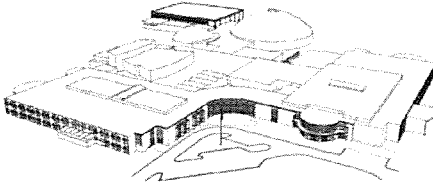


GLENBROOK SOUTH HIGH SCHOOL

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

To: Dr. Mike Riggle

From: Ms. Lauren Fagel

A handwritten signature in black ink that reads "L. Fagel". The signature is written in a cursive, flowing style.

Re: GBS Varsity Girls Lacrosse Trip to San Diego, CA

Date: November 8, 2016

Attached is the formal request from Annie Lesch, Varsity Girls Lacrosse Coach, to take students to San Diego, California. The trip is scheduled to take place from March 25, 2017 – March 29, 2017.

This is a Student Trip covered under Board Policy 7230. This Trip is conducted by the District, but not funded by the District, and it requires approval from the principal, superintendent, and Board.

I support this request and believe this type of experience will enhance the athletic experience of our students.

October 17, 2016

Dear Board of Education:

I am requesting permission to take the Varsity Girls Lacrosse Team at Glenbrook South to San Diego, California over spring break from Saturday March 25 to Wednesday March 29, 2017. We would play three games on our trip vs. 2 teams from San Diego as well as a team from Ohio. We would also take the girls to see area colleges and universities as well as sight-seeing: Torrey Pines State Park and LaJolla Seals and Cliff Walk.

We have taken this trip the past two years and it has been wonderful for the team to bond together. We do team building activities, a campfire, yoga, hiking, running, and of course playing lacrosse. As coaches we always leave feeling that the work and time were so worth it for the team. They learn so much being focused on being together and getting better with every game.

We would fundraise for the trip so that it was affordable to all and would leave nobody behind due to cost. We eat all meals together and give the girls very little downtime. Thank you for your consideration of this trip.

Sincerely,

Annie Lesch
Head Girls Lacrosse Coach

Itinerary:

Saturday 3/25/17

9:30am Southwest Flight #279 to Albuquerque
12:55pm Southwest Flight #4815 to San Diego, CA
1:50pm Arrive in San Diego, CA

Rental Van
Check in to Hotel

Game Time TBD vs. Cathedral Catholic, CA

Dinner

Sunday 3/26/17

Game Time TBD vs. Shaker High School, Ohio at University of San Diego

Afternoon: Tour SDSU and Watch Alumni: Sarah McDonagh play for SDSU vs. Cal Berkeley

Dinner

Campfire

Monday 3/27/17

Team Building Activity

Afternoon/Evening Game vs. Poway High School

Dinner

Tuesday 3/28/17

9:00am-12:00pm Hike/Run/Yoga Torrey Pines State Park

Beach Afternoon

Dinner

Wednesday 3/29/17

Breakfast

Depart for Home

11:35am Southwest Flight #1760 to Chicago, IL

**Acknowledgment Form for Sponsoring Agent Regarding
Educational Travel**

Anne Lesch
(name of person or agency sponsoring program)

San Diego, CA
(destination)

3/25/17 - 3/29/17
(dates)

Your signature below constitutes and is evidence of:

- (1) your acknowledgment that Northfield Township High School District No. 225 is in no way involved in the sponsorship of this trip and that the trip is not a school-sponsored activity, but rather, is sponsored solely by _____;
- (2) your acknowledgment that Northfield Township High School District No. 225 assumes no responsibility for any trip preparation, arrangements for any supervision of students while participating in the trip, and transportation to and from the above-named destination;
- (3) your agreement to release, indemnify and hold harmless Northfield Township High School District No. 225, its Board of Education, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries, including reasonable attorney's fees and costs expended in defense thereof, incurred or resulting from any student or employee's participation in this trip and transportation to and therefrom;
- (4) your acknowledgment, if an employee, that your sponsorship of this program is not within the scope of your employment with Northfield Township High School District No. 225; and is, in fact, strictly outside the scope of your employment;
- (5) your acknowledgment that you are not being paid by Northfield Township High School District No. 225 to sponsor this program.

