and Shanghai. The parameters of this trip are similar to past trips taken by the Academy and World Language Departments.

This is an Educational Tour covered under Board Policy 7050. This 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.

To: Brian K. Wegley
Paul Pryma
Rosanne Williamson

From: Hong Wu

Cc: Matthew Whipple
Danita Fitch
Cameron Muir
Kris Frandson
Dr. Michael Riggle

Date: Friday, December 21, 2012

Subject: Glenbrook Academy Chinese International Trip

Trip proposal: This proposed trip will be a new opportunity for current juniors in the Glenbrook Academy for International Studies. The junior class has been studying the Chinese language and culture for the past 3 years. The proposed program would give students the opportunity not only to apply their relatively newly acquired language skills in a country where it is the native language, but also to experience the highlights of authentic Chinese culture and lifestyle. During the 12-day trip, students will visit Beijing, Xi'an, Hangzhou, Wuzhen, Suzhou, Tongli and Shanghai. Please reference the attached itinerary for detailed arrangement. The trip would start tentatively on June 17 with flying to Beijing and finish on June 28 with flying back from Shanghai.

Rationale: This international travelling experience for the current juniors in the Glenbrook Academy for International Studies aligns with the essential questions behind the guiding instructional purpose of the Academy. The students will gain momentum and confidence, seeing themselves as citizens of the world and capable speakers of a foreign language. This experience, leading to their senior year of the Academy, will prepare them for their Advanced Placement Chinese Language and Culture exam.

The logistics of travel would impact current juniors in the Glenbrook Academy for International Studies in the following ways:

- The trip to China will take place during the summer break. Our tentative departure date is Monday, June 17th, 2013.
- Nexus Holidays is the travel agency that we use to service the trip.

- The approximate cost will be \$3,320 per student; this cost covers international and domestic airfares, train tickets, museum and site entrance fees, and hotel rooms (4 star hotels with double occupancy) throughout the whole trip.
- As per Board Policy 7050, all students who participate will have accident and health insurance coverage. Please reference Passenger Protection Plan provided by Nexus Holidays.
- Hong Wu (GBS and Academy Chinese teacher) will be working together with other Academy teachers to plan the details of the trip. She will also be working with Nexus Holidays to plan the trip.

Board Approval: We are seeking board approval for variety of reasons. This is an educational opportunity conducted, but not financed by the district. This trip will provide students with an international experience to inspire intercultural understanding and a lifelong desire to be world citizens in our ever-shrinking global community. Throughout the trip, students will have the opportunity to use their newly acquired language skills to communicate with native Chinese speakers, and to experience a complete different culture and social system, which in return will encourage them to become more confident and open-minded critical thinkers.

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

I. School GBN X GBS X GBE GBOC District
 II. Initiator Hong Wu Phone 847 486 4273
 Position Chinese & Academy Teacher Date of Submission 01/08/2013

III. **Dates and Times of Leave/Return**
 Total Number of School Days Missed per Person 0
 Departure Date/Time 06/17/2013 Return Date/Time 06/28/2013

IV. **Name of Individuals Participating in Tour: (Attach list if necessary.)**
 Teachers and Staff Hong Wu, Matthew Whipple and Chinese Academy juniors (list attached)
 Students _____

V. **Description, Destination, and Reason for Trip**
International trip to China. Academy juniors will travel together to Beijing, Xi'an, Hangzhou, Wuzhen, Suzhou, and Shanghai.

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

	Total Amount	Per Person	Account #
Registration	<u>0</u>	<u>0</u>	
Lodging	<u>packaged together</u>		
Meals (Advance)	<u>packaged together</u>		
Judging	<u>0</u>	N/A	
Substitute Teacher	<u>0</u>	N/A	
Transportation			
entrance/ Air fees	<u>packaged together</u>	<u>packaged together</u>	
Bus/Car	<u>packaged together</u>		
District Total	<u>0</u>	N/A	N/A
Cost to Student	<u>\$92,960</u>	<u>\$3,320.00</u>	N/A

VII. **Approval**
Matthew Whipple George Williams
 Supervisor Principal Superintendent
1/9/13 1/9/13
 Date Date Date

Reminder: No purchases or expenses prior to Board of Education approval.

Acknowledgment Form for Sponsoring Agent Regarding Educational Travel


Nexus Holidays USA Group.
(name of person or agency sponsoring program)

China (Beijing, Xi'an, Hangzhou, Suzhou Shanghai)
(destination)

Jun. 17. 2013 - Jun 28 2013
(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-sponsored activity, but rather, is sponsored solely by Nexus Holidays;
- (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;
- (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;
- (4) your acknowledgment, if an 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;
- (5) your acknowledgment that you are not being paid by Northfield Township High School District No. 225 to sponsor this program.


