

**GLENBROOK
SOUTH
HIGH SCHOOL**

Northfield Township High School District 225

4000 WEST LAKE AVENUE
GLENVIEW, IL 60026

Web: www.glenbrook225.org/south

Telephone: 847.729.2000

Fax: 847.486.4462

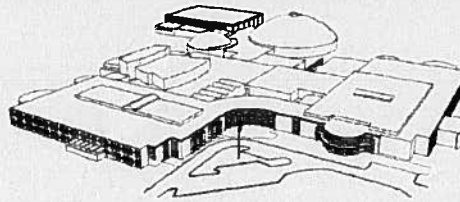
Office of the Principal

To: Dr. Mike Riggle

From: Dr. Brian K. Wegley *BK*

Re: GBS Band Trip

Date: July 10, 2013



Attached is a travel request from Mr. Greg Wojcik and Mr. Aaron Wojcik regarding their Band Trip to Orlando, Florida. This trip will occur from Thursday, December 26, 2013 to Thursday, January 2, 2014 over winter break. Students will miss no school for this tour and they have an exciting venue planned for their playing and touring in Florida that includes performing in the Russell Athletic Bowl Half-Time Extravaganza.

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

I support this valuable experience. Please let me know if you need anything further.

GLENBROOK SOUTH HIGH SCHOOL • 847-729-2000

DEPARTMENT OF MUSIC EDUCATION • 4000 WEST LAKE AVENUE • GLENVIEW, IL 60026

July 7, 2013

Faculty and staff

Mr. Martin Sirvatka
Instructional Supervisor
847-486-4436
msirvatka@glenbrook225.org

Mr. Greg Wojcik
Band/Jazz Band
847-486-4435
gwojcik@glenbrook225.org

Mrs. Stevi Marks
Choral /General Music
847-486-4433
smarks@glenbrook225.org

Mrs. Kristin Wagner
Orchestra
847-486-4438
kwagner@glenbrook225.org

Mr. Aaron Wojcik
Assistant Band
847-486-4437
awojcik@glenbrook225.org

Dr. James Shellard, Associate Principal
Glenbrook South High School
4000 W. Lake Ave.
Glenview, IL. 60026

Dear Dr. Shellard,

The Glenbrook South High School the Marching Band is considering a trip to Orlando, Florida from December 26, 2013 until January 2, 2014. The group is proposing to travel on a Thursday and return on a Thursday. We have arrangements to alter these dates, if a school conflict ensues. The main purpose of this trip is to perform in the Russell Athletic Bowl Half- Time Extravaganza at the Citrus Bowl Stadium. As well as performing at the Russell Athletic Bowl Half Time Show, we have been selected to perform the pregame festivities. We will also be part of the Stars Performance at Universal Studios Orlando. The whole proposal is very exciting. This is a great opportunity for our students.

Based on equipment concerns and air travel costs, the GBSIL and the staff recommend motor coach travel. Although adding travel time to the trip, we save a great deal in cost and care in moving the entire marching band.

We are not requesting any students to miss any attendance days in the 2013 – 2014 school calendars.

The costs of the trip will \$1,426.00 to \$2,146.00 per student. The transportation, housing, most meals and all gratuities are included. Attached is a detailed description of the trip.



**The National GRAMMY
Signature School 2008**

Thank you for your consideration,

Mr. Greg Wojcik
Band Director

Mr. Aaron Wojcik
Assistant Band Director

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

I. School GBN GBS X GBE GBO District _____

II. Initiator Mr. Greg Wojcik - Band Assistant Band Mr. Aaron Wojcik - Phone Greg -4435 Aaron-4437

Position -Directors **Date of Submission** 7/10/2013

III. Dates and Times of Leave/Return

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

Departure Date/Time 12/26/2013 7:00 AM **Return Date/Time** 1/2/2014 11:00 AM

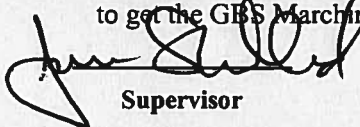
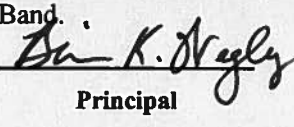
IV. Name of Individuals Participating in Tour: (Attach list if necessary.)

