

OFFICE OF THE PRINCIPAL  
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Paul Pryma

Re: GBN Boys Lacrosse Trip

Date: July 2, 2013

Attached is a request from John Catalano, Athletic Director at GBN, for the GBN Boys Lacrosse Team to participate in a series of games in Cincinnati, Ohio and Charlotte, North Carolina, March 26 - March 29, 2014. Mr. Catalano explains in his attached memo the details of the trip.

I fully support this tournament.

PP:rp

enc.

**GLENBROOK HIGH SCHOOLS**  
**Travel Requests Requiring Board of Education Approval**

I. School GBN X GBS \_\_\_\_\_ GBE \_\_\_\_\_ GBOC \_\_\_\_\_ District \_\_\_\_\_

II. Initiator JOHN CATALANO Phone +2601

Position Asst. Director Date of Submission 6-27-13

III. Date and Times of Leave/Return  
 Total Number of School Days Missed per Person 0

Departure Date/Time 3-26-13 2:00 AM Return Date/Time 3-29-13 9:00 AM

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

Teachers and Staff JUSTIN GEORGAKAKIS - MATT HAGGIS

Students VARSITY BOYS LACROSSE - LIST WILL BE SUBMITTED WHEN TEAM HAS BEEN SELECTED

V. Description, Destination, and Reason for Trip


BOYS LACROSSE TEAM WILL PLAY 3 GAMES IN CINCINNATI, OHIO & CHARLOTTE, NORTH CAROLINA


VI. Cost of Trip

Was this trip included in your Dept. \_\_\_\_\_ Bldg. \_\_\_\_\_ District \_\_\_\_\_ Budget? \_\_\_\_\_

	Total Amount	Per Person	Account #
Registration	_____	_____	_____
Lodging	<u>2500<sup>00</sup></u>	<u>100.00</u>	_____
Meals (Advance)	<u>1800<sup>00</sup></u>	<u>70.00</u>	_____
Judging	_____	N/A	_____
Substitute Teacher	_____	N/A	_____
Transportation	_____	_____	_____
Air	_____	_____	_____
Bus/Car	<u>4200<sup>00</sup></u>	<u>165</u>	_____
District Total	_____	N/A	N/A
Cost to Student	_____	<u>@ 340.00</u>	N/A

VII. Approval

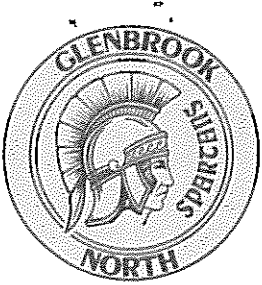
 Supervisor \_\_\_\_\_  
6-27-13 Date \_\_\_\_\_

 Principal \_\_\_\_\_  
6/30/13 Date \_\_\_\_\_

\_\_\_\_\_ Superintendent \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_

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

Form approved by Board of education 12/15/97.



HOME OF THE  
SPARTANS

# Glenbrook North High School Athletics

2300 Shermer Road • Northbrook, Illinois 60062-6722 • [www.glenbrook225.org/gbn](http://www.glenbrook225.org/gbn)

**JOHN CATALANO**  
*Athletic Director*  
847.509.2601

**PAUL VIGNOCCHI**  
*Assistant Athletic Director*  
847.509.2469

**MATT PURDY**  
*Assistant Athletic Director*  
847.509.2589

**KAREN KARP**  
*Administrative Assistant*  
847.509.2424

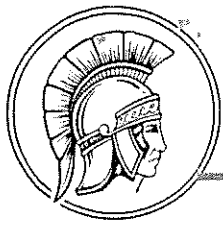
**HOT LINE**  
847.509.2607

**FAX LINE**  
847.509.2602

To: Paul Pryma  
From: John Catalano  
Re: **Boys Lacrosse - Spring 2014**  
Date: 6-27-2013

The Glenbrook North Boys Lacrosse Team has been invited to play a series of games in Charlotte, North Carolina. The team will play one game in Cincinnati, Ohio and two games in Charlotte. They will be departing via coach bus on Wednesday, March 26<sup>th</sup> at approximately 7:00 am, and will be returning to Northbrook in the evening on Saturday, March 29<sup>th</sup>. In addition to the coaches, several parents will be traveling with the team. The athletes cover the entire cost of the trip. I am requesting your approval for this trip and asking that you forward this for any additional approval. Thanks.

cc: J. Georgacakis



# Glenbrook North High School

2300 Shermer Rd., Northbrook, IL 60062-6700

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## Athletics Department

<http://www.glenbrook225.org>

The boys lacrosse team would like to take its annual spring break trip to Charlotte, NC. This trip would consist of 4 days and 3 nights. 3/26 am departure for Cincinnati, play 1 one game, and stay 1 night in Cincinnati. Depart for Charlotte 3/27, play 1 evening game in Charlotte. 3/28 is a free day, this day is built in to encourage families to travel out to Charlotte and they can have this day with their families. If their families do not travel out, we will have activities planned as a team. We will play our last game on the morning of 3/28, after the game is over we will head back to Northbrook. The cost of this trip will be around 350.00 per player.

Justin Georgacakis

*Justin Georgacaki*

*Phone: 847.509.2557*

*Athletic Fax 509.2602*

*[jsgeorgacakis@glenbrook225.org](mailto:jsgeorgacakis@glenbrook225.org)*

**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.

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