Signature of person or director of agency sponsoring program

12-31-2012
Date





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Glenbrook South High School and Glenbrook Academy Student Trip to China 12 Days

Beijing-Xi'an-Hangzhou-Wuzhen Watertown-Suzhou-Tongli-Shanghai

Tour Code:

Tour Itinerary

※ Meal Code: B=Breakfast, L=Lunch, SL=Special Lunch, D =Dinner, SD=Special Dinner

DAY	DATE	TRANS	ITINERARY DETAILS
1	Mon 6/17/13	Flight	Chicago → Beijing You'll depart from Chicago to Beijing.
2	Tue 6/18/13	Coach	<p>Beijing D</p> <p>Arrive in Beijing-the capital of China. Nexus Holidays tour guide will greet you at the airport and transfer you to your hotel-North Garden Hotel Beijing. Welcome Dinner at a local restaurant.</p> <p><i>Happy Landing:</i></p> <ol style="list-style-type: none"> 1) After claiming your baggage and going through the custom, please meet your tour guide at the airport arrival lobby. Nexus tour guide will holding a red greeting board with "Nexus Holidays" on it. 2) Please wear the Nexus Holidays badge upon arrival in order for your tour guide to recognize you easily. 3) Just in case you do not see your tour guide there, our China Domestic Toll Free Number: 800-820-3218. Please refer to attached emergency contact list for other contact information regarding your trip. <p>Accommodation in Beijing: Howard Johnson Paragon Hotel http://www.howardhotel-beijing.com/</p> <p>Address: 18 Jianguomen Nei Ave, Dongcheng District, Beijing Tel: 86-10- 6526 6688</p>
3	Wed 6/19/13	Coach	<p>Beijing B, L, D</p> <p>Breakfast at hotel.</p>

2145 S. China Place, FL 2, Chicago, IL 60616


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			<p>Morning: Start your city tour to visit the Forbidden City. This complex, the largest and most intact conglomeration of ancient structures of the imperial palace ever built in the world. Next stop is the Tiananmen Square, the largest public square in the world.</p> <p>Afternoon: Continue your tour to the Summer Palace, the largest ancient imperial garden in China. Visit the campus of Peking University, the No 1 University of China.</p> <p>Evening: Enjoy the famous Peking Opera at Laoshe Tea House.</p> <p>Lunch and Dinner at local restaurants.</p>
4	Thu 6/20/13	Coach	<p>Beijing B, L, SD Breakfast at hotel.</p> <p>Morning: Visit the Temple of Heaven, which was used to offer sacrifices to heaven and pray for good harvest in ancient times. Watch, learn and practice Chinese Tai Chi for 2 hours guided by a Tai Chi Master. Today you'll have an opportunity to shop at the largest Jade Center of Asia</p> <p>Afternoon: Take a rickshaw ride touring the Hutongs (Beijing Old Alley), visit a local family's courtyard house and enjoy your lunch there. Continue your tour to visit a local super market to experience local people's real life. Then you'll have some free time at Shi Sha Hai Park, a best place to explore the culture and life styles of the Old Beijing.</p> <p>Lunch at a local resident's courtyard house, Dinner at famed Quanjude Restaurant for authentic Beijing Roast Duck gourmet.</p>
5	Fri 6/21/13	Coach Train	<p>Beijing  Xi'an B, L, D Breakfast at hotel.</p> <p>Morning: A photo stop at the National Stadiums--Bird's Nest and Water Cube, built for the 2008 Summer Olympics. Then continues to today's highlight, a trip to the astonishing Great Wall at Juyongguan Pass. The Great Wall is the most famous image of China throughout the world. Watch skilled artisans at work at a cloisonné factory after lunch.</p> <p>Afternoon: Visit the Sacred Path of Ming Tombs. 13 of the 16</p>