Teachers and Staff Mr. Greg Wojcik Mr. Aaron Wojcik

Students 5 Staff 150 Band students 18 Chaperones and 30 guests or fans

V. Description, Destination, and Reason for Trip

The Glenbrook South Marching Band has been invited to perform at the Russell Athletic Bowl. We will perform at the half-time festivities. The GBS band has been selected to play in the pre-game festivities. The group will rehearse and perform several times at different venues throughout the week. The whole proposal is very exciting, but all students should be particularly interested in seeing a Bowl Game, performing at Universal Studios and spending New Year's Eve in the park. This is a great opportunity to get the GBS Marching Band.

 _____ Supervisor	 _____ Principal	_____ Superintendent
<u>7/7/13</u> _____ Date	<u>7/10/13</u> _____ Date	_____ Date

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

GBS MARCHING BAND COMPARISONS
HOLIDAY BREAK 2013/2014
December 26 -January 2nd 2014
5 Nights/7Days

Companies	Hemisphere	Four Seasons	BRT
1. Hotel	TBD Universal Area	TBD Kissimmee Area	TBD
2. Comps	4 land and TRAVEL	N/A Based on number traveling	4 comps land, more possible
3. Bus	4 Deluxe 55 passenger	4 Deluxe 55 passenger	4 Deluxe 55 passenger
4. Venues plus other site options Note: Some sites have limits on # of students playing	World Heritage Festival Bowl Game Russell Athletic Bowl Half- Time Show Russell Athletic Pre-Game Universal Stars Performance TBD Jazz Performance	World Heritage Festival Bowl Game Russell Athletic Bowl Half- Time Show Russell Athletic Pre-Game Universal Stars Performance TBD Jazz Performance	World Heritage Festival Bowl Game Russell Athletic Bowl Half- Time Show Russell Athletic Pre- Game Universal Stars Performance TBD Jazz Performance
5. Security included	included	included	included
6. Breakfast	All (5)	All (5)	All (5)
7. Lunch	1	1	1
8. Dinner	4	4	4
9. Ground transport in quote	Motor coach	Motor Coach	Motor coach
10. Quad price	\$1,499.00	\$1,491.00	\$1,426.00
11. Triple	\$1,566.00	\$1,561.00	\$1,496.00
12. Double	\$1690.00	\$1,685.00	\$1,620.00
13. Single	\$2,146.00	\$2,141.00	\$1,994.00
14. Fan package available	Yes with limits	Yes with limits	Yes with options booked by individual
15. Special offers/ sites Note: Site seeing arrangements can be added or changed	Universal Studios Islands of Adventure Sea World Orlando Bucca Di Beppo House of Blues Hard Rock Cafe	Universal Studios Islands of Adventure Sea World Orlando Bucca Di Beppo House of Blues Hard Rock Cafe	Universal Studios Islands of Adventure Sea World Orlando Bucca Di Beppo House of Blues Hard Rock Cafe
Gratuities	Yes	Yes	Yes
Souvenir Package	Yes	Yes	Yes
Tour Director	Yes	Yes	Yes



1375 E. Woodfield Road, Suite 530
Schaumburg, IL 60173
(800) 323-6439 Fax (847) 619-0240
www.hemispheretravel.com

**Glenbrook South High School Band
Russell Athletic Bowl/Orlando
December 26-January 2, 2014**

Summary Of Inclusions

- Four Deluxe 55 passenger, motor coaches
- Gratuities and accommodations for your motor coach drivers
- Five nights' accommodation at an Orlando area Hotel
- Private nighttime security guards at the hotel (10:30 pm-5:30 am)
- Four breakfasts at the hotel
- One breakfast at the House of Blues
- Group dinner at Hard Rock Café Universal
- Group dinner at Buca di Beppo
- Admission to Universal Studios AND Islands of Adventure, includes 2 meal vouchers (3 day Park Hopper Ticket)
- Admission to Sea World Orlando
- Student Participation in Worldstrides Heritage Festival Bowl Game
 - *Recognition ceremony and dance at Universal Studios*
 - *Participation in the Russell Athletic Bowl Halftime Show*
 - *Russell Athletic Bowl game ticket*
- Performance at Universal (*based on availability and acceptance*)
- Group Travel Video Souvenir Package -
- Four Free Director Packages (*based on single occupancy*)
- All taxes, service charges, and gratuities for restaurant and hotel facilities
- Company Tour Director -

