

Glenbrook Principals

To: Dr. Mike Riggle

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

Re: Glenbrook Orchestra & GBS Jazz Band Tour

Date: September 19, 2012

Attached is a travel request from Ms. Kristin Wagner regarding this year's Glenbrook Symphony Orchestra trip to California, which will include the GBS Jazz Band. Many of these musicians play for both groups and the combination trip is desired. This trip will occur from March 22, 2013 to March 27, 2013 over spring break. Students will miss the Friday before spring break in order to secure a charter flight that will also transport all of the orchestra's luggage.

As defined by Board Policy 7050 (attached), this is an educational tour, which is conducted by the district, but not financed by the district.

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

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

I. School GBN X GBS X GBE _____ GBOC _____ District _____
 II. Initiator K. Wagner/G. Wojcik/J. Heath/A. Wojcik Phone x4438/x4435
 Position Music-Orchestra/Band Date of Submission 9/18/12

III. Dates and Times of Leave/Return
 Total Number of School Days Missed per Person 1
 Departure Date/Time 3/22/13 Return Date/Time 3/27/13

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)
 Teachers and Staff Kristin Wagner, Greg Wojcik, Jason Heath, Aaron Wojcik
 Students Approx. 120 GBS/GBN students - GBS Jazz Band, Glenbrook Symphony Orchestra (GBS/GBN)

V. Description, Destination, and Reason for Trip
A performance and educational trip to California - including workshops, clinics, tours, + performances at Disneyland, The Grammy Museum, and the L.A. area.

VI. Cost of Trip
 Was this trip included in your Dept. N/A Bldg. N/A District N/A Budget?

	Total Amount	Per Person	Account #
Registration	<u>1,000⁰⁰</u>	<u>8.33</u>	
Lodging	<u>48,000⁰⁰</u>	<u>400⁰⁰</u>	
Meals (Advance)	<u>20,400⁰⁰</u>	<u>170⁰⁰</u>	
Judging <u>Park/Excursions/</u> <u>Clinics/Tours</u>	<u>71,000⁰⁰</u>	<u>591.⁶⁶</u>	
Substitute Teacher	<u>TBD</u>	<u>N/A</u>	
Transportation			
Air	<u>50,400⁰⁰</u>	<u>420⁰⁰</u>	
Bus/Car	<u>12,600⁰⁰</u>	<u>105⁰⁰</u>	
District Total	<u>0</u>	<u>N/A</u>	<u>N/A</u>
Cost to Student	<u>203,400⁰⁰</u>	<u>1695⁰⁰</u>	<u>N/A</u>

VII. Approval
Martin Swartz Dr. K. Huff
 Supervisor Principal Superintendent
9-18-12 9-18-2012
 Date Date Date

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

**GSO/GBS JAZZ COMPARISONS
 SPRING BREAK 2013
 March 22-27
 5 Nights/6 Days**

Companies	Hemisphere	Noteworthy Tours	BRT
1. Hotel	TBD	Embassy Suites	Embassy Suites
2. Comps	4 land and air	N/A Based on number traveling	4 comps land and air, more possible
3. Air	Non-stop No charter	Non-stop No charter	Non-stop Charter
4. 4 Venues plus other site options Note: Some sites have limits on # of students playing	Grammy Museum & Workshop Disneyland & California Adventure Disney Soundtrack Session/Workshop Walt Disney Concert Hall Pantages Theatre Sony Studio Tour Hollywood Tour Madame Tussauds Hollywood	Grammy Museum & Workshop Disneyland & California Adventure Disney Soundtrack Session/Workshop Walt Disney Concert Hall Pantages Theatre Sony Studio Tour Hollywood Tour Madame Tussauds Hollywood	Grammy Museum & Workshop Disneyland & California Adventure Disney Soundtrack Session/Workshop Walt Disney Concert Hall Pantages Theatre Sony Studio Tour Hollywood Tour Madame Tussauds Hollywood
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	\$1789.00	\$1779.00	\$1597.00
11. Triple	\$1889.00	\$1874.00	\$1704.00
12. Double	\$1989.00	\$1924.00	\$1812.00
13. Single	\$2348.00	\$2375.00	\$2242.00
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	Hollywood Boulevard Santa Monica Beach/Pier Original Farmers Market The Grove House of Blues Pig N Whistle	Hollywood Boulevard Santa Monica Beach/Pier Original Farmers Market The Grove House of Blues Pig N Whistle	Hollywood Boulevard Santa Monica Beach/Pier Original Farmers Market The Grove House of Blues Pig N Whistle
Gratuities	Yes	Yes	Yes
Souvenir Package	Yes	Yes	Yes
Tour Director	Yes	Yes	Yes



