



# Glenbrook North High School

2300 Shermer Road, Northbrook, IL. 60062-6700

## Principal's Office

Phone: (847) 509-2400

Email: [jfinan@glenbrook225.org](mailto:jfinan@glenbrook225.org)

Web: <http://www.glenbrook225.org>

---

To: Dr. Charles Johns

From: Dr. John Finan

Re: GBN Boys Lacrosse Trip to Ohio

Date: October 1, 2019

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 Cincinnati, Ohio on March 27 and 28, 2020. Included documents are: Mr. Catalano's trip rationale, routine district travel request forms, and Board Policy 7230, Student Trips.

I fully support the team's participation in this tournament as it presents an opportunity to build team camaraderie and community. Further, this tournament provides an opportunity to compete with teams from other regions in the United States.

JF:rp

enc.



# Glenbrook North High School Athletics

## Home of the Spartans

To: Dr. Finan  
From: John Catalano  
Re: **Boys Varsity Lacrosse**  
Date: 9-30-19

Glenbrook North Boys Varsity Lacrosse team has been invited to compete in Cincinnati, Ohio. vs. Elder High School and Springboro High School on Friday, March 27 and Saturday, March 28, 2020 during spring break. The coaches and team will depart at approximately 9:00 am on Friday, March 27, 2020. They will return to Glenbrook North at approximately 10:00 pm on Saturday night.

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.

Thank you.

Cc: Justin Georgacakis



# Field Trip Request for Overnight Trips

Revised: December 2017

## Trip Description

Type of Field Trip:  Instructional  Student Activity / Co-Curricular

School:  Glenbrook North  Glenbrook South  Other: \_\_\_\_\_

Sponsor(s): \_\_\_\_\_ Extension: \_\_\_\_\_

Activity / Class Name: \_\_\_\_\_

Description: \_\_\_\_\_

Date(s) of Trip: \_\_\_\_\_

Number of Chaperones: \_\_\_\_\_ Number of Students: \_\_\_\_\_

Names of Chaperones: \_\_\_\_\_

## Transportation Information

Departing from: \_\_\_\_\_ date: \_\_\_\_\_ at: \_\_\_\_\_  AM  PM

Traveling to (complete address): \_\_\_\_\_

Returning from (complete address): \_\_\_\_\_ date: \_\_\_\_\_ at: \_\_\_\_\_  AM  PM

Returning to: \_\_\_\_\_ date: \_\_\_\_\_ at: \_\_\_\_\_  AM  PM

Students released from class (indicate time or blocks): \_\_\_\_\_

Permission Slip Needed?  Yes  No Waiver Slip Needed?  Yes  No Should the bus remain with the trip?  Yes  No

Car(s): \_\_\_\_\_ Bus(es): \_\_\_\_\_ D225 Van(s): \_\_\_\_\_ Other: \_\_\_\_\_

## Financial Information

Does this trip require money to be collected from students?  Yes  No

Begin Collection on: \_\_\_\_\_ End Collection on: \_\_\_\_\_

### Cost Per Student

Cost per Student\*: \$ \_\_\_\_\_

\* See attached cost allocation worksheet for additional expense detail.

### Accounting Details

Instructional / Course Field Trip      Student Activity / Co-Curricular Field Trip

Account Number: GBN:  10L200 4850 0000 00 000000       \_\_\_\_\_

GBS:  10L300 4850 0000 00 000000      Please write account number above.

### For Business Services Department Use

Bank Cash Account:  Cash Receipts  Agency Fund

## Approval

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_  
Instructional Supervisor \_\_\_\_\_ Date: \_\_\_\_\_  
or Assistant Principal\*: \_\_\_\_\_  
Associate Principal: \_\_\_\_\_ Date: \_\_\_\_\_

\* Instructional field trips require the signature of an Instructional Supervisor; Student Activity field trips require the signature of the Assistant Principal.

## Superintendent and Board of Education Approval \*

Principal: \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_  
Board of Education: \_\_\_\_\_ Date: \_\_\_\_\_

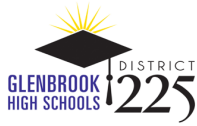
\* Board Policies 7050 (Educational Travel Experiences) and 7230 (Student Trips) require the recommendation of the Principal and approval of the Superintendent for all overnight student trips. Approval of the Board of Education is required for all student trips conducted outside of the State of Illinois or adjacent states, as well as educational tours requiring one day or more of student absence.