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			<p>Ming Dynasty Emperors have their tombs here. This is an attractive destination with a lot of natural scenery and historical stories. The final stop today is the Tong Ren Tang Chinese Herbal Medicine Institute, a TCM store dedicated for Imperial medications since 1723. With 188 year's history, it is the best place to learn about the rich and colorful culture of Traditional Chinese Medical and Medicines.</p> <p>Evening: Take overnight express train to Xi'an. Stay overnight in soft-sleeper train car shared by 4 people. Reference Train Schedule: Z53, 8:03PM / 8:10AM (+ 1)</p> <p>Lunch and Dinner at local restaurants.</p>
6	Sat 6/22/13	Coach	<p>Arrive in Xi'an B, L, D Morning: Arrive in Xian in the morning. Meet your tour guide at train station and then transfer to hotel. Have your Breakfast at a Mc Donald on the way to your hotel. Visit Ancient City Wall and Gate, the Large Wild Goose Pagoda in the morning. Lunch at a local restaurant.</p> <p>Afternoon: Visit the Grand Mosque and Muslin quarters and then have some free time at the Drum Tower square.</p> <p>Evening: Enjoy the Imperial Dumpling Banquet Dinner and Tang Dynasty Dancing and Singing Show.</p> <p>Accommodation in Xian: Titan Times Hotel http://www.titantimeshotel.com/index_en.html Add: 360 W. Huancheng Road, Xi'an Tel: 86-29-8862 6666</p>
7	Sun 6/23/13	Coach	<p>Xi'an B, L, D Breakfast at hotel. Morning: Visit the Terra Cotta Warriors and Horses, the attached defending army to the first emperor of China and regarded as "the eighth wonder of the world" and among the top archaeological excavations of the 20th century.</p> <p>Afternoon: Visit a local farmer's cave home to learn about local famer's real life. Back to the city then visit the Shanxi Provincial Historical Museum. Lunch and Dinner at local restaurants.</p>

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8	Mon 6/24/13	Coach Flight	<p>Xi'an → Hangzhou B, L, D</p> <p>Breakfast at hotel. Morning: Transfer to airport and fly to Hangzhou. Lunch at local restaurant.</p> <p>Afternoon: Hangzhou is a city described by Marco Polo as “the most beautiful and magnificent city in the world”. Have a relaxing cruise tour on the magnificent West Lake; tour the Six Harmony Pagodas and then visit the Former Residence of Xueyan Hu, the richest Chinese businessman in late Qing Dynasty. Taste the well-known Dragon Well Tea before enjoying the special West Lake-flavor dinner.</p> <p>Reference Flight Schedule: TBA (MU: China Eastern Airline)</p> <p>Dinner at local restaurants.</p> <p>Accommodation in Suzhou: Gusu Jinjiang Tower Hotel http://www.jinjianghotels.com/portal/en/ji_ji_ho_ca_4.asp Add: 77 East Shihu Road, Suzhou Tel: 86-512-6921 7777</p>
9	Tue 6/25/13	Coach	<p>Hangzhou ⇄ Wuzhen ⇄ Suzhou B, L, D</p> <p>This morning, a short trip by coach to Suzhou. On the way, have a tour to the Wuzhen Water Town, a quiet and beautiful ancient water town with more than 1000 years of history.</p> <p>Afternoon: Suzhou has been praised as the “Paradise on Earth” since ancient times. Also known as “Venice of the East”, it was built around Grand Canal featuring world class gardens and silk products. Take a cruise on the Grand Canal to view the life along China's golden waterway in its heyday. Tour the Liu Garden, one of the best four Chinese gardens and an UNESCO world heritage, then visit a Silk Spinning Mill where you will learn how silk is created from the mulberry-munching silkworms to produce thread and finest cloth.</p> <p>Accommodation in Suzhou: Gusu Jinjiang Tower Hotel http://www.jinjianghotels.com/portal/en/ji_ji_ho_ca_4.asp</p>

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			Add: 77 East Shihu Road, Suzhou Tel: 86-512-6921 7777
10	Wed 6/26/13	Coach	<p>Suzhou ⇄ Tongli ⇄ Shanghai B, L, D</p> <p>Breakfast at hotel.</p> <p>Morning: Take Coach to visit the water town Tongli. Tongli is an age-old but very well preserved water township with a history of more than 1,000 years.</p> <p>Afternoon: Take coach to Shanghai, the modern metropolis and commercial center of China. Upon arrival, start your memorable tour of Shanghai by walking along the famous Bund, a mile-long stretch along the Huangpu River. Lined by the colonial architectures of European design, this area is the best place to capture the western influences of the old days. Continue to visit the Shanghai World Financial Center. Enjoy Chinese Tea ceremony performance</p> <p>Lunch and Dinner at local restaurants. Accommodation in Shanghai: Minya Hotel http://www.daysinn.cn/english/hotel/tongji_a.htm</p> <p>Tel: 86-21-5093 3333 Add: 500 Gushan Road, Pudong District, Shanghai</p>
11	Thu 6/27/13	Coach	<p>Shanghai B, L, D</p> <p>Breakfast at hotel.</p> <p>Morning: Visit the Ming Dynasty Yuyuan Garden and Temple of the Old City God.</p> <p>Afternoon: Visit Pudong Economic Zone, and then have some free time at Hengshan Road, a former French Concession Area and now a street with unique Shanghai Shi Ku Men architecture and vibrant night life district.</p> <p>Evening: Enjoy exciting Chinese Acrobatic Show</p> <p>Lunch at a local restaurant, and special farewell Dinner at a local restaurant for authentic local flavors.</p>
12	Fri 6/28/13	Coach Flight	<p>Shanghai → Chicago B</p> <p>Breakfast at hotel.</p>

