

Legal and Granted Holidays for Educational Support Personnel

Section A - Introduction

The Board of Education grants full-time educational support personnel, employed for at least 30 hours per week, those legal and granted holidays indicated on the district's official work calendar with full pay.

Section B - Establish Employee Calendars Identifying Granted and Legal Holidays

The Superintendent or designee shall establish employee calendars identifying all granted and legal holidays in advance of the start of each fiscal year and in accordance with this policy.

Section C - Employees Assigned a 260-Day Calendar

A full-time educational support personnel employee, assigned a 260- day calendar, shall be paid for:

- No fewer than eight (8) granted holidays; and
- Legal holidays that fall within the employee's designated work year.

A legal holiday that falls on a Saturday or Sunday will either be observed on another day (e.g., a legal holiday that falls on Saturday will be observed on Friday; a legal holiday that falls on Sunday will be observed on Monday), or be added to the employee's accrued vacation time.

Section D - Employees Assigned a 239-Day Calendar

A full-time educational support personnel employee, assigned a 239-day calendar, shall be paid for:

- All granted holidays that fall within the employee's designated work year; and
- All legal holidays that fall on a business day within the employee's designated calendar established by the district each year..

Any holiday that falls on a weekend or within winter or spring recess is unpaid.

Section E - Employees Assigned a 203-Day Calendar

A full-time educational support personnel employee, assigned a 203-day calendar, shall be paid for all legal holidays that fall on a business day within the employee's designated calendar established by the district each year.

Any holiday that falls on a weekend or within winter or spring recess is unpaid.

Section F - Eligibility Criteria

In order to be paid for a legal or granted holiday, an employee must be present for work on the last scheduled businessday prior to the holiday and the first scheduled business day after the holiday.

Approved: TBD

Disability Leave

Section A - Introduction

It shall be the policy of the Board of Education to grant unpaid disability leaves to full-time employees, working at least 30 hours per week, who have exhausted all available paid leave and are unable to return to work.

Section BA - Disability Leave – Regular Teaching Staff Licensed Employees

1. ~~It shall be the policy of the Board of Education to grant unpaid disability leaves to staff members who have exhausted their sick leave and are unable to return to work. The duration of the disability leave will be the greater of: be for a period not to exceed six months from the date that all available paid leave has been exhausted or until the last day of required teacher attendance for the regular school term in which the disability occurred, whichever is greater.~~
 - a. Any days left in the fiscal year when the disability leave started; or
 - b. Six contiguous months.
2. During this period the Board will continue to provide the insurance benefits ~~that~~which are a part of the staff member's compensation program. ~~The employee will be responsible for paying the employee portion of any elected insurance benefits in accordance with Section E of this policy.~~
3. No salary payments will be made during the disability leave.
4. Should the ~~employee~~staff member be unable to return to work at the end of the disability leave period, the Board of Education, in accordance with the provisions of Section 24-13 of The School Code, will officially notify the ~~employee~~staff member that the best interests of the school district dictate that his/her employment must be terminated.
5. This policy shall in no way be used to ~~modify or change provisions of The School Code related to tenure. earn credit toward grant tenure status to by any licensed employee~~teacher,
6. This policy shall not be used to extend a ~~nor shall it provide employment of a~~ non-tenured licensed employee's ~~teacher~~employment beyond the end of the school year in which the disability leave begins~~occurred.~~
7. If the ~~employee~~staff member returns to work, he/~~she~~ must complete at least one full calendar year of active employment (less vacation periods) before another disability leave may be granted.

Section CB – Disability Leave – Twelve Month Certificated Employees Administrators

1. ~~It shall be the policy of the Board of Education to grant unpaid disability leaves to staff members who have exhausted their sick leave and are unable to return to work. The duration of the disability leave will be the greater of: for a period not to exceed six months from the date that all available paid leave has been exhausted or until the last day in the fiscal school year (June 30) in which the disability occurred, whichever is greater.~~
 - a. ~~Any days left in the fiscal year when the disability leave started; or~~
 - b. ~~Six contiguous months.~~
2. ~~During this period the Board will continue to provide the insurance benefits that~~which are a part of the staff member's compensation program. ~~The employee will be responsible for paying the employee portion of any elected insurance benefits in accordance with Section E of this policy.~~
3. ~~No salary payments will be made during the disability leave.~~
4. ~~Should the employee~~staff member be unable to return to work at the end of the disability period, the Board of Education, in accordance with the provisions of Section 24-13 of The School Code, will officially notify the staff member that the best interests of the school district dictate that his

