

OFFICE OF THE PRINCIPAL  
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Paul Pryma

Re: Glenbrook North Choir Tour, Italy

Date: June 14, 2012

Attached are a summary letter and travel request, summary of trip inclusions furnished by Brightspark (formerly Educational Tours) a district approved tour agency, and a copy of Board Policy 7050.

Mr. Davidson and Mr. Wallace continue to build upon the significant learning experiences provided to students in the choir program. I'm grateful for the thoughtful planning of this trip which will include performances in Rome and Florence and exposure to the origins of Western music and culture.

Per board policy, students and staff will be required to sign a document verifying that they have appropriate health and accident insurance.

I fully support this exceptional learning opportunity for our students in the choir program. If you have any questions or concerns regarding this trip, please contact me.

PP:rp

enc.



# Glenbrook North High School

2300 Shermer Rd., Northbrook, IL 60062-6700

## Fine Arts Department

<http://www.glenbrook225.org>

May 29, 2012

Mr. Pryma,

Please consider this letter as a formal request to take all interested GBN choir students on a performance tour to Rome, Florence, and Venice Italy from March 22 – 30, 2013. Although you and I have spoken at length about this tour, I'd like to provide the written documentation that you may need as you consider this request. Please find enclosed copies of our itinerary, our proposal from our preferred vendor, Brightspark, and other supplementary documents. Should you have any additional questions, I would be happy to answer them for you.

As you may recall from our previous discussions, it is the tradition of our performing ensembles (band, choir and orchestra) to participate in performing tours every other year. Recent choir tours have included Orlando and Los Angeles. Our band and orchestra tours have included destinations outside of the continental United States such as England, Wales, Norway, and Hawaii. For our students, these tours provide unique experiences and memories that will last a lifetime.

The musical and cultural opportunities available to us on this proposed tour to Italy are many. As you can see from our planned itinerary, we have 2 performance opportunities (one in Rome and one in Florence), a pizza cooking class, a visit to an olive oil farm, and entrance to several museums and other cultural sights. As the birthplace of Western music and culture, Italy provides a wonderful context for much of the music that we study and perform. I am certain that the educational experiences would be impossible to duplicate in any other venue. Our initial survey showed that more than 100 students and parents would be interesting in joining us for such a tour.

Finally, Brightspark (formerly Educational Tours of Deerfield), has partnered with Glenbrook North for over 30 years to plan and provide top quality performance tours at competitive prices. The service that they have provided has been reliable and consistent, and has never failed to satisfy. Brightspark has over 40 years of experience in the educational travel industry and provides our students and families with safe, affordable, and exciting tours.

Thank you for your consideration of this request and please let us know if there is any additional information that you require.

Chad Davidson

Andrew Wallace

Phone: 847.272.6400

Fax: 847.509.2411

# GLENBROOK HIGH SCHOOLS

## Travel Requests Requiring Board of Education Approval

I. School GBN  GBS  GBE  GBOC  District \_\_\_\_\_

II. Initiator Chad Davidson Phone x 2455

Position I.S. FOR FINE ARTS Date of Submission 5/29/12

III. **Date and Times of Leave/Return**

Total Number of School Days Missed per Person 0

Departure Date/Time March 22, 2013 Return Date/Time March 30, 2013

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

Teachers and Staff Chad Davidson Susie Hall  
Andrew Wallace Julie Ann Robinson

Students \_\_\_\_\_  
TBD

V. **Description, Destination, and Reason for Trip**

A performance tour + cultural study of Rome, Venice + Florence. Italy is the birthplace of Western Art, music + culture.