Based on 180 participants-package estimated costs;

\$1,499.00/person-based on quad occupancy
\$1,566.00/person -based on triple occupancy
\$1,690.00/person -based on double occupancy
\$2,146.00/person -based on single occupancy



GLENBROOK SOUTH HIGH SCHOOL BAND

Tour Package Proposal – June 26, 2013

TOUR PACKAGE INCLUSIONS

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ 5 Nights Lodging in the Orlando/Kissimmee Area ▪ 4 Breakfasts at Hotel ▪ 1 Breakfast at House of Blues ▪ 3-Day / 2-Park Admission to Universal Studios AND Islands of Adventure ▪ 2 Meal Vouchers for Universal Orlando Resort ▪ Universal STARS Performance ▪ Student Participation in Worldstrides Heritage Festival Bowl Game (Includes recognition ceremony and dance at Universal Studios, Participation in Russell Athletic Bowl Halftime Show and Game Ticket) | <ul style="list-style-type: none"> ▪ Dinner at Hard Rock Café ▪ Dinner at Buca di Beppo ▪ Admission to Sea World Florida ▪ Group Travel Video Souvenir ▪ 4 Deluxe 55 Passenger Motor Coaches (Includes Driver Gratuities and Accommodations) ▪ Private Security Guard (7 Hours Per Night) ▪ 4 Free Director Packages (Based on Single Occupancy) ▪ All taxes, service charges and gratuities for meals and hotel ▪ Tour Escort Staff with 24 Hour Emergency Service |
|---|--|

	QUAD (4 Per Room)	TRIPLE (3 Per Room)	DOUBLE (2 Per Room)	SINGLE (1 Per Room)
<i>Deluxe Hotel</i>	\$1,491.00	\$1,561.00	\$1,685.00	\$2,141.00

(All Rates Quoted Are Per Person and are Based on U.S. Dollars)

**** All Packages are based on 180 Paid Persons and Dates of Travel for December 26, 2013 - January 2, 2014***



BOB ROGERS TRAVEL

Group Travel Specialist

GLENBROOK SOUTH HIGH SCHOOL BAND
DIRECTORS: GREG WOJCIK and AARON WOJCIK
DESTINATION: RUSSELL ATHLETIC BOWL/ORLANDO
(formerly Champs Sports Bowl)
DATES: DECEMBER 26-JANUARY 2, 2014

PROPOSAL IS BASED ON 210 PAYING PARTICIPANTS

SUMMARY OF INCLUSIONS

- **Personal SERVICE and ATTENTION**
- Four (4) Deluxe 55 passenger, climate controlled, DVD and restroom equipped motor coaches
- **Gratuities and accommodations** for your motor coach drivers
- Five (5) nights' accommodation at an **Orlando area Hotel**
- Private nighttime **security guards** at the hotel (10:30 pm-5:30 am)
- Four (4) **breakfasts** at the hotel
- One (1) breakfast at the **House of Blues**
- Two (2) meal vouchers for **Universal Resort**
- **Meal Money** for dinner at the Bowl Game (\$15 each)
- Group dinner at **Hard Rock Café Universal**
- Group dinner at **Buca di Beppo**
- Admission to **Universal Studios AND Islands of Adventure** (3 day Park Hopper Ticket)
- Admission to **Sea World Orlando**
- Student Participation in **Worldstrides Heritage Festival Bowl Game**
 - *Recognition ceremony and dance at Universal Studios*
 - *Participation in the Russell Athletic Bowl Halftime Show*
 - *Russell Athletic Bowl game ticket*
- Assistance with **Universal Stars Performance** (based on availability and acceptance)
- **Group Travel Video Souvenir Package** - *A great keepsake of a fabulous trip! Digital cameras will be sent. Take pictures throughout your trip, then mail back the cameras AND a recording of your music. A souvenir video will be created, and each traveler will receive a DVD copy.*
- **BRT Drawstring bag** for every participant
- **Bob Rogers Travel Online Individual Payment System**
- Four (4) **Complimentary Director Packages** (based on single occupancy)
- All taxes, service charges, and gratuities for restaurant and hotel facilities
- Bob Rogers Travel Tour Manual
- **Bob Rogers Travel Hotel Contract**- *Assurance that the hotel will abide by the student friendly bylaws that BRT has agreed upon with the hotel*
- Insurance Coverage as Recommended by Student Youth Travel Association
- \$200,000 Consumer Protection Plan
- **Company Tour Director** - *On-site trip coordinator who manages all trip details at your destination*
- **Luggage Tags**



