

Glenbrook Principals

To: Dr. Mike Riggle

From: Dr. Paul Pryma & Dr. Brian K. Wegley

Re: Glenbrook Orchestra & GBS Jazz Band Tour

Date: June 2, 2014

Attached is a travel request from Ms. Kristin Meyer, Mr. Greg Wojcik, Mr. Aaron Wojcik, and Mr. Aaron Kaplan regarding their Glenbrook Orchestra and Glenbrook South Jazz Ensembles trip to New York, NY. This trip will occur from Friday, March 27, 2015 to Thursday, April 2, 2015 over spring break. Students will miss one day of school and the trip includes wonderful opportunities for our students during their visit to New York City.

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.

We support this valuable experience. Please let us know if you need anything further.

GLENBROOK SYMPHONY ORCHESTRA & GBS JAZZ

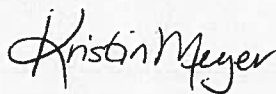
May 22, 2014

Dear Dr. Wegley, Dr. Shellard, Mr. Muir, and Mr. Sirvatka,

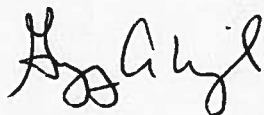
The Glenbrook Symphony Orchestra and Glenbrook South Jazz Ensembles are proposing a trip to New York City on March 27th to April 2th, 2015. Both groups would perform several times at various venues and workshops, which would enhance the 2014-15 GSO and Jazz curricular repertoire focus of musical theatre. The proposed itinerary is very exciting; students would likely be particularly interested in the New York Philharmonic, a Broadway recording workshop, a clinic with Jazz at Lincoln Center, and attendance at multiple professional concerts and Broadway shows. Students would also have significant exposure to sites such as the new 9/11 Museum, the UN, Carnegie Hall, the Statue of Liberty, and NBC Studios. This trip is a great opportunity to cultivate the next generation of performing artists and music consumers. The city of New York exposes our students to a modern global center of the arts.

We are requesting students to miss one attendance day in the 2014 – 2015 school calendar so that we are available to participate in the NY Philharmonic and Jazz at Lincoln Center workshops. The costs of the trip will be approximately \$2100.00 to \$2300.00 per student for the week. Transportation, housing, most meals, and all gratuities are included. Attached are a proposed itinerary for the trip and a summary of inclusions.

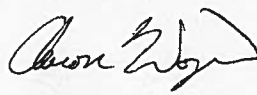
Thank you for your consideration,



Mrs. Kristin Meyer
Orchestra



Mr. Greg Wojcik
Band



Mr. Aaron Wojcik
Band



Mr. Aaron Kaplan
Orchestra

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

I. School GBNX GBS X GBE GBO District _____

II. Initiator Mr. Greg Wojcik - Band
Mrs. Kristin Meyer - Orchestra
Mr. Aaron Wojcik - Band
Mr. Aaron Kaplan - Orchestra _____

Greg-4435
Kristin - 4438
Aaron W -4437
Phone Aaron K-4434

Position -Directors _____

Date of Submission 5/22/2014

III. Dates and Times of Leave/Return

Total Number of School Days Missed per Person 1- Friday, March 27th 2015 will be for travel

Departure Date/Time 3/27/2015 - AM Return Date/Time 4/2/2015 - PM

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

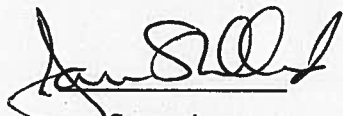
Teachers Mr. Greg Wojcik Mrs. Kristin Meyer
and Staff Mr. Aaron Wojcik Mr. Aaron Kaplan

Students approx.120 students and approx.12 Chaperones

GSO and GBS Jazz Band

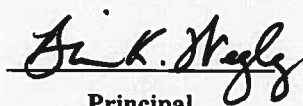
V. Description, Destination, and Reason for Trip

The Glenbrook Symphony Orchestra and Glenbrook South Jazz Ensembles are proposing a trip to New York City on March 27th to April 2th, 2015. Both groups would perform several times at various venues and workshops, which would enhance the 2014-15 GSO and Jazz curricular repertoire focus of musical theatre. The proposed itinerary is very exciting; students would likely be particularly interested in the New York Philharmonic, a Broadway recording workshop, a clinic with Jazz at Lincoln Center, and attendance at multiple professional concerts and Broadway shows. Students would also have significant exposure to sites such as the new 9/11 Museum, the UN, Carnegie Hall, the Statue of Liberty, and NBC Studios. This trip is a great opportunity to cultivate the next generation of performing artists and music consumers. The city of New York exposes our students to a modern global center of the arts.