VI. **Cost of Trip**

No cost to district.  
 Was this trip included in your Dept. \_\_\_\_\_ Bldg. \_\_\_\_\_ District \_\_\_\_\_ Budget? \_\_\_\_\_

	Total Amount	Per Person	Account #
Registration	_____	_____	_____
Lodging	_____	\$ 1,550	_____
Meals (Advance)	_____	_____	_____
Judging	_____	N/A	_____
Substitute Teacher	_____	N/A	_____
Transportation	_____	_____	_____
Air	<del>0000000</del>	\$ 1,476	_____
Bus/Car	_____	_____	_____
District Total	_____	N/A	N/A
Cost to Student	_____	\$ 3,026	N/A

VII. **Approval**

<u>Chad Davidson</u> Supervisor	<u>Paul [Signature]</u> Principal	_____ Superintendent
<u>5/29/12</u> Date	<u>6/11/12</u> Date	_____ Date

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

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

# Glenbrook North High School

2300 Shermer Rd., Northbrook, IL 60062-6700



Music Department

[www.gbnchoir.com](http://www.gbnchoir.com)

SAMPLE

February 17, 2012

Dear Choir Parents,

We are very excited to announce that we are planning to take our first international choir tour in over two decades. Our proposed itinerary includes **Rome, Florence, and Venice, Italy**. Before we continue with our planning, we need to hear from you. Since we would have several performance opportunities, we need to know that we will have a balanced choral ensemble attending. Please review the information below and reply either via mail or email to indicate your interest. If it appears that we have enough interested students, we will continue the planning process. Please note that your reply is not a firm commitment! If your plans change and you later decide that you can either attend or not attend, that is acceptable. No commitment will be made until deposits are taken.

Trip overview:

- ♪ Friday, March 22, 2013 – Saturday, March 30, 2013
- ♪ 3 days in Rome, 2 days in Florence, and 2 days in Venice
- ♪ Concert performances in Rome and Florence
- ♪ Guided tours of Rome, Florence, Pisa, Lucca, and Venice
- ♪ Pizza cooking class in Rome and an Olive Oil tasting on a vineyard near Florence
- ♪ Museum and attraction entrances (including Coliseum and Forum in Rome, The Accademia and Uffizi in Florence, and The Doge's Palace in Venice)

At this time, the estimated cost of the trip is approximately \$3,000. The price will be locked in once we have a firm count and airline fares have been published.

Please either fill out the attached form or email by March 16<sup>th</sup> to let us know if you are interested in attending. We look forward to hearing from you!

Chad Davidson  
[cdavidson@glenbrook225.org](mailto:cdavidson@glenbrook225.org)

Andrew Wallace  
[awallace@glenbrook225.org](mailto:awallace@glenbrook225.org)

Phone: 847.509.2455  
Fax: 847.509.2411



# Glenbrook North High School

2300 Shermer Rd., Northbrook, IL 60062-6700

## Music Department

<http://www.glenbrook225.org>

Please complete the form below and return it to Mr. Davidson or Mr. Wallace by March 16<sup>th</sup>.  
You may send it to school with your student, or send via email to:

[cdavidson@glenbrook225.org](mailto:cdavidson@glenbrook225.org)

[awallace@glenbrook225.org](mailto:awallace@glenbrook225.org)

Student's Name \_\_\_\_\_

Parent's Name \_\_\_\_\_

\_\_\_\_\_ Yes, I intend to participate in the 2013 choir tour to Italy!

\_\_\_\_\_ Unfortunately, I am unable to attend.

\_\_\_\_\_ We are undecided at the moment, but would like more information about Italy 2013.

\_\_\_\_\_ I would be interested in joining the tour as a chaperone.

Phone: 847.272.6400

Fax: 847.509.2411



Simplifying Student Travel

Bringing Together Educational Tours, National Events, New Horizons and Travel Adventures

**PROPOSED ITINERARY**

**March 22, 2013 to March 30, 2013**

**Glenbrook North High School**

**Italian Tour**

**Trip Sponsor: Chad Davidson**

**Tour Consultant: Kris Orticelli**

**Day 1 – March 22, 2013**

Afternoon Arrive at Chicago O’Hare Airport and prepare for your overnight international flight. *Currently airlines permit one checked bag free of charge on international flights. There is no money allotted for oversize or overweight bags, or if policy changes regarding free bags.*  
Evening Overnight flight departs. Enjoy dinner and breakfast en route as well as your own in flight entertainment system for video games, music and movies.