6808 HOBSON VALLEY DRIVE, UNIT 110 WOODRIDGE IL 60517

PHONE: (630) 824-4343 FAX: (630) 824-4349

E-MAIL: info@bobrogerstravel.com

www.bobrogerstravel.com





BOB ROGERS TRAVEL
Group Travel Specialist

NON-INCLUSIONS / OPTIONS

- Meals stated as student cost
- **Rental costs** for any chairs or keyboard for performances / clinics

ESTIMATED TOUR PACKAGE COSTS (based on 210-219 paying participants)

\$1,363.00/person (based on quad occupancy)
\$1,433.00/person (based on triple occupancy)
\$1,557.00/person (based on double occupancy)
\$1,931.00/person (based on single occupancy)

ESTIMATED TOUR PACKAGE COSTS (based on 200-209 paying participants)

\$1,382.00/person (based on quad occupancy)
\$1,452.00/person (based on triple occupancy)
\$1,576.00/person (based on double occupancy)
\$1,950.00/person (based on single occupancy)

ESTIMATED TOUR PACKAGE COSTS (based on 190-199 paying participants)

\$1,403.00/person (based on quad occupancy)
\$1,473.00/person (based on triple occupancy)
\$1,597.00/person (based on double occupancy)
\$1,971.00/person (based on single occupancy)

ESTIMATED TOUR PACKAGE COSTS (based on 180-189 paying participants)

\$1,426.00/person (based on quad occupancy)
\$1,496.00/person (based on triple occupancy)
\$1,620.00/person (based on double occupancy)
\$1,994.00/person (based on single occupancy)

“You create the music...we’ll do the rest!”

May 24, 2013—SK
Proposal Valid for 30 days



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Group Travel Specialist

GLENBROOK SOUTH HIGH SCHOOL BAND
DIRECTORS: GREG WOJCIK and AARON WOJCIK
DESTINATION: RUSSELL ATHLETIC BOWL/ORLANDO
DATES: DECEMBER 26-JANUARY 2, 2014

**ITINERARY AS OF
MAY 24, 2013**

THURSDAY, DECEMBER 26

- 7:00 AM Motor coaches arrive at **Glenbrook South High School**; begin loading
4000 Lake Avenue, Glenview, IL
- 8:00 AM Depart for **Orlando** (1170 miles, 20 ½ hr drive time, plus stops and time time)
- PM Lunch en route (*student cost*)
- PM Dinner en route (*student cost*)



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FRIDAY, DECEMBER 27

AM Breakfast en route (*student cost*)
7:30 AM Arrive in Orlando; prepare for rehearsal

8:00 AM **Glenbrook South High School participates in 1st Halftime Show Mass Band Rehearsal** *All bands join together with top clinicians to rehearse the music for field placement at Russell Athletic Bowl Halftime Show Finale*

12:00 PM Load motor coaches; depart for **Florida Mall**
More Stores. More Restaurants. More Services. The Florida Mall is Orlando's most spectacular shopping and tourist attraction as well as the largest shopping mall in Central Florida. A destination for fabulous fashion, fun for all ages and exceptional dining. The Florida Mall spans more than 1.8 million square feet and features more than 250 fine stores and restaurants, including many that are exclusive to Central Florida.