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"YOU CREATE THE MUSIC... WE'LL DO THE REST"

GLENBROOK SOUTH HIGH SCHOOL ORCHESTRA & JAZZ BAND
DIRECTORS: KRISTIN WAGNER, JASON HEATH, GREG WOJCIK AND AARON WOJCIK
DESTINATION: CALIFORNIA
DATES: MARCH 22-27, 2013

SUGGESTED ITINERARY

FRIDAY, MARCH 22

4:30 AM 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.
TIP: To **alleviate crowding** at Security—head to Gate in small groups

6:15	AM	137 passengers depart out of Chicago Midway airport on Southwest Flt. #403
9:10	AM	Arrive at LAX airport

Upon arrival Load motor coaches; depart for **Santa Monica Beach**
Santa Monica's stunning beach is the city's greatest natural asset. Blessed with 3.5 miles of broad sandy coastline and more than 340 days of sunshine per year, Santa Monica serves as the perfect backdrop for the sun-kissed, fit California beach lifestyle.

PM Lunch on your own (*student cost*)
Afternoon Spend the afternoon at the **Beach**
4:30 PM Load motor coaches; depart for an area hotel
6:30 PM Check-in to the hotel
8:00 PM Enjoy a **pizza dinner** at the hotel

- *Private nighttime security 10:30 p.m.-5:30 a.m.* -



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SATURDAY, MARCH 23

- 6:30 AM Enjoy breakfast at the hotel
- 7:30 AM Load motor coaches; depart for **Disneyland®**
- AM Drop non-workshop performers at main gate

TBD Glenbrook Orchestra *participates* in a **Soundtrack Session Workshop**
Students will step into an actual sound studio and take part in a simulated film recording session, complete with video-playback and click track. A Disneyland Resort musical director conducts the session, treating students as if they were professional studio musicians who sight-read and bring life to the score for Disney animation segments.

- PM Lunch in the park (*student cost*)
- Afternoon View **Disneyland's® Parade of the Stars**
Gaze into the stars as they parade down Main Street, U.S.A.
- Evening Dinner in the park (*meal coupon will be provided*)
- 9:30 PM Enjoy **"Remember.... Dreams Come True" Fireworks**
Be dazzled as this "E-ticket in the sky" celebrates the wishes, dreams and imagination of Walt Disney.
- 10:00 PM Load motor coaches; return to the hotel



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BOB ROGERS TRAVEL
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SUNDAY, MARCH 24

- 7:00 AM Buffet breakfast at the hotel
- 8:00 AM Load motor coaches; depart for **Disneyland and California Adventure**
- 10:30 AM Enjoy the rest of the day at **Disney's California Adventure**
Disney's California Adventure will celebrate the fun and diversity of California. From the glamour of Hollywood to the exhilaration of soaring above Yosemite Valley to a gleaming beachfront boardwalk.
- Afternoon Lunch in the park (student cost)
- TBD Glenbrook South HS Jazz band *performs* at Disneyland
(based on acceptance and availability)
- TBD Glenbrook Orchestra *performs* at Disneyland
(based on acceptance and availability)
- Don't Miss: **The Twilight Zone Tower of Terror:** *Looming at 13 stories tall, the Hollywood Tower Hotel is the tallest structure in Disneyland. Each elevator ride is different, with incredible special effects and unpredictable ride sequences. There's no mistaking that you have entered the Twilight Zone!*
California Screamin': *A steel roller coaster, cleverly designed as a wooden thrill ride of old! As you blast off, you'll travel from 0 to 55 miles per hour in 4.7 seconds! This fun-filled ride will take you through twists and turns, with a 108 foot drop and even includes an upside down loop through Mickey's ears!*
- Evening Dinner in the park (meal coupon will be provided)
- PM **Enjoy World of Color:** *The World of Color nighttime water spectacular weaves water, color, fire and light into a kaleidoscope of fantasy and imagination. More than 1,000 jets of water form incredible shapes in time to the music as Disney characters come to life on a shimmering veil of mist*
- 10:00 PM Load motor coaches; return to the hotel