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Visit the Shanghai Museum in the morning and then transfer to airport near noon and fly back to Chicago.

Tour Cost

1. **Package: \$3320/each person** (by American Airline or United Airline, coach class)

* Price above is based on double occupancy. Single Hotel rooms supplement is \$420 /each.

* One chaperon travel free for 8 students.

Tour Inclusions and Booking Information

1. International Airfare:

1) for departure from Chicago, IL to Beijing and return from Shanghai on coach class, all tax and fuel surcharges included.

2) Airfare is based on current airline promotion and seats availabilities. Seats are non-upgradeable. For business class or upgradeable airfares, please check with us separately.

2. Land Portion Tour Cost Includes:

1) 4-star hotel accommodations for itinerary above and are all based on double occupancy (twin-share basis); Three (3) persons occupancy in one hotel room can be arranged by adding one extra bed in the room. No hotel room cost deductions for triple occupancies.

2) Most of meals as listed above. Meals per day or as indicated; Buffet Breakfasts at hotel restaurant every day; Lunch or Dinner are basically Chinese Style and will be arranged in local restaurants designated by China National Tourist Beau. American Style fast foods lunch and dinner such as McDonalds, Pizza Huts and KFC can also be arranged per requests without extra charges.

3) Admissions to all activities and sightseeing above;

4) Land and domestic air transportation for itinerary listed above.

5) English Speaking Local tour guide for arrival and departure transfer, sightseeing and culture programs

6) Travel Accident Insurance in mainland China with coverage up to RMB200, 000.00.

7) Unlimited Bottled water during tour.

8) China Travel Visa application (Single Entry, maximum stay in China is 30 days. Six months or One year Multiple-entry visa is possible for qualified applicants without extra charges. Processing time by the China Consulate is 5 business days. Rush service is available at extra charges)

3. Land Portion Tour Cost DOES NOT Include:

1) All personal related expenses, such as phone bills, laundry, Postage, baggage over-weight charge, beverages etc.;

2) Gratuities for local tour guide, coach driver and national tour guide.

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3) All expenses not mentioned.

4. Cancellation Policy:

Cancellation Notice in letter or fax must be received by Nexus Holidays. The following cancellation fee applies:

- 1) 45 or more days prior to departure: \$300 per person will be assessed.
- 2) 30-44 days prior to departure: \$400 per person will be assessed.
- 3) 14-29 days prior to departure: \$500 per person will be assessed.
- 4) 4-13 days prior to departure: \$1000 per person will be assessed.
- 5) Less than 3 days or nonappearance: 100% of total charge.
- 6) Besides the cancellation fee from Nexus Holidays, Penalties from Airlines or Train Companies apply if air or train tickets have been issued.

5. Remark:

- 1) The price is based on at least 10 people and subject to change till \$300 per person deposit is received for reservation.
- 2) Current exchange rate is 1: 6.30; we reserve the right to change prices due to exchange increase. But tour price is firmed after tour deposit is received.
- 3) Please be advised that your tour will be executed following above itinerary. However, our China offices and local handling agencies in China reserve the right to make alterations or adjustment in the itinerary as to the order of sightseeing, hotels, meals and culture programs should they think are necessary to make your trip run more smoothly. Thanks for choosing Nexus Holidays Chicago.

Reservation and Payment

Reservation

Please provide a valid travel document (passport copy) or your valid passport names to make reservations. For Group Reservation, name list is not required when sending deposit, but name list must be provided at least 2 months before departure.

Deposit:

\$300 deposit per person is required when making reservation. The booking becomes a contract at the time you put deposit.

