

GLENBROOK SOUTH HIGH SCHOOL

Northfield Township High School District 225

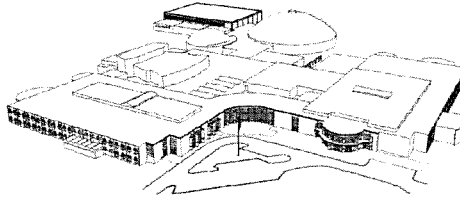
4000 WEST LAKE AVENUE

GLENVIEW, IL 60026

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Office of the Principal

To: Dr. Mike Riggle

From: Dr. Brian K. Wegley

Re: GBS Girl's Lacrosse Tour

Date: October 17, 2014

Attached is a travel request for the GBS Girl's Lacrosse Team, which is coached by Anne Lesch. This is an Educational Tour as defined by Board Policy 7050 (attached), has been supported in the past and has been a positive experience for our girl's lacrosse team.

Students will leave on Saturday, March 28th and will return on Wednesday, April 1st. This tour to San Diego, California will be over Spring Break and students will not miss any school. Due to the fundraising done by the girls, the cost will be between \$350 and \$400 per player. As a tour it requires your approval.

I support this tour and believe it will be a valuable experience for our girls.

Please let me know if you need any additional information.

October 7, 2014

Dear Board of Education,

I am writing to request permission to take the Glenbrook South Girls Lacrosse team to San Diego, California over our spring break. Last year we did a spring break trip to Florida and it proved to be very rewarding, both for team dynamics and for bringing up the level of our play. I am very excited about the 2015 team and would love to give them a similar experience as last year.

We would fly to San Diego Saturday March 28th and return Wednesday April 1st. We plan to play 3 games while out there and practice outside in the warmer climate. During our off-time, we will visit a few colleges, go to the beach, do some hiking, and accomplish some sightseeing. Last year it was a rewarding experience to take the team on such a big trip when I realized it was one of our girl's first plane rides and first time to see the ocean. Regardless if that's the case this year, I am sure it will be an experience they will remember and cherish from their high school career.

Thank you for your consideration and support of this trip.

Sincerely,

Annie Lesch
Glenbrook South
Varsity Girls Lacrosse Coach

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

- I. School GBN ____ GBS ☒ GBE ____ GBOC ____ District ____
- II. Initiator Anne Lesch Phone 847-715-6706
Position Head Varsity Girls Lacrosse Coach Date of Submission 10/14/14
- III. Dates and Times of Leave/Return
Total Number of School Days Missed per Person 0
Departure Date/Time 3/28/14 6:35am Return Date/Time 4/1/14 5:45pm
- IV. Name of Individuals Participating in Tour: (Attach list if necessary.)
Teachers and Staff Anne Lesch
Devin McCue, Varsity Asst.
Students Jayne Jablonski, Varsity Asst.
26 Girls Lacrosse Players
- V. Description, Destination, and Reason for Trip
San Diego, California. To play 3 games over Spring break.
- VI. Cost of Trip
Was this trip included in your Dept. ____ Bldg. ____ District ____ Budget? NO

	Total Amount	Per Person	Account #
Registration	<u>N/A</u>		
Lodging	<u>\$1498.00</u>	<u>\$57.62</u>	
Meals (Advance)	<u>\$4060.00</u>	<u>\$140.00</u>	
Judging	<u>N/A</u>	<u>N/A</u>	
Substitute Teacher	<u>N/A</u>	<u>N/A</u>	
Transportation	<u>\$12,069.80</u>		
Air	<u>\$4158.80</u>	<u>\$464.22</u>	
Bus/Car	<u>\$1082.00</u>	<u>\$41.62</u>	
District Total	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Cost to Student		<u>\$350-400*</u>	<u>N/A</u>

- VII. Approval
- St. Roch Bin K. Heggy
Supervisor Principal Superintendent
10/20/14 10/20/2014
Date Date Date

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

* We will do fundraising and aim to charge students \$350-\$400 for this trip.

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