

GLENBROOK SOUTH HIGH SCHOOL

Northfield Township High School District 225

4000 WEST LAKE AVENUE

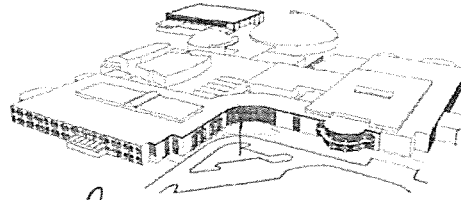
GLENVIEW, IL 60026

Web: www.glenbrook225.org/south

Telephone: 847.729.2000

Fax: 847.486.4462

Office of the Principal



To: Dr. Mike Riggle

From: Ms. Lauren Fagel

A handwritten signature in cursive script that reads "L. Fagel".

Re: GBS Chinese Travel Proposal

Date: November 4, 2015

Attached is the formal request from Mrs. Hong Wu to take GBS students who are studying Chinese to China for a 13-day trip highlighting Chinese culture in Beijing, Nanjing, Suzhou, Hangzhou, Huangshan, and Shanghai. The trip will take place from June 12 - 24, 2016; it will occur in the summer and students will not miss any school. The cost of the tour will be covered by students.

This is an Educational Tour covered under Board Policy 7050 (attached). 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 and believe it will be a valuable experience for our students that will enhance their understanding of the Chinese language and lifestyle.

To: Ms. Lauren Fagel
From: Mrs. Hong Wu
Date: October 30, 2015
Subject: Chinese Travel Proposal

Proposal: This proposed student trip will be a new opportunity for GBS students enrolled in Chinese. This experience, in June of 2016, will provide our students with 13-days to apply newly acquired language skills in a country where it is the native language. They will also appreciate the highlights of authentic Chinese culture and lifestyle, including visits to Beijing, Nanjing, Suzhou, Hangzhou, Huangshan (the Yellow Mountain), and Shanghai. Please reference the attached itinerary for additional details.

Travel: China 2016

- GBS students and chaperones (including GBS and Glenbrook Academy Chinese teacher Mrs. Hong Wu) will depart on June 12, 2016 and will return June 24, 2016.
- Students will visit museums, cultural sites and historical places, including cities such as Beijing, Nanjing, Suzhou, Hangzhou and Huanshan (the Yellow Mountain).
- Students must be enrolled in Chinese during the 2015-2016 and 2016-2017 school years to be eligible for participation in the proposed trip.
- The trip will be registered with the State Department and all Centers for Disease Control warnings will be carefully noted and communicated to parents before our departure.
- The cost of the 13-day trip will be \$3350. This includes visa application fees, airfare, train tickets, museum and site entrance fees, all meals, hotels and insurance.

Rationale: Most GBS students that study Chinese language and culture will rarely get the opportunity to visit a Chinese-speaking country or even converse with multiple native Chinese-speakers. Many aspects of culture, as well as linguistic situations, are difficult or impossible to replicate in the classroom. This trip also strengthens the overall Chinese program by allowing students to gain momentum and confidence, seeing themselves as citizens of the world and capable speakers of the target language that they have been studying and will continue pursuing during their future academic career. These students, in turn, are able to share their experiences and insights with other students of the Chinese program and even classmates of other courses throughout the school.

Board Approval: We are seeking board approval for a variety of reasons. This trip is educational but not financed by the district. This trip has direct relevancy to the Chinese curriculum at Glenbrook South. Throughout the trip, students will not only experience and use Chinese language in its original setting but also observe how Chinese culture impacts peoples' daily practices and values within a very different social system. The experience provides students with an authentic intercultural experience to inspire deeper understanding and a lifelong desire to be world citizens in our ever-shrinking global community.

Presentation to the Board of Education: I am requesting your assistance in bringing this proposal before the School Board.

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

I. School GBN GBS GBE GBOC District

II. Initiator Mrs Hong Wu Phone
Position Chinese teacher Date of Submission 10/30/15

III. Dates and Times of Leave/Return
Total Number of School Days Missed per Person 0
Departure Date/Time 6/12/16 Return Date/Time 6/24/16

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)
Teachers and Staff Mrs. Hong Wu
Students Students enrolled in Chinese classes

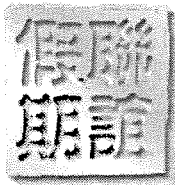
V. Description, Destination, and Reason for Trip
Travel to China to visit major sites of interest and to immerse students in language + culture.