Supervisor
5/30/14

Date



Principal
6/2/2014

Date

Superintendent

Date

GSO/GBS Jazz Band NYC Comparative Quotes
Spring Break 2015
March 27 – April 2, 2015
6 Nights/7 Days

Companies	Hemisphere	Four Seasons	*Bob Rogers Travel
1. Hotel	TBD New Jersey Area	TBD New Jersey Area	TBD New Jersey Area
2. Comps	4	4	4 Chaperone Discount (pay quad price for double)
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	Jazz at Lincoln Center Broadway Recording Session Madison Sculpture Garden BB Kings Jazz Club	NY Philharmonic Clinic Broadway Recording Session Madison Sculpture Garden BB Kings Jazz Club	Jazz at Lincoln Center NY Philharmonic Clinic Broadway Recording Session Madison Sculpture Garden BB Kings Jazz Club
5. Security included	included	included	included
6. Breakfast	All	All	All
7. Lunch	1	1	1
8. Dinner	4	4	4
9. Ground transport in quote	Motor coach	Motor Coach	Motor coach
10. Quad price	\$2,225.00	\$2,250.00	\$2,163.00
11. Triple	N/A	\$2,337.00	\$2,250.00
12. Double	\$2,400.00	\$2,424.00	\$2,337.00
13. Single	\$2,750.00	\$2,771.00	\$2,684.00
14. Fan package available	Yes with limits	Yes with limits	Yes
15. Special offers/sites Note: Site seeing arrangements can be added or changed	Carnegie Hall 9/11 Museum United Nations Broadway Performances NY Philharmonic Concert Radio City Music Hall Rockefeller Center Yankee Stadium Statue of Liberty Ellis Island NBC Studios Radio City Music Hall Central Park Lincoln Center	Carnegie Hall 9/11 Museum United Nations Broadway Performances NY Philharmonic Concert Radio City Music Hall Rockefeller Center Yankee Stadium Statue of Liberty Ellis Island NBC Studios Radio City Music Hall Central Park Lincoln Center	Carnegie Hall 9/11 Museum United Nations Broadway Performances NY Philharmonic Concert Radio City Music Hall Rockefeller Center Yankee Stadium Statue of Liberty Ellis Island NBC Studios Radio City Music Hall Central Park Lincoln Center
Gratuities	Yes	Yes	Yes
Souvenir Package	Yes	Yes	Yes
Tour Director	Yes	Yes	Yes, local and accredited
Instrument Rentals for Bases & Large Percussion on site in NYC	Extra	Extra	Included – up to \$4500



Bob Rogers Travel

Making Moments That Matter

GLENBROOK SOUTH HIGH SCHOOL ORCHESTRA & JAZZ BAND
DIRECTORS: KRISTIN MEYER, GREG WOJCIK, AARON WOJCIK AND AARON KAPLAN
DESTINATION: NEW YORK
DATES: MARCH 27-APRIL 2, 2015

