

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

I. School GBN X GBS X GBE ___ GBOC ___ District ACADEMY
 II. Initiator CHRISTINA COSGROVE Phone _____
 Position SPANISH TEACHER - ACADEMY Date of Submission _____

III. Dates and Times of Leave/Return
 Total Number of School Days Missed per Person Ø
 Departure Date/Time 6/22/2014 Return Date/Time 7/5/2014

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)
 Teachers and Staff CHRISTINA COSGROVE + OTHER TEACHERS TBA
 Students ACADEMY JUNIORS (LIST ATTACHED)

V. Description, Destination, and Reason for Trip
INTERNATIONAL TRIP TO SEVILLE, SPAIN WITH ACADEMY JUNIORS.
LANGUAGE + CULTURAL IMMERSION, TIED TO AP SPANISH LANGUAGE
PREP COURSE. PROGRAM INCLUDES HOME STAYS WITH SPANISH FAMILIES

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

	Total Amount	Per Person	Account #
Registration	<u>Ø</u>	<u>Ø</u>	
Lodging	<u>PACKAGED TOGETHER</u>	<u>—</u>	
Meals (Advance)	<u>PACKAGED TOGETHER</u>	<u>—</u>	
Judging	<u>Ø</u>	N/A	
Substitute Teacher	<u>Ø</u>	N/A	
Transportation			
Air	<u>PACKAGED TOGETHER</u>	<u>—</u>	
Bus/Car	<u>—</u>	<u>—</u>	
District Total	<u>Ø</u>	N/A	N/A
Cost to Student	<u>@ \$4,000.00</u>	<u>—</u>	N/A

VII. Approval Program -> \$2200.00 + Airline Ticket -> @ 1,800.00
Matthew Whipple

 Supervisor Principal Superintendent
10-8-13 _____
 Date Date Date

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

To: Dr. Rosanne Williamson
Dr. Mike Riggle

From: Matt Whipple, Academy Director
Christina Cosgrove, Academy Spanish teacher

Date: October 9, 2013

Subject: Glenbrook Academy International Trip – Seville, Spain

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 Spanish language and culture for the past 3 years. The proposed program would give students the opportunity not only to apply their language skills in a country where it is the native language, but also to experience the highlights of authentic Spanish culture and lifestyle. During the 14-day trip, students will visit Seville, Huelva, Cadiz, and Tavira, Portugal. Please reference the attached itinerary for additional details. The trip would begin on June 21st and conclude on July 5th – flying through Madrid to Seville.

Rational: 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 Spanish Language exam.

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

- The trip to Spain will take place during the summer break. Our tentative departure date is Saturday, June 21, 2014.
- Centro MundoLengua is the agency that will service the trip, including air travel.
- The approximate cost will be \$4,000.00 per student; this cost covers international airfare, housing, meals, train tickets, museum and site entrance fees, throughout the whole trip.
- As per Board Policy 7050, all students who participate will have accident and health insurance coverage. Coverage is provided by Centro MundoLengua. Documentation is included.

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 Spanish speakers, and to experience a different cultural and social system, which in return will encourage them to become more confident and open-minded critical thinkers.



Centro MundoLengua

MundoLengua organizes language and culture immersion programs for high schools, universities, and groups of professors. These programs consist of Spanish language and culture classes combined with an integrated program of cultural/social/sports activities, Spanish family home stays or hotel stays, and educational travel opportunities.

Program Partnership

MundoLengua has partnered with several College Board (CB) consultants for the organization of this course, making it unique in Spain and guaranteeing that students benefit from professors who have been trained in the specifics of both the AP exam and course. **In fact, Centro MundoLengua is the only program partnered with the CB in all of Spain.** These same CB consultants come to Seville during the summer to help with the supervision of our program. Students can expect to attain a definite advantage relative to their peers who have not completed this preparatory course. This will mark our ninth year with the AP program (2014).