### *For School Office Use*

Date Request Received: \_\_\_\_\_  
Date Trip Approved: \_\_\_\_\_  
Date Bus Ordered: \_\_\_\_\_  
Date D225 Van Reserved: \_\_\_\_\_  
Cost of Transportation: \_\_\_\_\_  
Request Sent to Business Services Department: GBN:  gbnfeesetup@glenbrook225.org Date: \_\_\_\_\_  
GBS:  gbsfeesetup@glenbrook225.org \_\_\_\_\_

### *For Business Services Department Use*

Fee Setup Activities:  Master Fee Roster  PowerSchool  e~Funds for Schools  
 Notice to Bookstore  Notice to Faculty Sponsor and Department Assistant



## Cost Allocation Worksheet for Overnight Trips

Revised: December 2017

### Trip Information

Trip Description: Glenbrook North Boys Varsity Lacrosse trip - March 27, 28, 2020

### Staff Expenses

Number of Staff: 3

<u>Per Staff Member</u>	<u>Total Staff Expenses</u>
Meals: \$ <u>                    </u>	Meals: \$ <u>0.00</u>
Transportation:	Transportation:
Air \$ <u>                    </u>	Air \$ <u>0.00</u>
Bus / Car \$ <u>                    </u>	Bus / Car \$ <u>0.00</u>
Lodging: \$ <u>                    </u>	Lodging: \$ <u>0.00</u>
<b>Total Cost:</b> \$ <u><b>0.00</b></u>	<b>Total Cost:</b> \$ <u><b>0.00</b></u>

<u>Meal Per Diem Maximum Reimbursement Rates</u>	
Breakfast \$	<u>4.00</u>
Lunch \$	<u>8.00</u>
Dinner \$	<u>20.00</u>
<b>Per Day \$</b>	<u><b>32.00</b></u>

### Student Expenses

Number of Students: 30

<u>Per Student</u>	<u>Total Student Expenses</u>
Meals: \$ <u>15.00</u>	Meals: \$ <u>450.00</u>
Transportation:	Transportation:
Air \$ <u>0.00</u>	Air \$ <u>0.00</u>
Bus / Car \$ <u>95.00</u>	Bus / Car \$ <u>2850.00</u>
Lodging: \$ <u>45.00</u>	Lodging: \$ <u>1350.00</u>
<b>Total Cost:</b> \$ <u><b>155.00</b></u>	<b>Total Cost:</b> \$ <u><b>4650.00</b></u>

### Other Expenses

Registration:	\$ <u>600.00</u>
Judging:	\$ <u>0.00</u>
Officiating:	\$ <u>0.00</u>
<b>Total Cost:</b>	\$ <u><b>600.00</b></u>

### Total Trip Expenses

Staff Expenses:	\$ <u>0.00</u>
Student Expenses:	\$ <u>4650.00</u>
Other Expenses	\$ <u>600.00</u>
<b>Total Cost:</b>	\$ <u><b>5250.00</b></u>

### Payment Responsibility

Paid by Students:	\$ <u>5250.00</u>	Per Student Cost: \$ <u>175.00</u>
Paid by District:	\$ <u>0.00</u>	

<u>Description of Expenses Paid by Students</u>

## Spring Break 2020

The boy's lacrosse team will be taking its annual spring break trip on Friday March 27, and will be traveling to Cincinnati, OH. We will be playing 2 games over a 2-day span. The first game will be played at Elder High School, at 7 pm on Friday March 27<sup>th</sup>, the second game will be played on Saturday March 28<sup>th</sup> at Springboro High School.

On Friday March 27<sup>th</sup> we will leave from the GBN parking lot in the morning via Lamers bus line. We will travel to Cincinnati and check in Early at the Embassy Suites Blue Ash. After a few hours of rest, we will depart for our first game at Elder high school. We will then return to the hotel for the evening. The players will be able to order food and lights out will be at 11 pm. After breakfast we will depart for our team building activity. Our second game will begin at 1 pm and will be played at Springboro High School. After this game ends, we will head back to GBN. The cost of this trip will be \$175.00. This includes the bus, hotel rooms, team building experience and meals. The players are also advised to bring additional spending money: Make Checks payable to **Glenbrook North**. Payment can be made at the GBN bookstore any time after March 2<sup>nd</sup>, 2020

### **Elder**

3900 Vincent Ave,  
Cincinnati, OH 45205

### **Lamers Coach Bus**

920-496-3600

### **Springboro High School**

1675 S Main St.  
Springboro, OH 45066

### **Embassy Suites Blue Ash**

4554 Lake Forest Dr  
Blue Ash, OH 45242  
513-733-9900

### **THE WEB extreme entertainment**

7172 Cincinnati-Dayton Rd.  
West Chester, OH 45069

## **Travel Itinerary**

### **FRIDAY, March 27, 2020**

8:00 AM – Meet at GBN 2300 Shermer Rd, Northbrook, IL  
8:15 am – Depart GBN  
8:30-9:30 am – Breakfast at Coach Geo's house  
9:30-3:30 pm – Travel to Cincinnati (EST) 4554 Lake Forrest Dr, Blue Ash, OH  
4:30-6 – At the hotel  
6:15-9:15 – First game at Elder – Game time is 7pm et) 3900 Vincent Ave, Cincinnati, OH  
9:15 pm – Return to the hotel  
11 pm – Lights out

### **SATURDAY March 28, 2020**

8:30 am – Breakfast  
9-11:30 practice/team building 7172 Dayton Rd. West Chester, OH  
25 mins from WEB to Springboro  
1-4 pm Game 2 at Springboro 1675 S Main St., Springboro, OH  
5 pm Depart for Chicago (arrival at GBN will be 9-10 pm)

Coach Georgacakis

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

wk # - 847-509-2557

## Glenbrook High School District #225

### BOARD POLICY: STUDENT TRIPS

7230

Page 1 of 3 pages

#### 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.

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