PROPOSAL IS BASED ON 120 PAYING PARTICIPANTS

SUMMARY OF INCLUSIONS

- **Personal SERVICE and ATTENTION**
- Round-trip airfare out of **Chicago** (estimated at \$350 per person, subject to change until time of booking, flight times are always subject to change until day of departure, subject to a fuel surcharge)
- **First checked bag fee** (\$75 per person roundtrip, to allot for oversized instruments that will be checked)
- **Ground transportation** in NYC per the itinerary via (3) 55 passenger, climate controlled, DVD and restroom equipped motor coaches
- **Gratuities and accommodations** for your motor coach drivers
- Six (6) nights' accommodation at a **New Jersey Area Hotel**
- Private nighttime **security guard** at the hotel (10:30 pm-5:30 am)
- Six (6) **Breakfasts** at the hotel
- Group dinner at **Dallas BBQ**
- Group dinner at **Ellen's Stardust Diner**
- Group dinner at the **Cucina & Co.**
- Group dinner at **Ping's (Chinese)**
- Group dinner at **John's Pizzeria**
- Group dinner at the **Bubba Gump's**
- Group dinner at **Hard Rock Café Yankee Stadium**
- Group dinner at **BB Kings**
- Guided tour of **Carnegie Hall** (based on availability)
- Ferry to the **Statue of Liberty and Ellis Island**
- Admission to the **NBC Studio Tour**
- Admission to the **Radio City Music Hall Tour**
- Admission to the **United Nations Tour**
- Admission to the **Guggenheim Museum**
- Admission to **two (2) Broadway Performance** (based on \$85 seats)(based on availability)
- Guided tour of **Lincoln Center**
- Admission to a tour of **Yankee Stadium**
- Admission to an **evening activity** (based on 2015 schedule of concerts for the NY Philharmonic or Jazz at Lincoln Center)



3440 Lacrosse Lane
Naperville, IL 60564

toll free 800-373-1423
fax 630-824-4349
bobrogerstravel.com



Bob Rogers Travel

Making Moments That Matter

- Participation in a **Broadway Classroom Clinic**
- Participation for the **orchestra in a workshop with the NY Philharmonic** and for the **jazz band with Jazz at Lincoln Center**
- Performance at the **Madison Ave Atrium**
- Admission to the Observation Deck at the **Rockefeller Center (Top of the Rock)**
- Timed Entry to the **National 9/11 Museum**
- **Rental fees** for large percussion, basses (*not to exceed \$4500*)
- **Excursion to Central Park, St. Patrick's Cathedral, Rockefeller Center, Brooklyn Bridge, Little Italy, Chinatown, Times Square, Grand Central Terminal**
- **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*)
- **Ten (10) Discounted Chaperone Packages** (*pay quad price for double 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*

NON-INCLUSIONS / OPTIONS

- Free time meals stated as student cost
- **Rental costs** above \$4500 for any chair, percussion, etc. for performances / clinics

***AIR LUGGAGE NOTE:** Many airlines have implemented new luggage policies effective immediately. At this time, we are unable to estimate air luggage costs due to frequent changes in airline fees. **Baggage fees of \$75 per person are included in the package prices listed.** We highly recommend considering an equipment truck to help bring down these additional costs. Please ask your travel consultant for more information.



3440 Lacrosse Lane
Naperville, IL 60564

toll free 800-373-1423
fax 630-824-4349
bobrogerstravel.com



Bob Rogers Travel

Making Moments That Matter

ESTIMATED TOUR PACKAGE COSTS (based on 120-129 Paying Participants)

\$2,163.00/person (based on quad occupancy)

\$2,250.00/person (based on triple occupancy)

\$2,337.00person (based on double occupancy)

\$2,684.00/person (based on single occupancy)



3440 Lacrosse Lane
Naperville, IL 60564

toll free 800-373-1423
fax 630-824-4349
bobrogerstravel.com



Bob Rogers Travel

Making Moments That Matter

GLENBROOK SOUTH HIGH SCHOOL ORCHESTRA & JAZZ BAND
DIRECTORS: KRISTIN MEYER, GREG WOJCIK, AARON WOJCIK, AND AARON KAPLAN
DESTINATION: NEW YORK
DATES: MARCH 27-APRIL 2, 2015

SUGGESTED ITINERARY

AS OF

APRIL 11, 2014

FRIDAY, MARCH 27

AM Group arrives at a local Chicago Airport – O’Hare or Midway
(group provides own transportation to airport)

Upon arrival Begin check-in process and head through security. **EVERYONE** needs to bring a picture ID along with their ticket. Keep them handy throughout check-in and security processing.