AP Spanish Language Prep

This course is designed to prepare prospective students to excel in the AP Spanish Language course as well as on the examination. Students will explore the 6 themes that are a part of the new 2013 AP exam via group discussions, oral presentations, guest speakers and interaction with other teens. Cultural components and authentic materials will be at the center of language instruction in order to mirror the new AP Spanish Language and Culture course. Spanish is used exclusively in class, as well as with the host families to maximize the student's proficiency and experience.

AP Spanish Literature Prep

This course is designed to give high school students advanced preparation for university level Spanish literature courses. It is especially designed to meet the needs of students interested in taking the AP Spanish Literature course, as the program will cover several of the required readings on the AP list. The primary focus is on learning the basic techniques of literary analysis, as well as specific vocabulary. These newly acquired tools are then put to use by experiencing some of the greatest works of Spanish literature in their original settings. Students will work to improve their literary vocabulary and analytical composition skills, as well as gaining a deep appreciation for the unique cultural value of literary works of art in their proper context.

Spanish Language and Culture (Intermediate level)

This course is being offered for students who are one level below the AP prep students. The course is designed to help students excel in more advanced levels of Spanish Language at their home schools, focusing on the integration of skill sets through a highly communicative approach.

Dates/Cost

Arrival date into Seville, Spain	Sunday, June 22, 2014 (leave USA June 21)
Departure date from Seville, Spain	Saturday, July 5, 2014
Cost per student	\$2200 (does not include the flight to Spain)

AIRLINE TICKETS @ 1,300.00 PER TICKET

Classes

The program includes 30 hours of classes. All materials are included in the course and students will receive a certificate from MundoLengua upon completion of the course.

Seville

Seville, with its 700,000 residents, is the capital city of southern Spain and the fourth largest city in the country. Enjoying culture from the Romans, Visigoths, Muslims, Jews, and Christians throughout the ages, Seville has become one of the world's richest cities in history and tradition. The city offers itself as one of Spain's most representative and impressive cities where the combination of a year-round Mediterranean climate, endless cultural and social opportunities, and friendly locals make it the ideal location to immerse oneself in both the Spanish language and culture.

Activities

Students will enjoy an on-site orientation session, visits to the most important monuments and neighbourhoods of Seville (Cathedral, Barrio Santa Cruz Jewish quarter, Royal Palace, etc.), a flamenco or salsa dance lesson, attendance of a professional flamenco performance, and farewell dinner in a restaurant.

Excursions

The program includes a 1-day excursion to visit the Christopher Columbus museum and ships in Huelva, combined with a visit to the coastal village of Tavira (Portugal). The program also includes a 1-day visit to the coastal city of Cadiz. Transport will be included in private bus and all entrances included. All excursions will be led by MundoLengua history professors.

Housing

Students and the accompanying teachers will have housing with carefully selected Spanish families. This will be our ninth year with the program and we are fortunate to have a very select group of families that share their homes each summer. All of our homes are personally visited by our housing director. She also interviews each family member and keeps a written record on each family with past student comments. Students have all of their meals included with the family, as well as weekly laundry service. All of our families are within walking distance of our school.

Cost

The above quoted price is all-inclusive, except for the flight into Seville and personal spending money. The price also includes full health insurance for all participants, round-trip transport from the airport in Seville, 24-hour emergency telephone assistance, and supervision. Teachers who travel with groups of 10 or more students receive an \$800 travel stipend and the CB workshop for teachers free of charge.

Payment

An initial deposit of \$300 is due with the completed application. Final payment is due 6 weeks prior to starting the program. Payment can be made by personal check made out to Centro MundoLengua and sent to:

MundoLengua
Atn. David Hirsch
Aire 5, bajo
41004 Seville, Spain

Application Process

A complete on-line application will be available at a later date. The program is offered on a space available basis, and participants are highly encouraged to submit their materials as soon as possible.