**Day 2 – March 23, 2013**

Morning Arrive into Rome’s Fumicino Airport  
Claim your bags, meet your Italian tour escort and transfer aboard your private motor coach to your hotel in Rome  
Afternoon Orientation tour of Rome  
Evening Dinner at hotel or local restaurant  
Walk through the Spanish Steps and hang out with people from different world cultures  
HOTEL: Princess or similar

**Day 3 – March 24, 2013**

Morning Following breakfast at the hotel, meet your local guide for a half-day tour of the Vatican Museums, including Sistine Chapel; see St. Peter’s Square and St. Peter’s Basilica  
Afternoon **Performance in Rome** (venue similar to St. Paul’s Evangelical Church)  
Evening Enjoy dinner in Rome  
Enjoy an evening in Trastevere Quartier exploring local hangouts

**Day 4 – March 25, 2013**

Morning After breakfast, meet your local guide for a half-day tour of Ancient Rome; Capitoline Hill, Tarpeian Rock, Roman Forum and the Colosseum  
Afternoon/  
Evening Pizza Cooking Class in Rome: Practice making your own Neapolitan style pizza in Rome  
• Arrival at the Restaurant, introduction to the Master "Pizzaiolo" and tasting of the pizza  
• Explanation of the importance of the various qualities and origin of the flour  
• Introduction to the story of the pizza and its evolution  
• Demonstration of the preparation of the dough followed by the preparation of your own pizza  
• Explanation of the differences between various types of ovens, their construction and characteristics  
• Cooking and tasting of the pizzas prepared by the clients (Dinner)  
This class is family friendly and is designed to accommodate people of all ages and experience levels. It’s all about fun, family and friends.





Simplifying Student Travel

Bringing Together Educational Tours, National Events, New Horizons and Travel Adventures

**Day 5 – March 26, 2013**

Morning After breakfast at the hotel, board private coach for transfer to Florence  
Afternoon Meet your local guide for a half-day tour of Florence; Piazza Vecchio, Piazza della Signoria, Duomo, Gates of Paradise and the Accademia Gallery. Continue your travels on to Montecatini  
Evening Arrive at your hotel and enjoy dinner at the hotel or local restaurant  
HOTEL: Michelangelo in Montecatini or similar

**Day 6 – March 27, 2013**

Morning After breakfast at your hotel, depart for Pisa  
Meet your local guide and tour Pisa; Cathedral Square of Pisa, the Pulpit by Nicola Pisano and visit the Camposanto  
Afternoon Transfer to Lucca where you and your guide will visit the Cathedral, Via Giunigi, Piazza San Michele and Via Fillungo  
Evening Dinner in local restaurant  
**Performance in Lucca at Palazzo Pfanner**  
Transfer back to Montecatini

**Day 7 – March 28, 2013**

Morning After breakfast at your hotel, depart for Florence  
Tour the Uffizi Gallery  
Enjoy free time in Florence  
Afternoon Transfer to Venice  
Evening Arrive in Venice, dinner at your hotel  
HOTEL: Anthony Palace or similar

**Day 8 – March 29, 2013**

Morning After breakfast at your hotel, transfer to the historical center of Venice via private boat  
Arrive in St. Mark's Square, where you will meet your local guide and view the golden Basilica of St. Mark, the Doge's Palace, the Bridge of Sighs and Piombi Prison  
Afternoon Panoramic Boat tour in the Lagoon and Murano Island  
Enjoy a glassblowing demonstration  
Evening Farewell dinner in Venice

**Day 9 – March 30, 2013**

Morning Following breakfast at your hotel, transfer to Venice airport  
Afternoon Flights depart for home  
Evening Arrive back in Chicago



# Brightspark<sup>SM</sup>

Simplifying Student Travel

Bringing Together Educational Tours, National Events, New Horizons and Travel Adventures

May 29, 2012

## **PROPOSED ITINERARY**

**Glenbrook North High School**

**Trip Sponsor: Chad Davidson**

**March 22, 2013 to March 30, 2013**

**Italian Tour**

**Tour Consultant: Kris Orticelli**

## **COSTS AND TOUR INCLUSIONS**

### **LAND TOUR COSTS**

Paying Passengers	60+	63+	65+	70+	75+	80+	85+	90+	95+	100
Triple Occ	\$1,606	\$1,788	\$1,763	\$1,713	\$1,669	\$1,631	\$1,600	\$1,563	\$1,538	\$1,513
Double Occ	\$1,644	\$1,825	\$1,800	\$1,750	\$1,706	\$1,669	\$1,638	\$1,600	\$1,575	\$1,550
Single Occ	\$2,069	\$2,250	\$2,225	\$2,175	\$2,131	\$2,094	\$2,063	\$2,025	\$2,000	\$1,975
Comps (Singles)	4	4	4	4	4	4	4	4	4	4