AM Passengers depart out of **Chicago**

AM Arrive at a **local NYC airport**

Upon Arrival Depart for baggage claim and meet your **BRT Representative**

AM Load motor coaches; depart for **Rockefeller Center**

AM Explore **Rockefeller Center**

Located in the heart of midtown Manhattan, it is known for its big Christmas tree and ice skating in winter, Today Show concerts, Radio City Music Hall and Saturday Night Live. There is a vast array of options for shopping and dining, whether you're looking to purchase high-end goods or just grab a quick bite to eat.

AM Take a small group guided tour of **St. Patrick’s Cathedral**

Every year, more than five million people of every different nationality and faith enter this Cathedral.

PM Lunch on your own in the area (student cost)

2:00 PM Meet for your **NBC Studio tour**

PM Groups of 30 will tour **NBC Studios**

Tracing radio and television back to 1933, the tour brings some of NBC’s classic programs back to life—programs that were created in the same studios that bring us today’s entertainment.

5:00 PM Meet for dinner at **Cucina & Co**

PM Enjoy a group dinner at **Cucina & Co.**

Buffet to include: soft drinks, dinner rolls & butter, mixed greens, roasted turkey, baked ziti, new potatoes, vegetable of the day and cupcakes for dessert

6:00 PM Load motor coaches; depart for a **local New Jersey hotel**

PM Check in; get settled for the evening

PM **Evening rehearsal** in a banquet room at the hotel (2 hr rental)

-Private night time security at the hotel from 10:30 pm to 5:30 am-



3440 Lacrosse Lane
Naperville, IL 60564

toll free 800-373-1423
fax 630-824-4349
bobrogerstravel.com



Bob Rogers Travel

Making Moments That Matter

SATURDAY, MARCH 28

- 8:00 AM Breakfast at the hotel
- 9:00 AM Load motor coaches; depart for **workshop location**

AM Glenbrook Symphony Orchestra **participates** in a workshop with the NY Philharmonic

AM Glenbrook South HS Jazz Band **participates** in a Jazz at Lincoln Center workshop

- 11:30 AM Load motor coaches; depart for **Carnegie Hall**
- 12:30 PM Group broken down into groups of 25 to tour **Carnegie Hall** (based on availability) *Designed by architect William Burnet Tuthill and built by philanthropist Andrew Carnegie in 1891, it is one of the most prestigious venues in the world for both classical music and popular music.*
- PM Lunch in the area (student cost)
- PM Explore **Times Square**
Times Square – iconified as "The Crossroads of the World", "The Center of the Universe", and the "The Great White Way" – is the brightly illuminated hub of the Broadway Theater District, one of the world's busiest pedestrian intersections, and a major center of the world's entertainment industry.
- 5:45 PM Arrive at **Dallas BBQ-Times Square**
- 6:00 PM Group dinner at **Dallas BBQ**
Meal includes ribs, chicken, fries, cole slaw and soft drink beverage.
- 7:00 PM Load motor coaches; depart to attend CONCERT

Glenbrook Symphony Orchestra view a performance of the NY Philharmonic
Glenbrook South HS Jazz Band view a performance at Jazz at Lincoln Center
(performances are based on the 2015 schedule)