**TENTATIVE
SCHEDULE****24 hr. Emergency Phones:****David: 636.011.998****Yaye: 659.633.642****Academic / Cultural Program
Glenbrook South
from 22.6.14 al 05.7.13
ML Guide: TBD**

DAY	TIME	CLASS / ACTIVITY / TRIP	MEETING POINT	COMMENTS
Sunday 22.6	TBD	Arrival Seville airport	Café de Indias C/Menéndez Pelayo	Meet host families upon arrival
Monday 23.6	10:00-12:00	Orientation walk around the city	Centro MundoLengua Ribamar C/Fabiola 26	Families accompany students to the meeting point
	15:00	Opening ceremony	Centro MundoLengua	
	16:00-19:30	Classes		
Tuesday 24.6	10:00-15:00	Visit to a food market and demonstration of the cooking of paella	Centro MundoLengua	Students will eat lunch together with the paella
	16:00-19:30	Classes	Centro MundoLengua	
Wednesday 25.6	9:00-11:00	Visit to the Royal Palace	Centro MundoLengua	Bring your student id cards
	16:00-19:30	Classes	Centro MundoLengua	
Thursday 26.6	11:00-13:00	Flamenco dance lessons	Centro MundoLengua	
	16:00-19:30	Classes	Centro MundoLengua	
Friday 27.6	11:30-13:30	Visit of the Cathedral	Centro MundoLengua	
	16:00-19:30	Classes	Centro MundoLengua	
Saturday 28.6	9:00-19:00	Trip to Palos de la Frontera to visit the Christopher Columbus museum + beach day in Tavira, Portugal	Café de Indias C/Menéndez Pelayo	Picnic lunch provided
Sunday 29.6	9:00-19:00	Trip to the beach in Cadiz	Café de Indias C/Menéndez Pelayo	Picnic lunch provided

***** THIS WEEK WE SWITCH TO MORNING CLASSES *****

DAY	TIME	CLASS / ACTIVITY / TRIP	MEETING POINT	COMMENTS
Monday 30.6	10:00-13:30	Classes	Centro MundoLengua	
	18:30-20:30	Literary activity in the Santa Cruz old Jewish Quarter	Centro MundoLengua	
Tuesday 1.7	10:00-13:30	Classes	Centro MundoLengua	
	18:00-21:00	Visit to Plaza Espana and Maria Luisa Park	Centro MundoLengua	
Wednesday 2.7	10:00-13:30	Classes	Centro MundoLengua	
	18:00-20:00	Visit of the Arenal neighborhood	Centro MundoLengua	
Thursday 3.7	10:00-13:30	Classes	Centro MundoLengua	
	13:30-18:00	Isla Magica amusement park	Iremos directamente después de clase	Picnic lunch provided
	TBD	School dance	Centro MundoLengua	
Friday 4.7	10:00-13:30	Classes	Centro MundoLengua	
		Free afternoon		
	18:30	Flamenco show	Centro MundoLengua	
	20:00	Farewell dinner		Dinner with the entire group in a restaurant
Saturday 5.7	TBD	Departure	TBD	

MundoLengua, Centro Internacional de Español
Tfn: 954.00.42.65
www.centromundolengua.com

NIGHT ACTIVITIES



CENTRO MUNDOLENGUA

DAY	ACTIVITY	COMMENTS
MONDAY 23 JUNE	VISIT TO THE SETAS MONUMENT PLUS ICE CREAM	Tonight, we will explore one of Seville's newest outdoor contemporary artworks, the Setas monument. This has become one of the most popular areas of the city. We will have a chance to go to the top for fantastic views of the city and surroundings. After, we will have some home-made ice cream at a Seville legend, Rayas. Approximate cost of ice cream – 3 euros.
TUESDAY 24 JUNE	THEATER NIGHT	Tonight, we will head to the theater to see a live performance of a play where a group of workers have created their own special language to deal with the bosses (comedy). Free activity.
WEDNESDAY 25 JUNE	DANCING SALSA	With a Cuban professor, we will learn one of the world's most popular dances, salsa. A chance to have fun with your friends, and burn off some calories. Free activity.
THURSDAY 26 JUNE	BULLFIGHTS	Nighttime bullfights. Approximate cost of the activity between 10 and 30 euros.
	SOCCER	Semi-final of the Copa de Confederaciones which is being played in Brazil. Let's go Spain! Free activity.
FRIDAY 27 JUNE	KARAOKE	Tonight, we will head to a local Karaoke bar to sing, sing, sing. Free activity.