Final Payment:

Final payment must be received no later than 45 days prior to departure. If Nexus doesn't receive your final payment 45 days before departure, we reserve the right to cancel your reservation and charge cancellation fees accordingly. If the booking is made less than 45 days before departure, full amount should be paid when booking.

Passenger Protection Plan

Designed Exclusively for
the passengers of



Nexus Holidays[®]

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program designed by



Insurance Services

DESCRIPTION OF COVERAGE

Schedule: NEXUS HOLIDAYS
Policy Number: 202B 0412

Schedule of Coverages & Services	Maximum Benefits Per Person
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Part A - Medical Protection	
Emergency Medical & Dental Expense	\$100,000
Emergency Evacuation & Repatriation of Remains	\$1,000,000

Worldwide Emergency Assistance* Included

Coverages listed under part A are underwritten by Stonebridge Casualty Insurance Company.

*Worldwide Emergency Assistance Services are provided by Travelex's designated provider.

Please read this brochure in its entirety for a complete description of all terms and conditions.

This program has been provided to you by Nexus Holidays.

PART A - MEDICAL PROTECTION

Medical Expense Benefits

We will pay this benefit, up to the amount on the Schedule, for the following Covered Expenses incurred by you, subject to the following: 1) Covered Expenses will only be payable at the Usual and Customary level of payment; 2) benefits will be payable only for Covered Expenses resulting from a Sickness that first manifests itself or an Injury that occurs while on a Covered Trip.

Covered Expenses:

- expenses for the following Physician-ordered medical services: services of legally qualified Physicians and graduate nurses, charges for Hospital confinement and services, local ambulance services, prescription drugs and medicines, and therapeutic services, incurred by you within one year from the date of your Sickness or Injury;
- expenses for emergency dental treatment incurred by you during a Covered Trip.

Please refer to the Definitions for an explanation of Pre-Existing Conditions which are excluded under the Medical Expense Benefits.

Emergency Evacuation & Repatriation of Remains

We will pay this benefit, up to the amount on the Schedule, for the following Covered Expenses incurred by you, subject to the following: 1) Covered Expenses will only be payable at the Usual and Customary level of payment; 2) benefits will be payable only for Covered Expenses resulting from a Sickness that first manifests itself or an Injury that occurs while on a Covered Trip.

Covered Expenses:

- expenses incurred by you for Physician-ordered emergency medical evacuation, including medically appropriate transportation and necessary medical care en route, to the nearest suitable Hospital, when you are critically ill or injured and no suitable local care is available, subject to the Program Medical Advisors prior approval;

2. expenses for transportation not to exceed the cost of one round-trip economy class air fare to the place of hospitalization for one person chosen by you, provided that you are traveling alone and are hospitalized for more than 7 days;
3. expenses for transportation not to exceed the cost of one-way economy class air fare to your place of residence in the United States of America [or foreign country name], including escort expenses, if you are 18 years of age or younger and left unattended due to the death or hospitalization of an accompanying adult(s), subject to the Program Medical Advisors prior approval;
4. expenses for one-way economy class air fare (or first class, if your original tickets were first class) to your place of residence in the United States of America, from a medical facility to which you were previously evacuated, less any refunds paid or payable from your unused transportation tickets, if these expenses are not covered elsewhere in the plan;
5. repatriation expenses for preparation and air transportation of your remains to your place of residence in the United States of America, or up to an equivalent amount for a local burial in the country where death occurred, if you die while outside the United States of America.

Your duties in the event of a Medical Expense:

You must provide us with all bills and reports for medical and/or dental expenses claimed; you must provide any requested information, including but not limited to, an explanation of benefits from any other applicable insurance; you must sign a patient authorization to release any information required by us, to investigate your claim.

GENERAL PLAN EXCLUSIONS

The following exclusion applies to the Emergency Medical and Dental Expense coverages:

We will not pay for loss or expense caused by or incurred resulting from a Pre-Existing Condition, as defined in the plan, including death that results therefrom.

Waiver of the Pre-Existing Condition Exclusion

The Pre-Existing Condition Exclusion is waived provided you meet the following requirement:

1. the payment for this plan is received within 15 days of the initial Covered Trip deposit for your Covered Trip.