### **AIR COSTS**

Currently, airfare is **\$1,476 per person**

**This is based on 96 paying participants and 4 complementary adults**

### **TOUR INCLUSIONS**

#### **TRANSPORTATION**

- Roundtrip bus transport between Glenbrook North High School and O'Hare Airport
- Roundtrip airfare via regularly scheduled commercial airline flights
- All European transfers per the itinerary

#### **ACCOMODATIONS**

##### **Using 3 Star Lodging**

- 3 nights lodging in Rome
- 2 nights lodging in Montecatini
- 2 nights lodging in Venice

#### **MEALS**

- 7 buffet breakfasts at your hotel
- 7 Dinners

#### **ATTRACTIONS/ADMISSIONS**

- Orientation tour of Rome
- Half day guided tour of Vatican Museums (entrance)
- Cooking course in Rome
- Half day guided tour of Ancient Rome (Colosseum, Forum entrance)
- Half day guided tour of Florence (Accademia Museum entrance)
- Guided tour of Pisa (Cathedral, Baptistery, Cemetery entrance)





# Brightspark<sup>SM</sup>

## Simplifying Student Travel

Bringing Together Educational Tours, National Events, New Horizons and Travel Adventures

- Guided tour of Lucca
- Half day guided tour of Uffizi (Uffizi Gallery entrance)
- Guided tour of Venice (Doge's Palace entrance)
- Panoramic Boat Tour & Glassblowing Demonstration

### PROFESSIONAL SERVICES

- English speaking Tour manager in Europe *per the itinerary*
- Brightspark Travel Guide to assist you with airport check in the US
- Full support of a dedicated Sales Manager and Tour Manager to handle the planning of your tour
- Account Manager to assist you in the financial aspect of the tour

### ADDITIONALLY

- Domestic airport tax in Europe
- Hotel tax & service in Europe
- Security guard from 10pm to 7am at the hotel each night
- Emergency Trip Cards
- Lanyards
- Backpacks
- Travel Guard Travel Insurance
- All Taxes
- All Gratuities

### FOR YOUR PROTECTION

- Trip health and accident insurance for all participants
- Professional liability insurance
- Membership in the Student Youth Travel Association
- Membership in the National Tour Association
- Membership in the United States Tour Operator Association
- Membership in the American Bus Association
- 24 hour toll free emergency telephone number

### ADDITIONAL INFORMATION

- **Costs based on a current exchange rates, €1 = \$1.35.** Exchange rate may vary and will influence the tour cost. All adjustments will be made at the time of final payment.
- Cost includes airfare of **\$1,476 (with 4 comps)** inclusive of government fees and taxes. All transportation arrangements are subject to change, which may result in additional fees for schedule changes, additional taxes and fuel surcharges imposed by the government and/or transportation carrier. Airlines may also charge additional fees for baggage, instruments or equipment in excess of size and/or weight restrictions. All additional charges are the sole responsibility of the group.
- Currently, airlines permit ONE checked bag free of charge on international flights to Europe. There are NO FUNDS included if this policy should change and there are NO FUNDS included for anyone checking additional bags. These fees would be the sole responsibility of the individual tour participant. This also would include instruments that need checked. They are at the sole responsibility of the tour participant.



# Brightspark™

## Simplifying Student Travel

Bringing Together Educational Tours, National Events, New Horizons and Travel Adventures

- Tour participants will need to have a valid United States Passport. This passport must have an expiry date of at least six months beyond the dates of travel.
- This trip requires a good deal of walking and climbing. Participants should be able to undertake such physical exertion in advance of participation.