DAY	ACTIVITY	COMMENTS
SATURDAY 28 JUNE	STREET THEATER	In Plaza Salvador, we will have a chance to see the nighttime theater entitled "La venganza de Don Mendo" ("The revenge of Don Mendo"). Free activity.
MONDAY 30 JUNE	SOCCER CHALLENGE	We will have a tournament among the MundoLengua students in teams of 6 playing soccer. Free activity.
TUESDAY 1 JULY	TAPAS AT 100 MONTADITOS RESTAURANT	There is nothing more traditional than eating tapas in Seville. Tonight, we will focus on the montadito (small sandwiches) at 100 Montaditos restaurant. Each student will pay their own tapas.
WEDNESDAY 2 JULY	SUMMER MOVIES OUTDOORS	We will watch the movie "El Orfanato" ("The Orphanage") in one of Seville's outdoor patios with people from all over the city. Free activity.
THURSDAY 3 JULY	SCHOOL DANCE	We will have a final school dance which is supervised by MundoLengua in a local disco. Free activity.
FRIDAY 4 JULY	FAREWELL DINNER	Tonight, we will have our group farewell dinner with all of our friends in a local restaurant.

TIMES TO BE CONFIRMED EACH DAY IN CLASS

COMPAÑÍA INTERNACIONAL DE SEGUROS Y REASEGUROS, S.A.
Registered Office: SOR ÁNGELA DE LA CRUZ, 6, 7º - Tel: (+34) 902 14 02 14
28020 MADRID – Tax Identification Code: A/79194148

POLICY HOLDER:	CENTRO INTERNACIONAL DE ESPAÑOL MUNDOLENGUA			POLICY No	SUP
ADDRESS:	CALLE AIRE 5, BAJO	TEL:	(+34) 954004265	014920640000000014	4
CITY:	SEVILLE	POSTCODE:	41004	PROVINCE:	SEVILLE
CAPACITY:	POLICY HOLDER	SPANISH NATIONAL IDENTIFICATION CARD No OR TAX IDENTIFICATION No:	B91474908	NET PREMIUM	INSURED'S No
					0

INITIAL POLICY VALIDITY PERIOD		POLICY DURATION: PAYMENT TYPE: PAYMENT FREQUENCY:	RENEWABLE BANK TRANSFER YEARLY	INSURANCE AMOUNT	
EFFECTIVE FROM 1 JANUARY, 2013	EXPIRATION UP TO 31 DECEMBER, 2013 ANNUALLY RENEWABLE				
PAYMENTS SHOULD BE MADE TO BARCLAY'S BANK 0065/0034/**/*****717				CLEA (INSURANCE COMPANIES LIQUIDATION COMPANY)	0.00
				IPT	0.00
				POOL	0.00
				TOTAL	0.00

BRANCH	MULTIBRANCH	HELPLINE No	National: 902196030 International: 34915811823
GEOGRAPHICAL SCOPE WORLDWIDE			
PRODUCT/CODE	492 / <i>SEGURVIAJE ANUAL MULTIVIAJE - SEGURVIAJE BONONEGOCIOS</i> (ANNUAL TRAVEL INSURANCE FOR MULTITRIPS - TRAVEL INSURANCE BONO-BUSINESS)	INTERVENTION	0417555
VEHICLE DEDUCTIBLE	15 KM	VEHICLE DETAILS	INSURED'S DETAILS