The following exclusions apply to all coverages:

We will not pay for any loss under the plan, caused by, or resulting from: (a) suicide, attempted suicide, or intentionally self-inflicted injury of you, your Traveling Companion or Family Member booked to travel with you, while sane or insane (while sane in CO and MO); (b) mental, nervous, or psychological disorders, except if hospitalized; (c) being under the influence of drugs or intoxicants, unless prescribed by a Physician; (d) normal pregnancy or resulting childbirth or elective abortion; (e) participation as a professional in athletics; (f) riding or driving in any motor competition; (g) declared or undeclared war, or any act of war; (h) service in the armed forces of any country; (i) operating or learning to operate any aircraft, as pilot or crew; (j) mountain climbing, bungee cord jumping, skydiving, parachuting, hang gliding, parasailing or travel on any air supported device, other than on a regularly scheduled airline or air charter company; (k) any criminal acts, committed by you; (l) a loss or damage caused by detention, confiscation or destruction by customs; (m) Elective Treatment and Procedures; (n) medical treatment during or arising from a Covered Trip undertaken for the purpose or intent of securing medical treatment; (o) a loss that results from an illness, disease, or other condition, event or circumstance which occurs at a time when the plan is not in effect for you.

DEFINITIONS

In this Certificate, “you”, “your” and “yours” refer to the Plan Participant. “We”, “us” and “our” refer to the company providing the coverage. In addition certain words and phrases are defined as follows:

Accident means a sudden, unexpected, unintended and external event, which causes Injury.

Business Partner means an individual who is involved, as a partner, with you in a legal general partnership and shares in the management of the business.

Common Carrier means any land, water or air conveyance operated under a license for the transportation of passengers for hire.

Covered Trip means a period of travel away from Home to a destination outside your city of residence and the Covered Trip does not exceed 180 days.

Domestic Partner means a person who is at least eighteen years of age and you can show: 1) evidence of financial interdependence, such as joint bank accounts or credit cards, jointly owned property, and mutual life insurance or pension beneficiary designations; 2) evidence of cohabitation for at least the previous 6 months; and 3) an affidavit of domestic partnership if recognized by the jurisdiction within which they reside.

Elective Treatment And Procedures means any medical treatment or surgical procedure that is not medically necessary including any service, treatment, or supplies that are deemed by the federal, or a state or local government authority, or by us to be research or experimental or that is not recognized as a generally accepted medical practice.

Family Member includes your or the Traveling Companion’s dependent, spouse, child, spouse’s child, son-daughter-in-law, parent(s), sibling(s), brother-sister, grandparent(s), grandchild, step brother-sister, step-parent(s), parent(s)-in-law, brother-sister-in-law, aunt, uncle, niece, nephew, guardian, Domestic Partner, foster-child, or ward.

Home means your primary or secondary residence.

Hospital means an institution, which meets all of the following requirements: (1) it must be operated according to law; (2) it must give 24 hour medical care, diagnosis and treatment to the sick or injured on an inpatient basis; (3) it must provide diagnostic and surgical facilities supervised by Physicians; (4) registered nurses must be on 24 hour call or duty;

and (5) the care must be given either on the hospital's premises or in facilities available to the hospital on a pre-arranged basis.

Injury means bodily harm caused by an Accident which: 1) occurs while your coverage is in effect under the plan; and 2) requires examination and treatment by a Physician. The Injury must be the direct cause of loss and must be independent of all other causes and must not be caused by, or result from, Sickness.

Insured means an eligible person who arranges a Covered Trip, and pays any required plan payment.

Insurer means Stonebridge Casualty Insurance Company.

Physician means a person licensed as a medical doctor by the jurisdiction in which he/she is resident to practice the healing arts. He/she must be practicing within the scope of his/her license for the service or treatment given and may not be you, a Traveling Companion, or a an Immediate Family Member of yours.

Policy means the contract issued to the Policyholder providing the benefits specified herein.

Policyholder means the legal entity in whose name this Policy is issued, as shown on the Benefit Schedule.

Pre-existing Condition means an illness, disease, or other condition during the 60 day period immediately prior to your effective date for which you or your Traveling Companion or Immediate Family Member is scheduled or booked to travel with you:

- 1. received or received a recommendation for a diagnostic test, examination, or medical treatment; or
- 2. took or received a prescription for drugs or medicine.

Item (2) of this definition does not apply to a condition which is treated or controlled solely through the taking of prescription drugs or medicine and remains treated or controlled without any adjustment or change in the required prescription throughout the 60 day period before coverage is effective under this Policy.

Schedule means the Benefit Schedule shown in the Description of Coverage for each Insured.

Scheduled Departure Date means the date on which you are originally scheduled to leave on your Covered Trip.

Scheduled Return Date means the date on which you are originally scheduled to return to the point where the Covered Trip started or to a different final destination.