- 10:30 PM Load motor coaches; return to the hotel

-Private night time security at the hotel from 10:30 pm to 5:30 am-



3440 Lacrosse Lane
Naperville, IL 60564

toll free 800-373-1423
fax 630-824-4349
bobrogerstravel.com



Bob Rogers Travel

Making Moments That Matter

SUNDAY, MARCH 29

- 8:00 AM Breakfast at the hotel
- 9:00 AM Load motor coaches; depart for **Liberty State Park-NJ**
- AM Board statue cruise; depart for **Ellis and Liberty Island**
- PM Lunch at Ellis or Liberty Island (*student cost*)
- 1:00 PM Walk to the **9/11 Memorial**
- PM Entrance to **The 9/11 Memorial and Museum**
The 9/11 Memorial consists of two massive pools set within the original footprints of the Twin Towers with 30-foot waterfalls cascading down their sides. The names of nearly 3,000 men, women, and children killed in the attacks of Sept. 11, 2001 and Feb. 26, 1993 are inscribed in bronze on parapets around the edges of the waterfalls. Through its exhibitions, the Museum will attest to the triumph of human dignity over human depravity, and affirm a commitment to the fundamental value of every human life.
- 4:00 PM Load motor coaches; depart for **Chinatown & Little Italy**
- PM Explore Chinatown and Little Italy
Chinatown – *the largest Chinatown in the United States, and the site of the largest concentration of Chinese in the western hemisphere, is located on the lower east side.*
Little Italy - *Walking beside the narrow, cobblestoned streets beneath the fire escapes of turn-of-the-century tenements, you're tempted by the sights, sounds and smells of Italian cuisine and culture emanating from your surroundings.*
- 6:30 PM Group dinner at **Ping's**
Enjoy a Chinese feast – Egg Drop & Corn Soup, Crispy Spring Rolls, Pan fried pork dumplings, sliced beef in garlic sauce, peking style pork chops, general tso chicken, sautéed mixed vegetables, vegetable lo mein, yeung chow fried rice, fortune cookies.
- 8:00 PM Load motor coaches; depart for the **Brooklyn Bridge**
- PM Walk together across the famous Bridge and take photos
- 9:30 PM Load motor coaches; return to the hotel

-Private night time security at the hotel from 10:30 pm to 5:30 am-



3440 Lacrosse Lane
Naperville, IL 60564

toll free 800-373-1423
fax 630-824-4349
bobrogerstravel.com



Bob Rogers Travel

Making Moments That Matter

MONDAY, MARCH 30

- 7:30 AM Breakfast at the hotel
- 8:30 AM Load motor coaches; depart for **Lincoln Center**
- AM Enjoy a guided tour of **Lincoln Center**
Includes visits to 3 theaters and glimpses at rehearsals in progress at the Metropolitan Opera House, Avery Fisher Hall & the NY State Theater
- 11:00 AM Load motor coaches; depart for **Columbus Circle**
- PM Lunch in the area (student cost)
- 12:30 PM Depart for **Madison Sculpture Garden**

PM Glenbrook Symphony Orchestra **performs** at the Madison Ave Sculpture Garden

- 2:30 PM Load motor coaches; depart for **Central Park**
- PM Enjoy a guided tour of **Central Park**
What makes Central Park so special and inspiring? See attractions such as Bevedere Castle, Conservatory Garden, Gapstow Bridge, Shakespeare Garden, the Loeb Boathouse and much more.
- 5:00 PM Load motor coaches; depart for **BB Kings**
- 6:00 PM Group dinner at **BB Kings**
Dinner includes classic Caesar Salad, choice of char grilled burger with fries and signature pickle, cornmeal crusted cat fish fingers with mashed potatoes, traditional baked ziti layered with mozzarella and ricotta cheese, choice of soda and for dessert family style platters of cookies and brownies.

Glenbrook South HS Jazz Band **performs** at BB Kings Lucille Room

- 8:30 PM Load motor coach; return to the hotel

-Private night time security at the hotel from 10:30 pm to 5:30 am-



3440 Lacrosse Lane
Naperville, IL 60564

toll free 800-373-1423
fax 630-824-4349
bobrogerstravel.com



Bob Rogers Travel

Making Moments That Matter

TUESDAY, MARCH 31

- 8:00 AM Breakfast at the hotel
9:00 AM Load motor coaches; depart for **workshop location**

Glenbrook Symphony Orchestra and GBS Jazz *participate* in a Broadway Classroom Instrumental Workshop

Working with a Broadway conductor, your students will sight read and prepare a special performance of a selected piece of Broadway music. After 90 minutes of work on the piece, your group will be joined by a Broadway performer who will discuss interpretation of the material and then perform it, accompanied by your students.