Anne C Lesch
Signature of person or director of agency sponsoring program

10/18/16
Date

Glenbrook High School District #225

BOARD POLICY: STUDENT TRIPS

7230

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Section A - Introduction

The Board of Education believes that structured learning should not be limited to the classroom. Valuable experiences for Glenbrook students exist within and outside the boundaries of District #225. The Board also realizes that additional responsibilities arise whenever students are taken from the school premises. Staff, parents, and students should be aware of these responsibilities and the necessity for reasonable administrative procedures. The physical welfare of our students and staff must always be paramount in our considerations. It shall be the policy of this Board of Education to maintain insurance for the liability of the district, its board members, its employees, and authorized volunteers as a result of student injury, property loss and general liability coverage on student trips. It shall also be the Board's policy to encourage the maintenance of adequate personal automobile liability and medical insurance by our staff members.

Section B - Definition of Student Trips

A student trip shall be considered to be a school-sponsored activity away from the school premises usually falling within two major areas.

1. Instructional Field Trips and Extended Classroom:

Instructional field trips provide experiences out of the classroom that are normally carried on during regular class hours and are related to the planned curriculum. In some instances pre- and post-school hours may be utilized.

- a. A field trip implements and/or augments group classroom instruction. Transportation for field trips is restricted by The School Code to Illinois or adjacent states.
- b. An "extended classroom" allows individual students to pursue their studies in various work-related, volunteer, or observation activities outside the classroom.

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2. Student Activity Trips:

Student activity trips are connected with regularly sponsored in school or post-school programs and may include but not be limited to the following:

- a. An activity trip as part of an extracurricular activity
- b. A contest (or practice for a contest) between students representing Glenbrook and another secondary school, or between participants in intramural sports (contestants, cheerleaders, marching band, etc.)
- c. A performance or exhibition displaying special talent by an individual or group of students (e.g., band, chorus, etc.)
- d. A convention or workshop in which an individual or group of students representing Glenbrook participate (e.g., student council convention or workshop)

Section C – General Parameters

1. All student trips must be approved by and will be subject to the procedures set forth by the school principal or the designated representative.
2. Recommendation of the principal and approval of the superintendent shall be required for all overnight student trips. Recommendation of the principal and the superintendent and approval of the Board shall be required for all student trips conducted outside the State of Illinois or adjacent states.
3. Funding for student trips shall be in accordance with the guidelines adopted by the Board.
4. No student shall be penalized for non-participation in a class field trip. No student shall be penalized for participation in a class field trip or student activity trip.
5. Reasonable administrative care should be taken to ensure safety and orderly behavior on all student trips. Staff members shall accompany all field trips except “extended classroom” trips.
6. All Board and school policies, procedures and regulations regarding student conduct apply for students on student trips.

BOARD POLICY: STUDENT TRIPS

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7. Transportation on all student trips should be by district-owned vehicles or by commercial vehicles, whenever practical. Occasionally, because of a limited number of participating students, private transportation is permissible when approved by the principal or the designated representative. In these instances, travel may be by private automobile, if the driver is a Glenbrook staff member, parent, or student.
8. Students participating in student trips must travel to and from the trip's destination in the school-sponsored mode of transportation unless an exception for good cause is made by the trip's sponsor for the student to be transported by the student, his/her parent or guardian.
9. The Parental Permission Slip and Field Trip Request Application, as specified in the procedures to this policy, shall be used in complying with this policy.

Source: School Code; Section 10-20.19
10-22.22,
10-22.29b
29-3.1

Revised: February 6, 1978
Revised: September 10, 1984
Revised: October 28, 1996
Revised: May 29, 2001
Revised: July 10, 2006