Sickness means an illness or disease of the body which: 1) requires examination and treatment by a Physician, and 2) commences while the plan is in effect. An illness or disease of the body which first manifests itself and then worsens or becomes acute prior to the effective date of this plan is not a Sickness as defined herein and is not covered by the plan.

Traveling Companion means a person whose name(s) appear(s) with you on the same Covered Trip arrangement.

Please note, a group or tour leader is not considered a Traveling Companion unless you are sharing room accommodations with the group or tour leader.

Usual and Customary Charge means those charges for necessary treatment and services that are reasonable for the treatment of cases of comparable severity and nature. This will be derived from the mean charge based on the experience in a related area of the service delivered and the MDR (Medical Data Research) schedule of fees valued at the 100th percentile.

TERMS OF COVERAGE

Who Is Eligible For Coverage
A person who has arranged to take a Covered Trip, and pays the required plan payment, and is a citizen or resident of the United States of America.

When Coverage Begins
All coverages will take effect on the later of 1) the date the plan payment has been received by the Policyholder; 2) the date and time you start your Covered Trip; or 3) 12:01 A.M. Standard Time on the Scheduled Departure Date of your Covered Trip.

When Coverage Ends
Your coverage automatically ends on the earlier of:
1. the date the Covered Trip is completed;
2. the Scheduled Return Date;
3. cancellation of the Covered Trip covered by the plan;
4. your arrival at the return destination on a round-trip, or the destination on a one-way trip.

All coverages under the plan will be extended if your entire Covered Trip is covered by the plan and your return is delayed by unavoidable circumstances beyond your control.

BENEFICIARY

Your estate, unless written notice of a designated beneficiary is provided to the Plan Administrator.

GENERAL PROVISIONS

Our Right To Recover From Others: We have the right to recover any payments we have made from anyone who may be responsible for the loss. The Insured and anyone else we insure must sign any papers and do whatever is necessary to transfer this right to us. The Insured and anyone else we insure will do nothing after the loss to affect our right.

CLAIM PROCEDURES

To facilitate prompt claims settlement:
MEDICAL EXPENSES: Obtain receipts from the providers of service, etc., stating the amount paid and an incident report listing the diagnosis and treatment. Provide a copy of their final disposition of your claim.

TRAVEL ASSISTANCE & CONCIERGE SERVICES

Provided by Travelex's designated provider

When outside the USA or Canada, call us collect through a local operator (you will first have to enter the International Access Code of the country you are calling from). Within the USA or Canada, use the toll free number.

Within U.S.A. & Canada 1-855-892-6495
Outside U.S.A. & Canada 603-328-1373
Your Plan Number: 202B 0412

MEDICAL SERVICES

Medical Assistance – Our multi-lingual professionals are available 24 hours a day to provide help, advice and referrals for medical emergencies. We will help you locate local physicians, dentists, or medical facilities.

Medical Consultation and Monitoring – If you are hospitalized, we will contact you and your treating physician to monitor your condition to assure you are receiving appropriate care and assess the need for further assistance. We will also contact your personal physician and family at home when necessary or requested to keep them informed of your situation.

Medical Evacuation – When medically necessary, we will arrange and pay for appropriate transportation, including an escort, if required, to a suitable hospital, treatment facility or home. Payment for Medical Evacuation is available only for covered claims and up to the amount of coverage provided in the Policy. All medical transportation services must be authorized and arranged by Travelex's designated provider. In the event of an unauthorized Medical Evacuation, reimbursement may be limited or coverage may be invalidated.

Emergency Medical Payments – We will assist you in the advancement of funds or guarantee payments (up to the Policy limit) to a hospital or other medical provider, if required, to secure your admission, treatment or discharge.

Prescription Assistance – We will assist you with replacing medications that are lost, stolen or spoiled during your Covered Trip, either locally or by special courier.

Dependent Transportation & Family Visits – When a minor (age 18 or younger) is left unattended on a Covered Trip due to hospitalization or death of the accompanying adult, we will arrange for his or her return home, including escort expenses. If you are traveling alone and hospitalized 7 days or more, we will arrange transportation for a person you choose to visit you.

Repatriation of Remains – In the event of death while on a Covered Trip, we will arrange for the preparation and transportation required to return your remains to your home.

24 HOUR TRAVEL ASSISTANCE SERVICES

24 Hour Legal Assistance – If while on your Covered Trip you encounter legal problems, we will help you find a local legal advisor. If you are required to post bail or provide immediate payment of legal fees, we will assist you in arranging a funds transfer from family or friends.