COVER INCLUDED	
ASSISTANCE FOR PEOPLE	
1	MEDICAL TRANSPORT OR REPATRIATION
2	TRANSPORT OR REPATRIATION OF ACCOMPANYING FAMILY MEMBERS - IN THE EVENT OF ILLNESS OR ACCIDENT WHERE THE INSURED IS TRANSFERRED OR REPATRIATED - MAXIMUM OF 5 PEOPLE
3	ACCOMPANYING INSURED MINORS OR DISABLED - IN THE EVENT OF ILLNESS OR AN ACCIDENT WHERE THE INSURED IS TRANSFERRED OR REPATRIATED
4	MEDICAL ASSISTANCE - IN THE INSURED'S COUNTRY OF RESIDENCE (LIMIT OF 600 EUROS)
5	MEDICAL ASSISTANCE ABROAD - NOT THE INSURED'S COUNTRY OF RESIDENCE (LIMIT OF 30,000 EUROS)
6	EXTENDED STAY DUE TO ILLNESS OR ACCIDENT - UP TO 90 EUROS/DAY (LIMIT OF 900 EUROS)
7	TRANSPORT OR REPATRIATION OF DECEASED INSURED
8	ONE PERSON'S TRAVEL EXPENSES - IN THE EVENT OF THE INSURED BEING HOSPITALISED FOR A PERIOD OF MORE THAN 5 DAYS - IN THE EVENT OF THE INSURED'S DEATH
9	ONE PERSON'S ACCOMMODATION EXPENSES IN THE EVENT OF ILLNESS OR ACCIDENT ON THE PART OF THE INSURED - UP TO 90 EUROS/DAY (LIMIT OF 900 EUROS)
10	MEDICAL ASSISTANCE FOR THE DECEASED INSURED'S TRAVEL COMPANION (LIMIT OF 30,000 EUROS)
11	MEDICAL TRANSPORT OR REPATRIATION OF THE DECEASED INSURED'S TRAVEL COMPANION
12	EMERGENCY TRAVEL EXPENSES DUE TO THE DEATH OF AN IMMEDIATE FAMILY MEMBER
13	TRAVEL EXPENSES DUE TO A LOSS IN THE INSURED'S HOME OR PREMISES
14	DISPATCH OF MEDICINES
15	DISPATCH OF URGENT MESSAGES
16	TRANSLATION SERVICE ABROAD
17	TRAVEL EXPENSES FOR SUPPLEMENTARY PERSONNEL - IN THE EVENT OF THE INSURED BEING HOSPITALISED FOR MORE THAN 5 DAYS
18	GENERAL TOURIST INFORMATION PRIOR TO TRIP
19	TRAVEL EXPENSES DUE TO LOSS OF PASSPORT ABROAD
20	ACCOMMODATION EXPENSES DUE TO LOSS OF PASSPORT ABROAD - UP TO 60 EUROS/DAY (LIMIT OF 300 EUROS)
21	ADVANCEMENT OF FUNDS TO FOREIGN COUNTRY (LIMIT OF 1,500 EUROS)
22	ASSISTANCE FOR INSURED'S FAMILY MEMBERS
23	COMMUNICATION EXPENSES ABROAD (FAX)