- 12:00 PM Load motor coaches; depart for **Grand Central Terminal**
PM Lunch at **Grand Central Terminal** (student cost)
Often incorrectly called Grand Central Station, or shortened to simply Grand Central Built by and named for the New York Central Railroad in the heyday of American long-distance passenger trains, it is the largest train station in the world by number of platforms
- 2:00 PM Depart for the **United Nations**
PM Groups of 30 tour the **United Nations**
- 5:00 PM Load motor coaches; depart for **Ellen's Stardust Diner**
6:00 PM Group dinner at **Ellen's Stardust Diner**
*Our retro 1950s theme diner is filled with nostalgic memorabilia. Watch the best videos of the 1950s on authentic 1956 Predicta televisions and our "drive-in theatre" screen. Our unique diner also features our **singing wait staff** and variety shows that perform nightly.*
- 7:00 PM Depart on foot for the theatre
8:00 PM Enjoy a **Broadway show!** (based on 2015 schedule)
Visit www.broadway.com for some show possibilities
- 10:30 PM Load motor coaches; return to the hotel

-Private night time security at the hotel from 10:30 pm to 5:30 am-



3440 Lacrosse Lane
Naperville, IL 60564

toll free 800-373-1423
fax 630-824-4349
bobrogerstravel.com



Bob Rogers Travel

Making Moments That Matter

WEDNESDAY, APRIL 1

- 8:00 AM Breakfast at the hotel
- 9:00 AM Load motor coaches; depart for **Yankee Stadium**
AM Enjoy a guided tour of **Yankee Stadium**
Your tour of the ballpark will include the New York Yankees museum, Monument Park, Press Box and the Mastercard Batter's Eye Café.
- 11:30 AM Lunch at the **Hard Rock Café** in **Yankee Stadium**
Meal to include cheeseburger with or without bacon, grilled chicken sandwich, veggie burger, barbecue pork sandwich, or entrée garden salad served with ice cream and soft drink.
- 1:00 PM Load motor coaches; depart for **Radio City Music Hall**
2:00 PM Enjoy a guided tour of **Radio City Music Hall**
*Opened in 1932, the largest theater in the US has an opulent Art Deco interior. Once a movie palace, it now hosts a variety of musical performances and special events, such as the **Tony Awards** and the **MTV Video Music Awards**. The annual **Christmas Show** starring the world famous **Rockettes**, 36 long-legged dancers, is a New York tradition.*
- 3:30 PM Depart on foot for **Top of the Rock**
PM View the "Big Apple" from the observation deck
- 5:15 PM Depart on foot for **John's Pizzeria**
6:00 PM Group dinner at **John's Pizzeria**
When the search was on to find a location as unique as the pizza itself, the newest John's in Times Square, in which patrons eat their pizza under a five-story stained glass cupola of what was once the Gospel Tabernacle Church, was born.
- 7:00 PM Depart on foot for the theatre
8:00 PM Enjoy a **Broadway show!** (based on 2015 schedule)
Visit www.broadway.com for some show possibilities
- 10:30 PM Load motor coaches; return to the hotel

-Private night time security at the hotel from 10:30 pm to 5:30 am-



3440 Lacrosse Lane
Naperville, IL 60564

toll free 800-373-1423
fax 630-824-4349
bobrogerstravel.com



Bob Rogers Travel

Making Moments That Matter

THURSDAY, APRIL 2

- 8:00 AM Breakfast at the hotel
 - 9:00 AM Check out; load motor coaches
 - 9:30 AM Depart for **Cathedral of St. John the Divine**
 - 10:30 AM Enjoy a visit to the **Cathedral of St. John the Divine**
Welcome to the Cathedral Church of Saint John the Divine, the Cathedral of the Episcopal Diocese of New York and the seat of its Bishop. Our pastoral, educational, cultural, and community outreach programs serve the needs of a diverse City, Nation and World.
 - 11:30 AM Load motor coaches; depart for the **Guggenheim Museum**
 - PM Enjoy exploring the **Guggenheim Museum**
An internationally renowned art museum and one of the most significant architectural icons of the 20th century, the Guggenheim Museum is at once a vital cultural center, an educational institution, and the heart of an international network of museums.
 - PM Lunch on your own at the museum (student cost)
 - PM Load motor coaches; depart for a NYC area airport
- PM Passengers depart out of **local NYC airport**
 - PM Arrive at a **local Chicago airport**



3440 Lacrosse Lane
Naperville, IL 60564

toll free 800-373-1423
fax 630-824-4349
bobrogerstravel.com

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