VI. Cost of Trip
Was this trip included in your Dept. Bldg. District Budget? NO

	Total Amount	Per Person	Account #
Registration <i>lodging + all meals</i>		\$ 3,350	
Lodging		included	
Meals (Advance)		included	
Judging		N/A	
Substitute Teacher		N/A	
Transportation			
Air		included	
Bus/Car		included	
District Total		N/A	N/A
Cost to Student		\$3,350	N/A

VII. Approval
Janita M. Fitch Lauren Pfeiffer
Supervisor Principal Superintendent
Oct 30, 2015 11-4-15
Date Date Date

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



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Glenview South High School Student Trip to China 13 Days 2016 Summer school holiday period

Splendid China 13 Days

Beijing-Nanjing-Suzhou-Hangzhou-Mt. Yellow Mountain & Shanghai

Tour Code: NHF-A-16006XX

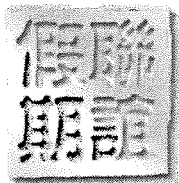
Tentative Tour Itinerary

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

DAY	DATE	TRANS	ITINERARY DETAILS
01		Flight	Chicago-Beijing You'll depart from Chicago to Beijing.
02		Coach	<p>Beijing SD</p> <p>Arrive in Beijing. Your tour guide will meet you at the airport, and then you'll be transferred to your hotel. <i>Welcome Dinner will be arranged at a local restaurant by Nexus Holidays.</i></p> <p><u>Happy Landing:</u></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 Holidays 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: 400-498-9826. Please refer to attached emergency contact list for other contact information regarding your trip. <p>Hotel in Beijing: Jade Palace Hotel or similar (3 nights) Web: http://www.jadepalace.com.cn/en/ Add: 76 Zhichun Rd, Haidian, Beijing, China Tel: 86-10-6262 8888</p>
03		Coach	<p>Beijing B, L, SD</p> <p>Breakfast at hotel. Tour to the Tian-an-men Square and Forbidden City. Lunch at a local restaurant. Tour to the Summer Palace with a</p>

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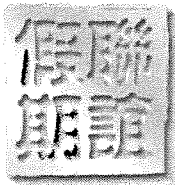
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			boat tour on the Kunming Lake if weather permits, and the renovated Qian-men Street . Enjoy the Peking Roast Duck Dinner at famed Quan-ju-de Restaurant.
04		Coach	Beijing B, SL, D Breakfast at hotel. Tour to the Temple of Heaven where Ming and Qing Emperors prayed for good harvests and peace. Watch, learn and practice Chinese Taichi with a Taichi master . Visit the national stadiums built for 2008 summer Olympic to have an inside tour of the Bird Nest and outside view of the Water Cube . Lunch at a local restaurant Visit Tongren Tang to learn about the culture of traditional Chinese medicine, which has existed for thousands of years. Continue to visit the local market, Xiushui Street Silk Market to experience local people's real life and have some free time at the Wang-fu-jing Pedestrian Street . Dinner at a local restaurant and then watch an authentic Chinese Kung-fu Show, "The Legend of Kung-fu" .
05		Coach / Train	Beijing  Nanjing B, L, D Breakfast at hotel. Climb the Great Wall this morning at its Juyong Pass! Lunch at a local restaurant. Watch skilled artisans at work at a Cloisonné factory following lunch. Tour to the Sacred Path of the Ming Tomb . You'll also have an opportunity to shop at one of the largest Jade center of Asia. Enjoy evening speedy train to Nanjing (4 hours). Upon arrival, transfer to hotel for the rest. Hotel in Nanjing: Dingding International Hotel or similar Web: http://www.dingdinghotel.cn/US.html Add: 9 Xinglong Rd, Pukou, Nanjing, Jiangsu, China Tel: 86 25 6810 6666
06		Coach	Nanjing  Suzhou B, L, D Breakfast at hotel. Transfer to Suzhou. Suzhou has been praised as the "Paradise on the Earth" since ancient times and is an extraordinarily delicate and elegant city. Known as "Venice of the East", Suzhou is built around the Grand Canal. Because of its many excellent classical gardens, Suzhou has been entitled the "Garden City". Our sightseeing includes the boat tour on the Grand Canal and The Lingerin Garden (Liu's Garden). Tour to the Tiger Hill and then visit Suzhou Silk spin mill to learn silk production procedures and then enjoy a Silk Fashion Show. Lunch and Dinner at local restaurants. Hotel in Suzhou: Howard Johnson Wujiang Hotel or similar http://bcclubwuzhong.hojochina.com/wuzhong-sz-home.html