<u>DELAYS</u>	
24	DELAY OF OUTBOUND CONTRACTED TRANSPORTATION - UP TO 30 EUROS/PERIOD OVER 6 HOURS (LIMIT OF 120 EUROS)
25	DELAY DUE TO OVER BOOKING (LIMIT 30 EUROS)
26	MISSED CONNECTIONS DUE TO DELAY OF CONTRACTED TRANSPORT - ORIGINAL INVOICES AND CARRIER CERTIFICATE REQUIRED (LIMIT OF 60 EUROS)
<u>BAGGAGE</u>	
27	COMPENSATION IN THE EVENT OF LOSS, THEFT, OR DAMAGE TO CHECKED-IN BAGGAGE - CARRIER CERTIFICATE REQUIRED (LIMIT OF 600 EUROS)
28	COMPENSATION IN THE EVENT OF DELAY OF CHECKED-IN BAGGAGE - MINIMUM OF 6 HOURS - ORIGINAL BAGGAGE IDENTIFICATION STICKER AND CARRIER CERTIFICATE REQUIRED (LIMIT OF 120 EUROS)
29	LOCALISATION AND DISPATCH OF BAGGAGE
<u>CANCELLATION EXPENSES</u>	
30	EXPENSES IN THE EVENT OF CANCELLATION OF CONTRACTED TRIP (LIMIT OF 600 EUROS)
<u>PERSONAL ACCIDENTS</u>	
31	COMPENSATION IN THE EVENT OF DEATH WHICH OCCURS WITHIN 24 HRS OF ARRIVAL (LIMIT 30,000 EUROS)

By signing the present document the Policyholder expressly accepts the limiting clauses of the rights of the Insured, outlined in the attached Policy's General Conditions.

Policy holder

MAPFRE ASISTENCIA, S.A.
P.A.

Madrid 01 January 2013

STAMP: MAPFRE ASISTENCIA, S.A.
Madrid – Spain

COMPAÑÍA INTERNACIONAL DE SEGUROS Y REASEGUROS, S.A.
Registered Office: SOR ÁNGELA DE LA CRUZ, 6, 7º - Tel: (+34) 902 14 02 14
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POLICY HOLDER:	CENTRO INTERNACIONAL DE ESPAÑOL MUNDOLENGUA			POLICY No	SUP
ADDRESS:	CALLE AIRE 5 BAJO	TEL:	(+34) 954004265	01492064000000014	4
CITY:	SEVILLE	POSTCODE:	41004	PROVINCE:	SEVILLE
CAPACITY:	POLICY HOLDER	SPANISH NATIONAL IDENTIFICATION CARD No OR TAX IDENTIFICATION No:	B91474908	NET PREMIUM	INSURED'S No
					0

INITIAL POLICY VALIDITY PERIOD		POLICY DURATION: PAYMENT TYPE:		INSURANCE AMOUNT	
EFFECTIVE FROM	EXPIRATION UP TO	RENEWABLE	BANK TRANSFER	TOTAL NET PREMIUM	0.00
1 JANUARY, 2013	31 DECEMBER, 2013	ANNUALLY RENEWABLE		CLEA (INSURANCE COMPANIES LIQUIDATION COMPANY)	0.00
PAYMENTS SHOULD BE MADE TO				IPT	0.00
BARCLAY'S BANK				POOL	0.00
0065/0034/**/*****717				TOTAL	0.00
BRANCH		HELPLINE No		National: 902196030 International: 34915811823	
MULTIBRANCH					
GEOGRAPHICAL SCOPE		WORLDWIDE			
PRODUCT/CODE 492 / <i>SEGURVIAJE ANUAL MULTIVIAJE – SEGURVIAJE BONONEGOCIOS</i> (ANNUAL TRAVEL INSURANCE FOR MULTITRIPS – TRAVEL INSURANCE BONO-BUSINESS)				INTERVENTION 0417555	
VEHICLE DEDUCTIBLE		VEHICLE DETAILS			
PEOPLE DEDUCTIBLE -		15 KM		INSURED'S DETAILS	
COVER INCLUDED					
32 COMPENSATION FOR PERMANENT DISABILITY OCCURRING WITHIN 24 HRS OF ARRIVAL IN ACCORDANCE WITH THE DISABILITY RATING SCALE (LIMIT OF 30,000 EUROS)					
PERSONAL LIABILITY					
33 PRIVATE PERSONAL LIABILITY (LIMIT OF 60,000 EUROS)					

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Policy holder

MAPFRE ASISTENCIA, S.A.
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Madrid 01 January 2013

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Madrid – Spain

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