~~employment be terminated. This policy shall in no way be used to grant tenure status, nor shall it provide employment of a non-tenure certificated employee beyond the end of the school year in which the disability occurred.~~

5. ~~If the staff member returns to work, she/he/she must complete at least one full calendar year of active employment (less vacation periods) before another disability leave may be granted.~~

Section CC - Disability Leave – Educational Support Personnel Non-Licensed Employees

1. ~~It shall be the policy of the Board of Education to grant unpaid disability leaves to non-certificated employees who have exhausted their sick leave and are unable to return to work. The duration of the disability leave will be the greater of : for a period not to exceed six months from the date that all available paid leave has been exhausted or until the last day in the fiscal school year (June 30) in which the disability occurred, whichever is greater.~~
 - a. Any days left in the fiscal year when the disability leave started; or
 - b. Six contiguous months.
2. During this period the Board will continue to provide the insurance benefits ~~that~~ which are a part of the non-certificated employee's compensation program. ~~The employee will be responsible for paying the employee portion of any elected insurance benefits in accordance with Section E of this policy.~~
3. No salary payments will be made during the disability leave.
4. Should the employee be unable to return to work at the end of the disability ~~leave period~~, the Board of Education will officially notify the employee that the best interests of the school district dictate that his/her employment be terminated.
5. If the employee returns to work, ~~she~~/he/she must complete at least one full calendar year of active employment (less vacation periods) before another disability leave may be granted.

Section D - Payment for Health Benefits

Employees on an unpaid disability leave are responsible for paying the employee portion of any elected insurance benefits. Employees will be provided with the amount due for the plan year and payment instructions for making payment.

If an employee does not remit payment within (30) days from the due date of the payment, the Assistant Superintendent for Business Services / CSBO or designee will issue a notice indicating that the Eligible Former Employee's health plan enrollment will be terminated within (30) days if the account is not made current. The notice will be sent by certified mail.

Approved: December 4, 1972
 Revised: August 21, 2000
 Revised: TBD

Leaves Without Pay for Educational Support Personnel

Section A - Introduction

The Board of Education recognizes that there may be extenuating circumstances that cause an employee to be unable to work for a period of time, and the employee has exhausted or is ineligible to utilize other available paid leave. In these limited circumstances, an employee may request Board approval to take a leave without pay. ~~The assistant superintendent for human resources shall not grant leave without pay to educational support personnel except in extenuating circumstances. The determination as to what constitutes "extenuating circumstances" will be made by the assistant superintendent for human resources.~~

Section B - Approval Authority

Requests for leaves without pay will only be authorized when extenuating circumstances dictate that it is in the best interest of the employee and the district. A request for a leave without pay shall be submitted in accordance with Board Policy Procedures 6400. All requests will be processed as follows:

1. The employee will submit a written request for a leave without pay to their immediate supervisor.
2. If approved by the immediate supervisor, the request for a leave will be submitted to the assistant superintendent for human resources.
3. The assistant superintendent for human resources shall have the authority to disapprove a request that is submitted, or recommend to the superintendent that he/she approve such request.
4. The superintendent shall have the authority to disapprove a request that is submitted, or recommend that the Board of Education approve such request.
5. If the superintendent recommends approval, the request will be submitted to the Board of Education. Final approval or disapproval for a leave without pay is made by the Board of Education.

Section CB- Extenuating Circumstances

The determination as to what constitutes "extenuating circumstances" will be made by the assistant superintendent for human resources in consultation with the superintendent.

~~This policy shall be subject to the administrative procedures as set forth by the assistant superintendent for human resources.~~

Approved: January 8, 1973
Revised: September 25, 2000
Revised: December 13, 2010
Revised: TBD

PROCEDURES FOR IMPLEMENTING BOARD POLICY: LEAVES WITHOUT PAY -- EDUCATIONAL SUPPORT PERSONNEL **6400**

1. Educational support personnel may make application for a leave without pay by:
 - 1) Obtaining an application for Leave Without Pay from their supervisor or the human resources office.
 - 2) Completing the application for a leave without pay at least ten (10) working days prior to the requested date(s) and submitting the application to the immediate supervisor.
2. Approval of application for leave without pay shall be made in the following manner:
 - 1) The supervisor will submit the request to the assistant superintendent for human resources.
 - 2) The assistant superintendent for human resources will review the request and meet with the employee if necessary.
 - 3) Written notification of action taken will be forwarded to all concerned parties within five (5) days.