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			<p>Add: 1109 WuZhong Boulevard, Jiangsu Province, Suzhou, 215104 CN Tel: 86-512- 8099 1888</p>
07		Coach	<p>Suzhou ➤ Hangzhou (B, L, D) Travel to Hangzhou by coach in the morning. Take a relaxing cruise on the magnificent West Lake. In the afternoon, tour to Flower Harbor Park. Taste the well-known Dragon Well Tea before enjoying the special West Lake flavored dinner. Visit Qinghefang Street in the evening. Qinghefang Ancient Street is a section of Hefang Street which is located at the northern foot of Wu Shan Hill in Hangzhou. Hotel in Hangzhou: Baima Lake Jianguo Hotel or similar http://www.hzjianguohotel.com/cn/index.html Add: NO.336 South Changjiang Road, Hangzhou, China Tel: 86- 571 8139 6666</p>
08		Coach	<p>Hangzhou B, L, SD Continue travel at Hangzhou. Visit Lingyin Temple. The temple's name is commonly literally translated as Temple of the Soul's Retreat. It is one of the largest and wealthiest Buddhist temples in China, and contains numerous pagodas and Buddhist grottoes. After, tour to Nine Greeks Meandering Through a Misty Forest, this attraction features waters and wooded hills. With serene rustic charms, it remains as natural as ever. It will be a good choice to make a walking tour of this attraction along the path in the valley. The final stop today is Bamboo Lined Path at Yunqi, this attraction locates southwest to the West Lake, on the North Bank of Qiantang River and in Wuyun Hill Yunqi Village. "Yunqi" means clouds lingering. It is said that some auspicious color clouds came flying from the nearby Color Clouds Hill and lingered on here, hence the name. Tonight, you will enjoy Hangzhou local delicious dinners. Hotel in Hangzhou: Baima Lake Jianguo Hotel or similar http://www.hzjianguohotel.com/cn/index.html Add: NO.336 South Changjiang Road, Hangzhou, China Tel: 86- 571 8139 6666</p>
09		Coach	<p>Hangzhou ➤ Thousand Island ➤ Hangzhou B, L, D Hangzhou Thousand Islands Lake is located in Chun An County, west of Hangzhou. This Attraction is now one of the first-class national scenic spots and is the largest national forest park. Water and soil conservation has produced an environment of green mountains, flourishing woods, fresh air and clean lake. Take a boat cruising on</p>

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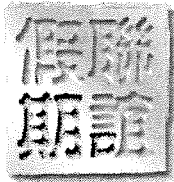
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			<p>the lake. Have lunch on boat. The scenic area can be classified into six districts - Southeast Lake District, Central Lake District, Southwest Lake District, Northeast Lake District, Northwest Lake District and Fuxi Stone Forest. Each district has its each own unique and featuring landscapes. Visit to the most beautiful Five Dragon Island, Strange Stone Island, Dragon Mountain Island or Magic Dragon Island and then, back to Hangzhou in the evening.</p> <p>Hotel in Hangzhou: Baima Lake Jianguo Hotel or similar http://www.hzjianguohotel.com/cn/index.html Add: NO.336 South Changjiang Road, Hangzhou, China Tel: 86- 571 8139 6666</p>
10		Coach	<p>Hangzhou ➤ Mt. Yellow Mountain B, L, D</p> <p>Breakfast at hotel then transferred to Mt. Yellow Mountain. Known as "the loveliest mountain of China", Mt. Yellow Mountain is famous for its magnificent scenery made up of many granite peaks and rocks emerging out of clouds. Take cable car up to Mt. Yellow Mountain from Yungu station. Vist Xihai sea scenic area, Dream scenic area, Flying-over stone, Bright Summit. Visit Beihai sea scenic area, begin-to-believe-it peak. Then we will take cable car down Mt. Yellow Mountain. Enjoy sun-set if the weather is fine.</p> <p>Hotel in Mt. Yellow Mountain: International Hotel or similar http://www.ihuangshanhotel.com/ Add: 31 Huashan Street, Tunxi District, Huangshan, Anhui Province Tel: 86-0559-2565678</p>
11		Coach	<p>Mt. Yellow Mountain ➤ Shanghai B, L, D</p> <p>Breakfast at hotel then transferred to Tunxi. Enjoy Tunxi Ancient Street. Located in the center of the Huangshan City, the Ancient Street was built 700 years ago in the Song dynasty. Its total length is about 1.5 km and the sides of the street are laid with slab stones. Drive to Shanghai in the afternoon and check in hotel when arrival. Enjoy authentic Shanghai cuisines for your farewell dinner and then watch an exciting traditional Chinese Acrobatic Show.</p> <p>Hotel in Shanghai: Minya Hotel or similar http://www.minyahotels.com/en/reservation.html Add: 500 Gushan Road, Pudong District, Shanghai Tel: 86- 21-5093 3333</p>
12		Coach	<p>Shanghai (B, L, D)</p> <p>Breakfast at hotel. Start your city tour starts by walking along the famous Bund, a mile-long stretch along the Huangpu River. Lined by</p>