PM Lunch at the mall (*student cost*)

2:30 PM Load motor coaches; depart for **local Orlando hotel**

3:00 PM Check in; get changed and settled

5:30 PM Load **local Orlando motor coaches**; depart for **Universal Resort**

PM Enjoy your time exploring the **Universal Resort**

Choose between Universal Studios and Universal Islands of Adventure...Where the movie magic comes to life.

PM Dinner in the park (*Meal voucher provided*)

10:00 PM **Worldstrides Heritage Performances Recognition Ceremony & Dance at Sound Stage**

11:30 PM Load **local Orlando motor coaches**; depart for the hotel

-Private nighttime security at the hotel (10:30 pm-5:30 am)-



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BOB ROGERS TRAVEL
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SATURDAY, DECEMBER 28

- 6:30 AM Breakfast at the hotel
- AM Board motor coaches and transfer to a **local high school**

8:00 AM Glenbrook South HS *participates* in final halftime show mass band rehearsal with the entire show cast of marching bands, dancers, cheerleaders, color guard, etc.
All bands join together with top clinicians to rehearse the music for field placement at Russell Athletic Bowl Halftime Show Finale

- 11:00 AM Rehearsal ends. Free time is provided to relax before the game
- PM Lunch on your own in the stadium (*student cost*)
- 1:30 PM Arrive at the **Florida Citrus Bowl Stadium**

5:00 PM **Kick-off for the Russell Athletic Bowl**
At the end of the 1st Quarter, move towards the staging area.

PM Glenbrook South HS Band *participates* in the Mass Band Half time show

- PM Enjoy the rest of the game
- PM Dinner on your own in the stadium (**\$15 meal money provided**)
- Afterwards* Load motor coaches; depart for the hotel

-Private nighttime security at the hotel (10:30 pm-5:30 am)-



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BOB ROGERS TRAVEL
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SUNDAY, DECEMBER 29

- 8:00 AM Breakfast at the hotel
- 9:00 AM Load motor coaches; depart for **Sea World**
- 9:30 AM Enjoy the day at **Sea World!**

SeaWorld immerses guests in the mysteries of the sea through up-close animal discoveries, amazing attractions and rides and unforgettable performances. Whether riding a flying manta ray, getting drenched by Shamu, meeting dolphins, braving astounding thrill rides, counting the teeth on a shark or feeding seals and sea lions, adventures become lifelong memories at SeaWorld!

- PM Lunch in the park (student cost)
- Don't miss: The Manta!**

The only flying roller coaster of its kind in the world! A seamless blend of up close animal encounters with a head first, face down thrill ride. Manta provides a glimpse into the incredible underwater worlds of tropical fish and rays – many seldom seen!

Journey to Atlantis!

Brave twists, turns and watery falls mythical proportions as you explore the mysterious lost city of Atlantis aboard this thrilling water coaster ride! The first splash is just the beginning...

- 6:00 PM Load motor coaches; depart for **Buca di Beppo**
- 6:30 PM Group dinner at **Buca di Beppo**

The family style menu at Buca would be mixed green salad, Caesar salad, house bread, entrees of spaghetti with marinara, fettuccine alfredo and chicken parmigiana and buca cookie for dessert, all served with soft drinks.

- 8:00 PM Load motor coaches; return to the hotel

-Private nighttime security at the hotel (10:30 pm-5:30 am)-



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BOB ROGERS TRAVEL
Group Travel Specialist

MONDAY, DECEMBER 30

8:00 AM Breakfast at the hotel
 9:00 AM Load motor coaches; depart for **Universal Resort**
 AM Spend the day exploring **Universal Islands of Adventure** and **Universal Studios Theme Park** (*park hopper ticket*)
 PM Lunch in the park (*student cost*)

At US **Revenge of the Mummy**
Fireballs, scarab beetles, and an army of warrior mummies on a psychological thrill ride totally unlike anything that's come along in the past 3,000 years! If you love roller coasters, you are in for a truly unique experience that you won't find anywhere else. Get ready to scream!