Message Services – We will transmit emergency messages to family, friends or business associates. We will advise you if we have difficulty delivering your message and let you know that the message has been received. We will also relay non-emergency e-mail or phone messages on your behalf at any time during your Covered Trip.

Language Interpretation Services – We provide interpretation services in major languages and will refer you to appropriate local services, if needed.

Emergency Cash Transfer – We will help arrange an emergency cash transfer (wire transfer, travelers checks, etc.) of your funds from home or from friends or family in medical or travel emergency situations where additional funds are required.

Pre-Trip Travel Services – We provide 24-Hour information, help and advice for your planned Covered Trip such as: passport and visa information, requirements and replacement; travel health information or advisories; vaccine recommendations and requirements; government agency contact information (i.e. embassies, consulates, and other departments or agencies); weather and currency information.

Travel Document and Ticket Replacement – When important travel documents (such as passports and visas) are lost or stolen, we will help you to secure replacements. We will also help you when airline or other travel tickets are lost or stolen. We will assist you with reporting your loss, reissuing tickets and obtaining the money required for this purpose (you are responsible for providing the funds).

Concierge Services

- restaurant, shopping, hotel recommendations/reservations
- local transport (rental car, limousine, etc) information and reservations
- sporting, theatre, night life and event information (sports, scores, stock quotes, gift suggestions, etc.), recommendations and ticketing
- golf course information, referrals, recommendations and tee times
- tracking and assisting with the return of lost or delayed baggage

Business Services

- emergency correspondence and business communication assistance
- assistance with locating available business services such as: express/overnight delivery sites, internet cafes, print and copy services
- assistance with or arrangements for telephone and web conferencing
- emergency messaging to customers, associates, and others (phone, fax, e-mail, text, etc.)
- real time weather, travel delay and flight status information
- worldwide business directory service for equipment repair/replacement, warranty service, etc.
- emergency travel arrangements

PLAN ADMINISTRATOR

For plan inquiries or information on filing a claim, please contact the Plan Administrator at:

**Stonebridge Claims Administration
Travelex Claims Department
4600 Witmer Industrial Estates, Suite 6
Niagara Falls, NY 14305
Phone: 1-866-968-2061
Fax: 1-877-367-2496
Monday - Friday 7:30 a.m. - 7:00 p.m. (CST)
Refer to Policy # 202B 0412**

Plan is designed by Travelex Insurance Services, Inc.

Travel Insurance is underwritten by Stonebridge Casualty Insurance Company a Transamerica company, Columbus, Ohio; NAIC #10952 (all states except as otherwise noted) under Policy/Certificate Form series TAHC5000. In CA, HI, NE, NH, PA, TN and TX Policy/Certificate Form series TAHC5100 and TAHC5200. In IL, IN, KS, LA, OR, OH, VT, WA and WY Policy Form #'s TAHC5100IPS and TAHC5200IPS. Certain coverages are under series TAHC6000 and TAHC7000.

Please take this Description of Coverage with you on your Covered Trip. This is a brief Description of Coverage, which outlines benefits and amounts of coverage available to you. To view your state-filed form, please visit www.travelexinsurance.com/SBPlans.aspx or call 1-800-819-9004 to obtain your Individual Policy in the following states: IL, IN, KS, LA, OR, OH, VT, WA and WY or your Group Certificate for all other states. Your Individual Policy or Group Certificate will govern the final interpretation of any provision or claim.

Passenger Protection Plan

**Designed Exclusively for
the passengers of**



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Creating Memories. Together. Today.



Insurance Services

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

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

I.School **GBN** _____ **GBS** _____ **GBE** _____ **GBOC** _____ **District** _____

II.Initiator _____ Phone _____

Position _____ Date of Submission _____

III.Dates and Times of Leave/Return

Total Number of School Days Missed per Person _____

Departure Date/Time _____ Return Date/Time _____

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

Teachers and Staff _____

Students _____

V.Description, Destination, and Reason for Trip

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	_____	N/A	N/A
Cost to Student	_____	_____	N/A

VII.Approval

 align="center">**Supervisor** align="center">**Principal** align="center">**Superintendent**

 align="center">**Date** align="center">**Date** align="center">**Date**

Reminder: No purchases or expenses prior to Board of Education approval.

**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-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;
- (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;
- (4) your acknowledgment, if an 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;
- (5) your acknowledgment that you are not being paid by Northfield Township High School District No. 225 to sponsor this program.

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 _____.

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.

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-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.

Signature of Parent or Guardian

Date

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