



**To:** Dr. Charles Johns

**From:** Dr. Lauren Fagel

**Re:** GBS Baseball Team to Myrtle Beach, SC

**Date:** November 20, 2019

Attached is the formal request from Steve Stanicek, Head Baseball Coach, to take 24 members of the GBS Varsity Baseball Team to Myrtle Beach, South Carolina, from Saturday, March 21 to Thursday, March 26, 2020, over Spring Break. The students will play six varsity games in the Ripken Spring Training Tournament and participate in team bonding activities.

This is a Student Trip covered under Board Policy 7230 (attached). This Trip is conducted by the district, and partially funded by the district, and requires approval from the principal, superintendent, and Board.

I support this request and believe it will be a valuable competitive and team-building experience for the boys on our Varsity Baseball Team.

# **GLENBROOK SOUTH HIGH SCHOOL BASEBALL PROGRAM**

November 18, 2019

Dear Board of Education of D225,

I am writing to request permission to take the Varsity Baseball team at Glenbrook South High School to Myrtle Beach SC for 6 days over Spring Break, March 21-26, 2020. We would play 6 games vs. teams from the Myrtle Beach area and fill the rest of the time with practice and team bonding activities. This would be the 5th year that we have taken the team on a trip like this and every year we have found it to be so rewarding for the team. It is an experience that they will remember and it is a great way for us to grow as a team. The team becomes closer after this trip, we're able to challenge ourselves vs. teams from across the country and we always learn new strategies as well.

We will fundraise as a team to trim down the cost of the trip and we will not leave anyone behind due to any financial reasons.

Thank you for your consideration.

Sincerely,

Steve Stanicek Head Baseball Coach

# SPRING BREAK TRIP 2020

<b>SUBMITTED BY</b>	Steve Stanicek (Head Varsity Baseball Coach)	
<b>ATHLETIC TEAM</b>	Glenbrook South High School Varsity Baseball Team	
<b>DESTINATION</b>	Myrtle Beach, South Carolina	
<b>TOURNAMENT</b>	Contact: Matt Ensworth, Assistant General Manager Phone: (843) 213-2702 Email: <a href="mailto:mensworth@ripkenbaseball.com">mensworth@ripkenbaseball.com</a> 2020 Cal Ripken Tournament. (3051 Ripken Way, Myrtle Beach, SC 29577)	
<b>DEPARTURE DATE</b>	Saturday March 21, 2020	
<b>RETURN DATE</b>	Thursday, March 26, 2020	
<b>TRANSPORTATION</b>	American Airlines 3/21/20 DEPART: O'HARE 7:10A ARRIVE: CHAR SC 10:37A 3/26/20 DEPART: CHAR SC 11:07A ARRIVE: O'HARE 12:40P	
<b>HOTEL ACCOMMODATIONS</b>	MYRTLEWOOD VILLAS Kim Berbary Family Accommodations (Ripken Preferred Hotels coordinator) (843) 213-2699 <a href="mailto:kim.berbary@ripkenhotels.com">kim.berbary@ripkenhotels.com</a> 1410 48th Avenue North Extension, Myrtle Beach, SC 29577	
<b>INCLUDED MEALS</b>	Breakfast / Lunch / Dinner	
<b>AIRPLANE TICKET</b>	\$472.00 (EST. 27)	\$12,744.00
<b>LODGING/6 GAMES</b>	\$410.00 (EST. 27)	\$11,070.00
<b>FOOD</b>	\$150.00 (EST. 27)	\$4,050.00
<b>RENTAL VANS (2)</b>	\$105.00	\$2,520.00
<b>TOTAL EXPENSES</b>	\$30,384.00	
<b>COST PER PLAYER ( )</b>	\$1,266.00	

## **SUPERVISION**

The Head Varsity Baseball Coach (Steve Stanicek) and the Assistant Varsity Baseball Coaches (Travis Myers and Josh Stanton) will serve as the primary chaperones for the Glenbrook South Varsity Baseball Team and its members. The baseball coaches, in conjunction with Glenbrook South Athletic Director Steve Rockrohr, will enforce the expectations for appropriate behavior and conduct. The policies of Glenbrook South High School, including the Code of Conduct, will be in effect at all times. All measures taken on this trip are in place to reduce risks and increase safety.