- Private nighttime security 10:30 p.m.-5:30 a.m. -



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BOB ROGERS TRAVEL
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MONDAY, MARCH 25

- 6:30 AM Enjoy breakfast at the hotel
- 7:30 AM Load motor coaches; depart for **Madame Tussauds Hollywood**
- 9:00 AM Arrive at **Madame Tussauds Hollywood**
This is your chance to experience the real glamour and elegance of Hollywood as you immerse yourself in its history and culture and "meet" the famous and infamous on iconic film sets, from the silver screen stars of the golden era through to today's contemporary stars and moviemakers.
- 10:30 AM Set up for your performances
- | | |
|----------|--|
| 11:00 AM | Glenbrook Orchestra PERFORMANCE
<i>*Audio Package with speakers and microphones available
**2800 sq ft of performance space on Hollywood Boulevard</i> |
|----------|--|
- | | |
|----------|---|
| 11:30 AM | Glenbrook South HS Jazz Band PERFORMANCE |
|----------|---|
- PM Lunch in area (*student cost*)
- 1:15 PM Load motor coaches; depart for **Sony Studios**
- 1:45 PM Arrive and check-in for **Sony Studios Tour**
- 2:00 PM Enjoy a walking tour of the back lot of **Sony Studios**
Sony Studios (formerly MGM Studios) is now home to Tri-Star Pictures and Columbia Pictures. The studio was the site of many of the most famous pictures in history and continues to be an active movie (Spiderman) and television (Jeopardy) studio
- 4:00 PM Load motor coaches; depart for a guided tour of **Hollywood (2 hours)**
Drive along Hollywood Boulevard, and stop in the heart of Hollywood to see the famous sites including Grauman's Chinese Theatre and its celebrity footprints, the Kodak Theatre, the Walk of Fame, and view the Hollywood sign in the distance
- 6:15 PM End tour at the **House of Blues-Sunset Blvd**
Enjoy a dinner buffet with Southern flare and tastes
- 8:30 PM Load motor coaches; return to the hotel

- Private nighttime security 10:30 p.m.-5:30 a.m. -



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BOB ROGERS TRAVEL
Group Travel Specialist

TUESDAY, MARCH 26

- 8:00 AM Enjoy breakfast at the hotel
- 9:00 AM Begin loading motor coaches; depart for the **Grammy Museum**
The GRAMMY Museum explores and celebrates the enduring legacies of all forms of music; the creative process; the art and technology of the recording process; and the history of the GRAMMY® Awards, the premier recognition of recorded music accomplishment.
- | | |
|----------|--|
| 11:00 AM | Glenbrook Orchestra <i>participates</i> in a workshop with the Grammy Museum
<i>(based on acceptance and availability, workshops center around about the music industry, song writing, or the museum exhibits itself)</i> |
|----------|--|
- PM Lunch in the area *(student cost)*
- 2:00 PM Load motor coaches; depart for **Walt Disney Concert Hall**
- 2:30 PM Take a tour of the **Walt Disney Concert Hall**
Sixty minute, docent-lead tours take visitors through much of the interior space and throughout the gardens while presenting the highlights of the architecturally significant building.
- 4:00 PM Load coaches; depart for **Pig n Whistle**
- 5:00 PM Enjoy a group dinner!
The Pig 'N Whistle offers a feeling of classic Hollywood with a vaulted ceiling, detailed mahogany woodwork and cozy booths. It is a Hollywood landmark that hosted both the first Oscar after-party and Judy Garland's 15th birthday. After a complete renovation in 1999, the Pig 'N Whistle provides a delightful taste of old Hollywood for patrons.
- 7:00 PM Load motor coaches; depart for the **Pantages Theatre**
- 8:00 PM Enjoy a Broadway production of **Beauty and the Beast**
- 10:30 PM Load motor coaches; return to the hotel