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			<p>the colonial architectures of European design, this area is the best place to capture the western influences of the old days. Continue on to visit the Ming Dynasty Yuyuan Garden which is considered to be one of the four greatest Chinese gardens. Our final stop will be the bustling shopping district, Nanjing Road. After dinner, enjoy the Night Cruise on the Huangpu River tour.</p> <p>Hotel in Shanghai: Minya Hotel or similar http://www.minyahotels.com/en/reservation.html Add: 500 Gushan Road, Pudong District, Shanghai Tel: 86- 21-5093 3333</p>
13		Flight	<p>Shanghai → Chicago (B, L)</p> <p>Pack and checkout your hotel. Breakfast at hotel. Half day tour in Shanghai. Tour to the Global Financial Center and Mo-gan-shan Art District. Visit the Shanghai Museum to see the ancient Chinese art, furniture and jade. Then transfer to airport and fly back home.</p>

Emergency Contact

Name	Tel (Cell Phone)	Tel (Office)	Memo
Mr. Eric Mok	312-823-6081 (24 Hours)	1-800-7938856 (9am to 6pm, CT., Mon-Fri)	Manager Chicago, USA

Weather Information (in Fahrenheit, average high and low in March)

City	High	Low
Beijing	70	52
Xi'an	72	54
Shanghai	80	56

Tipping

Suggest \$10.00 per day per person for local guide and driver.

Other Notes



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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, meals and culture programs should they think are necessary to make your trip run more smoothly. Thanks for choosing Nexus Holidays Chicago and have a safe and pleasant trip!

Tour Cost

Tour Package Cost: \$3350 /each person

- * Price above is based on double occupancy. Single Hotel rooms supplement is \$420 / each. .
- * Price above is based on at least 10 students
- * One (1) chaperon travel free with **6** students.

What's Included and Booking Information

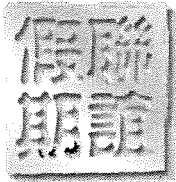
1. International Air tickets:

- 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) Eight (11) nights 4-5 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; Chinese-American 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 sightseeing and culture programs above;
- 4) Land transportation for itinerary listed above.
- 5) English Speaking Local tour guide for arrival and departure transfer, sightseeing and culture exploration time.
- 6) Travel Accident Insurance in mainland China with coverage up to RMB200, 000.00; Travel agency USD 1 Million Liability Insurance. **We will provide an extra medical & accident insurance coverage through USA Travelex Insurance Inc (<http://www.travelexinsurance.com/>) for our group**
- 7) Unlimited Bottled water during sightseeing.
- 8) China Visa Application Fee [CTS can take care of it at **\$160** for individual Visa for standard service]. Detailed instructions will be provided after tour confirmations.

3. Land Portion Tour Cost DOES NOT Include:



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- 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. US\$10 per day per tour member is recommended
- 3) All expenses not mentioned.

4. Cancellation Policy:

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

- 1) 45 or more days prior to departure: \$500 per person will be assessed.
- 2) 30-44 days prior to departure: \$700 per person will be assessed.
- 3) 14-29 days prior to departure: \$900 per person will be assessed.
- 4) 4-13 days prior to departure: \$1500 per person will be assessed.
- 5) Less than 3 days or nonappearance: 100% of total charge.
- 6) Besides the cancellation fee from CTS (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 \$500 per person deposit is received for reservation. No Free of Charge for either land portion or international air tickets.
- 2) Current exchange rate is 1: 6.15; we reserve the right to change prices due to exchange increase. But the cost will not change after receiving the tour deposit.
- 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.

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:

\$500 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 CTS 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.

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Thanks for choosing CTS Chicago (Nexus Holidays)



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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/19/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Jun Zhou (2208Q10) 2153b S China PI Chicago IL 60616-1536		CONTACT NAME: PHONE (A/C, No, Ext): 312-808-8899 E-MAIL: jzhou@farmersagent.com ADDRESS: jzhou@farmersagent.com		FAX (A/C, No): 312-564-5591	
INSURED NEXUS HOLIDAYS GROUP INC DBA: China Travel Service 2155B S China PI Chicago IL 60616		INSURER(S) AFFORDING COVERAGE			NAIC #
		INSURER A : Truck Insurance Exchange			21709
		INSURER B : Farmers Insurance Exchange			21652
		INSURER C : Mid Century Insurance Company			21687
		INSURER D :			
		INSURER E :			
		INSURER F :			

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y N	606235596	05/19/2015	05/19/2016	EACH OCCURRENCE \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 75,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Location(s): 2155B S China PI, Chicago, IL 60616
Endorsement - (IF APPLICABLE, WILL BE DELIVERED WITH POLICY).
CONTENT: \$10,000
DEDUCTIBLE: \$500

CERTIFICATE HOLDER

CANCELLATION

NTA
NATIONAL TOUR ASSOCIATION
101 Prosperous PI Ste 350
Lexington KY 40509

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2010/05)

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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.

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