## International Travel Insurance

### Schedule of Benefits

Trip Cancellation	Tour Cost*
Trip Interruption	150% Tour Cost*
Trip Delay (Maximum of \$100 per day)	\$500
Baggage & Personal Effects Loss	\$1,000
Baggage Delay	\$100
Medical Expense	\$50,000
Emergency Evacuation & Repatriation of Remains	\$500,000
Accidental Death & Dismemberment	\$30,000
Travel Medical Assistance	Included
Worldwide Travel Assistance	Included
LiveTravel Emergency Assistance	Included

### Additional Coverage

Trip Cancellation & Interruption .....Up to \$25,000

\*Up to the insured Trip Cost (maximum \$3,000/per person or \$500,000 per group) if the appropriate plan cost has been paid.

### Extra Coverage

Pre-Existing Medical Condition Exclusion Waiver

The Insurer will waive the pre-existing medical condition exclusion if the following condition is met: All Insured's are medically able to travel when plan cost is paid

**The following non-insurance services are provided by Travel Guard**

- Travel Medical Assistance
- Worldwide Travel Assistance
- LiveTravel® Emergency Assistance

### 24-Hour Emergency Assistance Telephone Numbers

Continental USA: **1.877.254.8922**

International: **1.715.295.5452**

LiveTravel® 24-Hour Assistance: **1.800.826.8597**

Refer to product number: **008390-008391 P1-P2 6/08**

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 involved in or delayed due to an automobile accident, substantiated by a police report, while en route to the Insured's destination.
- A Terrorist Incident in a City listed on the Insured's itinerary within 30 days of the Insured's scheduled arrival. "City" means an incorporated municipality having defined borders and does not include the high seas, uninhabited areas, or airspace.
- Strike, resulting in the complete cessation of travel services at the point of departure or destination.
- 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 Loss
- Reimburses for loss, theft, damage, and mysterious disappearance 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.
- Pays for administrative fees to reissue lost or stolen tickets.
- Coverage for cameras, musical instruments, breakage of brittle or fragile articles, and golf and scuba equipment.

## **Baggage Delay**

- Reimburses for the purchase of essential items if baggage is delayed or misdirected for more than 24 hours.
- 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.
- Emergency Evacuation & Repatriation of Remains
- Evacuation to nearest adequate medical facility.
- Transportation of remains upon death.
- Medical escort.
- Travel costs for one person to visit you in the hospital.

## **Accidental Death & Dismemberment**

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



## **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





**Pre-Existing Medical Condition Exclusion Applicable to All Coverage**

The Insurer will not pay for loss or expense incurred as the result of an Injury, Sickness or other condition of the Insured, a Traveling Companion, or a Family Member of the Insured or Traveling Companion which, within the 60 day period before the Insured's coverage began: (a) first manifested itself, worsened, became acute, or had symptoms which would have prompted a reasonable person to seek diagnosis, care or treatment; (b) required taking prescribed drugs or medicine, unless the condition for which the prescribed drug or medicine is taken remains controlled without any change in the required prescription; or (c) required treatment by a Physician or treatment had been recommended by a Physician.

*This is applicable to all coverage contained in the policy. You must be medically able to travel when you pay your plan cost. In the event that a claim is filed, the injury or illness must be substantiated to our Claims Department.*





## Brightspark Policies

### Cancellation Policy for International Tours

#### CANCELLATION OF INDIVIDUAL TOUR PARTICIPANTS

If an individual tour participant elects to cancel his/her participation on a tour, the following penalties will apply:

- From registration up to 121 days before tour departure – a cancellation fee of \$100 will be retained by Brightspark
- Between 120 – 91 days before tour departure – a cancellation fee of \$500 will be retained by Brightspark
- Between 90 – 61 days before tour departure - a cancellation fee of \$1500 will be retained by Brightspark
- 60 days or less from the tour departure date - a cancellation fee of 100% of the tour cost will be assessed

Written notification must be provided as soon as an individual is aware that they must cancel. Parents may proceed with the insurance company if insurance was purchased.

Non-refundable vendor payments such as airline tickets and major event tickets are generally purchased directly after the initial payment is received from the customer. Other tour components such as hotel and motor coach may incur financial penalties at sixty to ninety (60 to 90) days prior to departure.



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