- Private nighttime security 10:30 p.m.-5:30 a.m. -



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WEDNESDAY, MARCH 27

- 8:00 AM Breakfast at the hotel
- 9:00 AM Check out; load motor coaches
- 9:30 AM Depart for **Farmers Market and the Grove**
- 10:30 AM Spend the morning exploring **The Original Farmers Market and the Grove**
This is where the old meets the new(ish) in L.A. The Grove is an upscale outdoor mall. In the center is a fountain that dances to music, The Farmers Market, a charming warren of stalls offering food, groceries and souvenirs that has been around since the '30s, is beloved by locals. The food stands range from Middle Eastern and Chinese to Italian and French to BBQ. You also have the best people-watching around: A diverse blend of age and ethnicity can be seen among the seniors, families, hipsters, and entertainment-industry types who meet here.
- PM Lunch on your own (*student cost*)
- 2:30 PM Load motor coaches; depart for **LAX Airport**

6:35	PM	137 passengers depart out of LAX Airport on Southwest Flt. #984
12:20	AM	137 passengers arrive at Chicago Midway Airport



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Schaumburg, IL 60173
(800) 323-6439 Fax (847) 619-0240
www.hemispheretravel.com

Glenbrook South High School Los Angeles Tour
March 22nd-27th , 2013 (6 days/5 nights)

Estimated Tour Cost Based on 135-150 Paid Participants:

\$1,789.00 based on four people per room sharing two double beds
\$1,889.00 based on three people per room sharing two double beds
\$1,989.00 based on two people per room with two double beds
\$2,349.00 based on single occupancy

Tour Package Is Estimated and Includes (all components are based on availability):

- Round-trip airfare from Chicago to Los Angeles (we are not currently holding any airline seats for your group)
- Each passenger is allowed one (1) checked bag and one (1) instrument
- Three 55 passenger motor coaches, includes driver rooms and gratuities
- 5 nights hotel accommodations at an Embassy Suites hotel or similar
- Private nighttime security guard at the hotel (10:30 pm-5:30 am). 1 guard per floor the group occupies.
- Five breakfasts at the hotel
- Pizza dinner at the hotel
- Dinner at the Pig n Whistle
- Dinner at the House of Blues LA
- Two Disneyland Meal Vouchers
- Excursion to the Hollywood Boulevard, Santa Monica Beach/Pier, The Original Farmers Market and the Grove
- Hollywood Tour with tour guide
- Grammy Museum and workshop
- Madame Tussauds Hollywood and performance opportunity
- Sony Studios Tour
- Tour Walt Disney Concert Hall
- Disneyland and California Adventure 2 Day Park Hopper Ticket
- Performance at the Pantages Theatre (based on availability)
- Disney's Soundtrack Session Workshop
- Four free chaperone packages based on single occupancy
- Group Travel Video souvenir DVD
- Tour Director to accompany group for each day of tour
- Each participant will receive a 2 luggage tags and a lanyard containing 24 hour emergency contact information





P.O. Box 1665

Sandusky, OH 44871-166

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Phone: 419.627.2757

noteworthytours@aol.com

Glenbrook South High School Orchestra & Jazz Band
Directors: Kristin Wagner, Jason Heath, Greg Wojcik And Aaron Wojcik
Destination: Los Angeles
Dates: March 22-27, 2013