TBD Glenbrook South HS **marches** in the **Macy's Holiday Parade**
Celebrate the Macy's Holiday Parade™ featuring floats and balloons direct from the Macy's Thanksgiving Day Parade® in New York City. The merriment continues with marching bands, clowns – even an appearance from Santa himself! Afterwards, enjoy the spectacular tree lighting with music and a dazzling display of lights!
(based on acceptance and availability)

At IOA **DON'T MISS "The Wizarding World of Harry Potter"** and stroll the streets of **Hogsmeade**, exploring sights and sounds and magical wonders therein; and experience thrilling rides and attractions that bring the adventures of Harry Potter and his friends to life

Must see: **Marvel Super Hero Island®** at **Universal's Islands of Adventure®** - Enter a gleaming comic book city where the world's greatest Super Heroes pit themselves against the world's most diabolical Super Villains in the ultimate battle of good versus evil

6:00 PM Meet at the **Hard Rock Café** for a group dinner
The Gold Menu includes choice of cheeseburger or bacon cheeseburger served with fries, honey mustard chicken sandwich served with fries and cole slaw, BBQ pork sandwich served with fries, cole slaw, baked beans, a veggie burger served with side salad, or an entrée house salad with choice of dressing, all served with Hard Rock chocolate chip cookie and choice of beverage.

7:00 PM Return to the park or enjoy some time shopping **Universal City Walk**

9:00 PM Load motor coaches; return to the hotel

-Private nighttime security at the hotel (10:30 pm-5:30 am)-



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TUESDAY, DECEMBER 31

8:00 AM Breakfast at the hotel
 9:00 AM Load motor coaches; depart for **Universal Studios Florida and Islands of Adventure**
 AM Enjoy your final day at the **Universal Resort**
 PM Lunch in the park (*student cost*)

At US Shrek 4-D
Join Princess Fiona™ and our heroes on an all new honeymoon adventure picking up where the Oscar®-winning movie "Shrek" left off. Shrek 4-D™ features an original 3D film, plus an extra dimension of special effects through the miracle of OgreVision. You see, hear and actually FEEL the action right from your seat! If you love motion simulator rides, you'll love Shrek 4-D™.

Head to Revenge of the Mummy
Fireballs, scarab beetles, and an army of warrior mummies on a psychological thrill ride totally unlike anything that's come along in the past 3,000 years! If you love roller coasters, you are in for a truly unique experience that you won't find anywhere else. Get ready to scream!

At IOA DON'T MISS "The Wizarding World of Harry Potter" and stroll the streets of Hogsmeade, exploring sights and sounds and magical wonders therein; and experience thrilling rides and attractions that bring the adventures of Harry Potter and his friends to life

Must see: Marvel Super Hero Island® at Universal's Islands of Adventure® - Enter a gleaming comic book city where the world's greatest Super Heroes pit themselves against the world's most diabolical Super Villains in the ultimate battle of good versus evil

PM Dinner in the park (*Meal voucher provided*)
 12:00 AM **Happy New Year!**
 AM Load local motor coaches; return to the hotel

-Private nighttime security at the hotel (10:30 pm-5:30 am)-



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BOB ROGERS TRAVEL
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WEDNESDAY, JANUARY 1

- 9:00 AM Check out; load motor coaches
10:00 AM Depart for **House of Blues**
10:30 AM Breakfast buffet at the **House of Blues**
Variety of Breakfast Cereals, Assorted Breakfast Pastries, Seasoned Potatoes, Scrambled Eggs, Crispy Bacon, Milk, Juice and Coffee. Once your school has made their way through the buffet... the show starts as "Karaoke Jake" looks for volunteers to fill in for his missing brother "Elwood." The volunteers are brought to the stage to perform a variety of Blues Brothers Style favorites!
12:00 PM Load motor coaches; depart for **home**
(1170 miles, 20 ½ hr drive time, plus stops and time time)
PM Dinner en route (*student cost*)

THURSDAY, JANUARY 2

- AM Breakfast en route (*student cost*)
11:00 AM Arrive back at **Glenbrook South High School**



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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