NOTE: Exceptions to the aforementioned procedures may be made in unusual cases by the assistant superintendent for human resources.

Adopted: November 7, 1974
Revised: September 25, 2000
Revised: December 13, 2010

Educational Support Personnel Legal and Granted Holidays

Section A - Introduction

The Board of Education grants full-time educational support personnel, employed for at least 30 hours per week, those legal and granted holidays indicated on the district's official work calendar with full pay.

Section B - Establish Employee Calendars Identifying Granted and Legal Holidays

The Superintendent or designee shall establish employee calendars identifying all granted and legal holidays in advance of the start of each fiscal year and in accordance with this policy.

Section ~~CB~~ - Employees Assigned a 260-Day Calendar

A full-time ~~twelve (12) month~~ educational support personnel employee, assigned with assignment a 260-~~paid day calendar~~ work year, shall be paid for:

- ~~No fewer~~ less than eight (8) granted holidays; and
- ~~and those~~ legal holidays indicated on the work calendar, established by the district each year, ~~which~~ that fall within their employee's designated work year.

~~A legal holiday~~ that falls on a Saturday or Sunday ~~shall be added~~ will either be observed on another day (e.g., a legal holiday that falls on Saturday will be observed on Friday; a legal holiday that falls on Sunday will be observed on Monday), or be added to the employee's accrued vacation time.

Section ~~DC~~ - Employees Assigned a 239-Day Calendar

A full-time ~~nine (9), ten (10), or twelve (12) month~~ educational support personnel employee, assigned with a 239-~~paid day calendar~~ work year, shall be paid for:

- All granted holidays that fall within the employee's designated work year; and
- ~~All~~ legal ~~and granted~~ holidays that fall on a business work day within their employee's designated calendar established by the district each year. ~~work year. and a~~

Any holiday that falls on a weekend or within winter or spring recess is unpaid.

Section E - Employees Assigned a 203-Day Calendar

A full-time educational support personnel employee, assigned a 203-day calendar, shall be paid for all legal holidays that fall on a business day within the employee's designated calendar established by the district each year.

Any holiday that falls on a weekend or within winter or spring recess is unpaid.

Section F - Eligibility Criteria

In order to be paid for a legal or granted holiday, an employee must be present for work ~~on~~ be paid for their last scheduled business work day prior to the holiday and their ~~first~~ scheduled business work day after the holiday.

Approved: October 18, 1976
Revised: October 9, 1995



Revised: September 25, 2000
Revised: July 13, 2009
Revised: TBD

Eligible Former Employee Health Care Benefits

Section A - Introduction

The Board of Education offers access to medical insurance coverage under one of the district's health care plans accessible to Eligible Former Employees. This includes individuals retiring from the school district and receiving voluntary termination benefits, eligible IMRF annuitants, and former employees receiving COBRA benefits.

Section B - Health Benefit Selection

Eligible Former Employees will participate in the school district's open enrollment process annually to select a health benefit plan for which they are eligible.

If the Eligible Former Employee does not complete the open enrollment process during the designated period for that process, the Eligible Former Employee's plan enrollment will be terminated at the conclusion of the health plan year.

Section C - Payment for Health Benefits

Eligible Former Employees are responsible for paying the entire expense or a portion of the expense for their health benefits. The portion of the expense is defined by the agreement for which an Eligible Former Employee is granted access to the district's health care plans. Eligible Former Employees will be provided with the amount due for the plan year and payment instructions for making payment.

If an Eligible Former Employee does not remit payment within (30) days from the due date of the payment, the Assistant Superintendent for Business Services / CSBO or designee will issue a notice indicating that the Eligible Former Employee's health plan enrollment will be terminated within (30) days if the account is not made current. The notice will be sent by certified mail.