## **VIOLATION OF STANDARDS**

All Glenbrook South High School Baseball players will be expected to adhere to all team standards at all times. A violation of these standards will result in a loss of privileges or punishments as deemed appropriate by the Head Varsity Baseball Coach (Steve Stanicek). The loss of privileges or punishments may include, but are not limited to:

- reduced curfew time
- reduction in playing time

## **GROSS VIOLATIONS**

A gross violation of school policy, including the Code of Conduct, may result in having the player sent home at the expense of his parents. Examples of gross violations include, but are not limited to:

- use or possession of tobacco
- use or possession of illegal drugs
- consumption or possession of alcohol
- breaking the law (local, state, or federal)

## SPRING TRIP 2020 – ITINERARY

### March 21, 2020

**5:30 A.M.** Meet at O'Hare Airport American Airlines  
**7:10 A.M.** Depart for Charleston  
**10:37AM** Arrive Charleston depart for Myrtle Beach  
**12:30PM** **Arrive Myrtle Beach SC Check in Myrtlewoods Villa's**  
**1:30pm** Team Lunch  
**3:00pm** Team Meetings  
**6:30pm** Team Dinner

### March 22, 2020

**8:00 AM** **Breakfast-Hotel**  
**10:00 AM** Practice Ripken Complex  
**12:00 PM** **Lunch**  
**4:30 PM** Game vs xxxxxxxx Ripken Complex  
**7:30 PM** **Dinner**

### March 23, 2020

**8:00 AM** **Breakfast-Hotel**  
**10:30 AM** Game vs XXXXXXXXXXX at Ripken Complex  
**1:00 PM** **Lunch Between games**  
**4:30 PM** Game vs XXXXXXXXXXX at Ripken Complex  
**6:30 PM** **Dinner following the Game.**

### March 24, 2020

**8:00 AM** **Breakfast-Hotel**  
**11:30 AM** Game vs XXXXXXXXXXX at Ripken Complex  
**1:30 PM** **Lunch Between Games**  
**4:00 PM** Game vs XXXXXXXXXXX at Ripken Complex  
**6:00 pm** **Dinner following the Game.**

### March 25, 2020

**7:30 AM** **Breakfast-Hotel**  
**10:00 AM** Game vs XXXXXXXXXXX at Ripken Complex  
**12:00 PM** **Lunch**  
**1:00 PM** Free Time TBD  
**6:30 PM** **Team Dinner**

### March 26, 2020

**7:00 AM** **Breakfast-All Bags must be packed-Check out of Villas**  
**8:00 AM** **Leave for Charleston**  
**11:07 AM** **Depart for Chicago O'hare**  
**12:40 PM** **Arrive Chicago O'hare**



# 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

## Trip Information

Trip Description: Boys Baseball Spring Trip to Myrtle Beach SC March 21-March 26

## Staff Expenses

Number of Staff: 3

<u>Per Staff Member</u>		<u>Total Staff Expenses</u>	
Meals:	\$ 150.00	Meals:	\$ 450.00
Transportation:		Transportation:	
Air	\$ 472.00	Air	\$ 1416.00
Bus / Car	\$	Bus / Car	\$ 0.00
Lodging:	\$ 410.00	Lodging:	\$ 1230.00
<b>Total Cost:</b>	<b>\$ 1032.00</b>	<b>Total Cost:</b>	<b>\$ 3096.00</b>

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

## Student Expenses

Number of Students: 24

<u>Per Student</u>		<u>Total Student Expenses</u>	
Meals:	\$ 150.00	Meals:	\$ 3600.00
Transportation:		Transportation:	
Air	\$ 472.00	Air	\$ 11328.00
Bus / Car	\$ 105.00	Bus / Car	\$ 2520.00
Lodging:	\$ 410.00	Lodging:	\$ 9840.00
<b>Total Cost:</b>	<b>\$ 1137.00</b>	<b>Total Cost:</b>	<b>\$ 27288.00</b>

## Other Expenses

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

## Total Trip Expenses

Staff Expenses:	\$ 3096.00
Student Expenses:	\$ 27288.00
Other Expenses	\$ 0.00
<b>Total Cost:</b>	<b>\$ 30384.00</b>

## Payment Responsibility

Paid by Students:	\$ 30384.00	Per Student Cost:	\$ 1266.00
Paid by District:	\$ 0.00		

### Description of Expenses Paid by Students

Students will pay \$600.00 and the rest of the cost will be supplemented by fundraising money in the SAO account.



## 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**

**7230**

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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