

GLENBROOK SOUTH HIGH SCHOOL

Northfield Township High School District 225

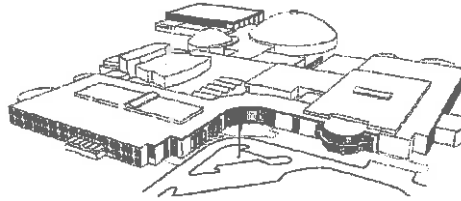
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Office of the Principal

To: Dr. Mike Riggle

From: Brian K. Wegley *BKW*

Re: Girl's Lacrosse Tour

Date: March 4, 2013

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 Friday, April 5th at noon and will return on Sunday, April 7th. As a tour it requires your approval. The small loss of school time assures that they will arrive in Cincinnati, Ohio at a reasonable time and avoid the worst traffic times.

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.

December 4, 2012

Dear Board of Education,

I am writing to request permission to take the Girls Varsity Lacrosse Team on a team trip to Cincinnati, OH this spring, April 5th-7th. We would play three games, one Friday night and 2 on Saturday. The teams would be high level teams comparable to the best competition we see here in Illinois. We have been ranked #5 and #4 in the state the past couple years and are looking to improve on this standing. A trip like this and meeting this type of competition would help that.

The other purpose of the trip is for team bonding. We have now been doing a trip like this for the past 6 years and each year it gets better in terms of the girls realizing the importance of getting to know each other and to have a weekend away from their social circles to fully embrace the team. The coaches plan team activities to enhance these bonding opportunities.

Thank you for your consideration.

Sincerely,



Annie Lesch
Head Girls Lacrosse Coach

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

I. School GBN ___ GBS GBE ___ GBOC ___ District ___
II. Initiator Annie Lesch Phone 847-715-6706
Position Head Girls Lacrosse Coach Date of Submission 12/6/12
III. Dates and Times of Leave/Return
Total Number of School Days Missed per Person 1/2 day
Departure Date/Time Friday 4/5/13 Return Date/Time Sunday 4/7/13
IV. Name of Individuals Participating in Tour: (Attach list if necessary.)
Teachers and Staff Annie Lesch
Devin McCue
Students 26 Varsity Lacrosse Players (approx. + names TBD)
V. Description, Destination, and Reason for Trip
Cincinnati, OH to play 3 games

VI. Cost of Trip
Was this trip included in your Dept. ___ Bldg. ___ District ___ Budget? NO

	Total Amount	Per Person	Account #
Registration			
Lodging	<u>\$1620.00</u>	<u>\$62.31</u>	
Meals (Advance)		<u>\$45.00</u>	
Judging		<u>N/A</u>	<u>N/A</u>
Substitute Teacher		<u>N/A</u>	
Transportation			
Air	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Bus/Car	<u>3300.00</u>	<u>paid out of fundraising</u>	
District Total	<u>0</u>	<u>N/A</u>	<u>N/A</u>
Cost to Student		<u>107.31</u>	<u>N/A</u>

VII. Approval Annie C. Lesch
~~_____~~ Dr. K. Neely
Supervisor _____ Principal _____ Superintendent _____
2/18/13 2/27/13 _____
Date Date Date

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

BML

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