Package includes

- Round-Trip Airfare Out Of Chicago- Midway Airport Aboard Southwest Airlines *(Subject To Change Until Time Of Booking, Flight Times Are Always Subject To Change Until Day Of Departure, Subject To A Fuel Surcharge)*
- Each Passenger Is Allowed **One (1) Checked Bag And One (1) Instrument**
- Three (3) Deluxe 55 Passenger, Climate Controlled, Vcr/Dvd And Restroom Equipped Motor Coaches
- **Gratuities And Accommodations** For Your Motor Coach Drivers
- Five (5) Nights' Accommodation At The Embassy Suites
- Private Nighttime **Security Guard** At The Hotel (10:30 Pm-5:30 Am)
- Five (5) **Breakfasts** At The Hotel
- Group **Pizza Dinner** At The Hotel
- Group Dinner At The **Pig N Whistle**
- Group Dinner At The **House Of Blues La**
- Two (2) **Disneyland Meal Vouchers**
- Excursion To The **Hollywood Boulevard, Santa Monica Beach/Pier, The Original Farmers Market And The Grove**
- Admission To **Hollywood Tour (Step-On Guide Provided) (Includes Guide Gratuity)**
- Admission To The **Grammy Museum (Includes Workshop)**
- Admission To **Madame Tussauds Hollywood (Includes Performance Opportunity)**
- Admission To **Sony Studios Tour**
- Admission To Tour **Walt Disney Concert Hall**
- Admission To **Disneyland And California Adventure (2 Day Park Hopper Ticket)**
- Admission To A Performance At The **Pantages Theatre (Based On Availability)**
- Participation In **Disney's Soundtrack Session Workshop**
- Four (4) **Complimentary Director Packages (Based On Single Occupancy)**
- **Group Travel Video Souvenir Package**
- **Company Tour Director Luggage Tags**

Package price:

\$1,779.00 for quad \$1,874.00 triple \$1,924.00 double \$2,375.00 single



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“WE OFFER PERSONALIZED SERVICE...SECOND TO NONE”

GLENBROOK SOUTH HIGH SCHOOL ORCHESTRA & JAZZ BAND
DIRECTORS: KRISTIN WAGNER, JASON HEATH, GREG WOJCIK AND AARON WOJCIK
DESTINATION: CALIFORNIA
DATES: MARCH 22-27, 2013

SUMMARY OF INCLUSIONS

- **Personal SERVICE and ATTENTION**
- Round-trip airfare out of **Chicago- Midway Airport** aboard **Southwest Airlines** (*subject to change until time of booking, flight times are always subject to change until day of departure, subject to a fuel surcharge*)
- Each passenger is allowed **one (1) checked bag and one (1) instrument**
- Three (3) Deluxe 55 passenger, climate controlled, VCR/DVD and restroom equipped motor coaches
- **Gratuities and accommodations** for your motor coach drivers
- Five (5) nights' accommodation at the **Embassy Suites**
- Private nighttime **security guard** at the hotel (10:30 pm-5:30 am)
- Five (5) **breakfasts** at the hotel
- Group **Pizza dinner** at the hotel
- Group dinner at the **Pig n Whistle**
- Group dinner at the **House of Blues LA**
- Two (2) **Disneyland Meal Vouchers**
- Excursion to the **Hollywood Boulevard, Santa Monica Beach/Pier, The Original Farmers Market and the Grove**
- Admission to **Hollywood Tour (step-on guide provided)** (*includes guide gratuity*)
- Admission to the **Grammy Museum** (*includes workshop*)
- Admission to **Madame Tussauds Hollywood** (*includes performance opportunity*)
- Admission to **Sony Studios Tour**
- Admission to tour **Walt Disney Concert Hall**
- Admission to **Disneyland AND California Adventure (2 Day Park Hopper Ticket)**
- Admission to a performance at the **Pantages Theatre** (*based on availability*)
- Participation in **Disney's Soundtrack Session Workshop**
- Four (4) **Complimentary Director Packages** (*based on single occupancy*)
- **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.*
- All taxes, service charges, and gratuities for restaurant and hotel facilities
- Bob Rogers Travel Tour Manual



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- **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**

NON-INCLUSIONS / OPTIONS

- Meals stated as student cost
- **Baggage Fees** for, oversize/overweight luggage or instruments

***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 one piece of luggage and one instrument per person are included in the package prices listed (unless otherwise noted).** We have seen fees as high as \$50 per person – totaling \$100 per person roundtrip. We highly recommend considering an equipment truck to help bring down these additional costs. Please ask you travel consultant for more information.

ESTIMATED TOUR PACKAGE COSTS (based on 130-137 paying participants)

\$1,597.00/person (based on quad occupancy)
\$1,704.00/person (based on triple occupancy)
\$1,812.00/person (based on double occupancy)
\$2,242.00/person (based on single occupancy)

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

August 24, 2012 – SK



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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.

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