


OFFICE OF THE PRINCIPAL
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Dr. John Finan 

Re: GBN Varsity Boys Lacrosse Trip

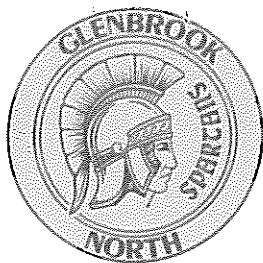
Date: February 1, 2017

Attached is a request from John Catalano, Athletic Director at GBN, for the GBN Varsity Boys Lacrosse Team to participate in a series of games in Columbus, Ohio, March 31 through April 1, 2017. Included documents are: Mr. Catalano's trip rationale, routine district travel request forms, and board policy 7230, Student Trips.

I fully support this tournament.

JF:rp

enc.



Glenbrook North High School Athletics

2300 Shermer Road • Northbrook, Illinois 60062-6722 • www.glenbrook225.org/gbn

HOME OF THE
SPARTANS

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To: Dr. John Finan
From: John Catalano 
Re: **Boys Lacrosse - Spring 2017**
Date: 2-1-17

The Glenbrook North Boys Lacrosse Team has been invited to play a series of games in Columbus, OH. against two state ranked teams. The team will play two games. They will be departing via coach bus on Friday, March 31, 2017 at approximately 8:00 am, and will be returning to Northbrook in the evening on Saturday, April 1, 2017 at approximately 9:00 pm. 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

Spring Break 2017

The boy's lacrosse team will be taking its annual spring break trip on Friday March 31, and will be traveling to Columbus, OH. We will be playing 2 games over a 2 day span. The first game will be played at Dublin Coffman High School, at 7 pm on Friday March 31st, the second game will be played on Saturday April 1nd at St. Francis De Sales high school.

On Friday March 31st we will leave from the GBN parking lot in the morning via Chicago classic bus line. We will travel to Columbus and check in Early at the Embassy Suites Blue Ash. After a few hours of rest, we will depart for our first game at Dublin Coffman school. We will then return back to the hotel for the night. The players will be able to order food, and lights out will be at 11 pm. After breakfast we will depart for our second game. Our second game will begin at 10am , and will be played at St. Francis de Sales. After this game ends we will head to our team bonding event, and then back to GBN. The cost of this trip will be \$180.00. This includes the bus, hotel rooms, team building and a meal. The players are also advised to bring additional spending money: one player in a room may want to pack a sleeping bag. Make Checks payable to **Glenbrook North**

Dublin Coffman

6780 Coffman Rd
Columbus, OH 43017

De Sales High School

4212 Karl Rd
Columbus, OH 43224

Chicago Coach BUS

Double Tree Worthington

175 Hutchinson Ave
Columbus, OH 43234
Ph # 614-885-3334

Magic Mountain Fun Center

7172 Cincinnati-Dayton Rd. West Chester, OH 45069

Coach Geo

jsgeorgacakis@glenbrook225.org

wk # - 847-509-2557

Travel Itinerary

FRIDAY March 31st

7:00 AM – Meet at GBN 2300 shermer rd, Northbrook, IL 60062

7:15 am – Depart GBN

7:30-8:30 am – Breakfast at Coach Geo's house

9:30-3:30 pm – Travel to Columbus (EST) 175 Hutchinson Ave, Columbus, OH 43235

4-6 – At the hotel

6:15-9:15 – First game at Dublin Coffman – Game time is 7pm et) 6780 Coffman Rd, Columbus OH

9:15 pm – Return to the hotel

11 pm – Lights out

SATURDAY April 1st

8:30 am – Breakfast

9-1am - Game At Columbus De Sales 4212 Karl Rd, Columbus OH

1:30 – 3:30 – Team building at Magic Mountain 7172 Cincinnati-Dayton Rd, West Chester, OH

4pm– Depart for Chicago (arrival at GBN will be 9-10 pm)

1/31 KK

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 Athletic Director Date of Submission 2/1/2017

III. Date and Times of Leave/Return

Total Number of School Days Missed per Person 0

Departure Date/Time 3/31/17 Return Date/Time 4/1/17

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

Teachers and Staff Justin Geogacakis, Matt Haggis, Tom Hake

Students Varsity and JV Players

V. Description, Destination, and Reason for Trip

Opportunity for Varsity Lacrosse to play to state ranked teams.

Columbus, OH.

VI. Cost of Trip

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

	Total Amount	Per Person	Account #
Registration	<u>Please see</u>		
Lodging	<u>attached</u>		
Meals (Advance)	<u>document for</u>		
Judging	<u>breakdown of</u>	<u>N/A</u>	
	<u>expenses</u>		
Substitute Teacher		<u>N/A</u>	
Transportation			
Air			
Bus/Car			
District Total		<u>N/A</u>	<u>N/A</u>
Cost to Student			<u>N/A</u>

VII. Approval

[Signature] Supervisor _____ [Signature] Principal _____ _____ Superintendent _____

2-1-17 Date _____ 2/1/17 Date _____ _____ Date _____

Spring Lacrosse Trip
Breakdown of Expenses per Student
Columbus, OH.
2-1-17

Lodging	50.00
Meals	40.00
Transportation	<u>110.00</u>
Cost per Student	\$200.00

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