Approved: TBD

BOARD POLICY: EDUCATIONAL TRAVEL EXPERIENCES

7050

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 can arise when 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 be paramount in our considerations and judgment. 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 involving an overnight stay prior to submission to the Board for approval.
3. No student may participate in an educational tour unless he or she has accident and health insurance coverage protecting against bodily injury or death while participating in the tour. Cost of said insurance, when not otherwise existing, shall be assumed by the organization conducting the tour. Demonstration of satisfactory insurance coverage shall be made in writing to the assistant superintendent of business affairs as a condition of and prior to Board approval.
4. The Board of Education is not authorized to use district funds for any expenditures incurred on such a tour for meals, lodging, or transportation costs. However, the Board may authorize the compensation of necessary personnel while on tour if the personnel are performing duties in the ordinary course of their employment.
5. All school rules and regulations regarding student and employee conduct shall apply for students and employees participating in educational tours.
6. The Board of Education reserves the right in its sole discretion to cancel any previously approved trip whenever it believes that the safety of the participants may be at risk. Should a trip be cancelled, the Board of Education will assume no legal responsibility or financial liability for monetary losses or other damages incurred by the participants. Participants should be aware that travel insurance may be available at the participant's expense through the sponsoring agency or another insurance source.

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 an employee or a private agency that have been recommended for approval by the principal, to use school facilities without rental charge to inform students and parents of educational travel programs within any of the fifty United States or any foreign country that, 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, supported, or conducted 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 employee or agency in publicizing the program must contain a statement to this effect, the language of which has been approved in advance by the superintendent. These same materials must also carry the name, address and phone number of the sponsoring employee or agency.

2. No student may participate in educational travel unless he or she has accident and health insurance coverage protecting against bodily injury or death while participating in the educational travel. Cost of said insurance when not otherwise existing shall be assumed by the student or private agency financing the educational travel. Demonstration of satisfactory insurance coverage shall be made in writing to the assistant superintendent of business affairs as a condition of and prior to superintendent approval.

Section D - Use of Equipment, Materials, or Supplies to Promote Educational Travel

District equipment, materials or supplies, including stationery, shall be used for educational tours under Section B of this policy only, and shall not be used for any educational travel that is not district sponsored.

Section E - Student Trips Exclusion

Student trips as outlined in Board Policy #7230 are not included within the provisions of this policy.

Section F – Parameters for Vendors

All vendors seeking consideration as an educational tour provider must work with the Director of Operations to provide proper documentation and agree to parameters developed by the district administration as outlined in this policy and its procedures. The monetary values of the student insurance requirements as listed in the student travel parameters in the procedures to this policy may be adjusted as necessary by the Superintendent without further action by the Board of Education.

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
Revised: January 25, 2016

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

I. School GBN _____ GBS _____ GBE _____ GBOC _____ District _____

II. Initiator _____ Phone _____

Position _____ Date of Submission _____

III. Dates and Times of Leave/Return

Total Number of School Days Missed per Person _____

Departure Date/Time _____ Return Date/Time _____

IV. Individuals Participating in Tour: _____

Teachers and Staff (Identified) _____

Number of Students (Identity to be provided to the Principal) _____

V. Description, Destination, and Reason for Trip

VI. Cost of Trip

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

	Total Amount	Per Person	Account #
Registration	_____	_____	_____
Lodging	_____	_____	_____
Meals (Advance)	_____	_____	_____
Judging	_____	N/A	_____
Substitute Teacher	_____	N/A	_____
Transportation	_____	_____	_____
Air	_____	_____	_____
Bus/Car	_____	_____	_____
District Total	_____	N/A	N/A
Cost to Student	_____	_____	N/A

VII. Approval

_____ **Supervisor** _____ **Principal** _____ **Superintendent**

_____ **Date** _____ **Date** _____ **Date**

Reminder: No purchases or expenses allowed prior to Board of Education approval.
 Form approved by Board of Education

**Acknowledgment Form for Sponsoring Agent Regarding
Educational Travel**

(name of person or agency sponsoring program)

(destination)

(dates)

Your signature below constitutes and is evidence of:

- (1) your acknowledgment that Northfield Township High School District No. 225 is in no way involved in the sponsorship of this trip and that the trip is not a district-sponsored activity, but rather, is sponsored solely by _____;
- (2) your acknowledgment that Northfield Township High School District No. 225 assumes no responsibility for any trip preparation, arrangements for any supervision of students while participating in the trip, and transportation to and from the above-named destination; or legal or financial responsibility or liability in the event of trip cancellation, postponement, or other change, or trip financial default.
- (3) your agreement to release, indemnify and hold harmless Northfield Township High School District No. 225, its Board of Education, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries, including reasonable attorney's fees and costs expended in defense thereof, incurred or resulting from any student or employee's participation in this trip and transportation to and therefrom; or legal or financial responsibility or liability in the event of trip cancellation, postponement, or other change, or trip financial default.
- (4) your acknowledgment, if a district employee, that your sponsorship of this program is not within the scope of your employment with Northfield Township High School District No. 225; and is, in fact, strictly outside the scope of your employment; provided however, that your conduct remains governed by all rules of conduct to which employees of the district are subject while engaged in employment by the district.
- (5) your acknowledgment that you are not being paid by Northfield Township High School District No. 225 to sponsor this program.
- (6) if an employee of the district, please state any consideration or benefits having any monetary value that you have received or will receive from the party conducting the trip in consideration for participating in the trip: _____

Signature of person or director of agency sponsoring program

Date

**Acknowledgment and Waiver Form
Regarding Educational Travel**

Your child, _____, has been offered the opportunity to participate in a trip to _____ on the following dates _____.

Disclosures:

This trip is not sponsored by Northfield Township High School District No. 225. It is being sponsored solely by _____.

Northfield Township High School District No. 225 assumes no responsibility for any trip preparation, arrangements for any supervision of students while participating in the trip, and transportation to and from the above-named destination or legal or financial responsibility or liability for the cancellation, postponement, or other change, or other trip financial default.

Your signature below constitutes and is evidence of:

- (1) your acknowledgment that Northfield Township High School District No. 225 is in no way involved in the sponsorship of this trip and that the trip is not a district-sponsored activity, but rather, is sponsored solely by _____;
- (2) your agreement to release, indemnify and hold harmless Northfield Township High School District No. 225, its Board of Education, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries, including or resulting from your child's participation in this trip and transportation to and therefrom.
- (3) your acknowledgment of the above Disclosures,
- (4) that you have read, and agree to be bound by, Board Policy 7050 and its Procedures.

Signature of Parent or Guardian

Date

GLENBROOK HIGH SCHOOL DISTRICT #225: STUDENT TRAVEL PARAMETERS

Please sign and acknowledge your company is in compliance with Glenbrook High School District #225's student travel parameters. Please note any exceptions.

1. Insurance Requirements

In accordance with Board Policy 7050 Section B, no student may participate in an educational tour unless he has accident and health insurance coverage protecting against bodily injury or death while participating in the tour.

The organization providing the tour must have the following insurance coverage in accordance with monetary standards set by SSCRMF:

- professional liability
- general liability
- accident
- illness
- dental
- life
- disability

2. Company Requirements

Company organizing the tour must meet the following requirements:

- A. Must be in existence for a minimum of three years under the same U.S. management company.
- B. Must have a minimum of 10 positive references from high school districts organizing similar trips.
- C. Must be an accredited member of the Student and Youth Travel Association.
- D. Must not charge fees or penalties for payment plans, or use of credit cards.
- E. Must refund 100% of travel cost not covered by travel insurance purchased (applies only when travel insurance is purchased).
- F. Must provide a consumer protection plan in an amount no less than the lesser of \$50,000 or the aggregate amount of payments paid by participants.

3. Gifts

In accordance with Board Policy 9030, Section IV, no employee shall intentionally accept any gift from a prohibited source. Food, refreshments, lodging, transportation, and other benefits offered to an employee by company organizing the trip, must be a requirement of said trip and must be fully disclosed to and approved by the assistant superintendent for business affairs prior to acceptance.

Referral payments to any employee by the company organizing the trip, or any other vendors, are not allowed.

All parameters can be met with the following exception(s):

Company Name: _____

Contact Person: _____

Signature: _____

Adopted: October 28, 1996
 Revised: November 27, 2000
 Revised: January 25, 2016

Glenbrook High Schools

Guidelines for Student Trips

Standards for Approval

- Contests/activities must be approved by the IHSA or meet the guidelines established by the National Association of Secondary School Principals in its publication: “National Advisory List of Approved Student Contests and Activities”
- Contests/activities must comply with the provisions of Board Policy 7230: Student Trips
- Any student trips resulting from a state, contiguous state, or national competition must be pre-approved by the school administration
- Entry fees, registration, judging and/or officiating will be paid by the school district
- Expenses for students on free/reduced lunch will be handled in accordance with Board Policy 8170: Student Aid for Students Unable to Purchase Textbooks and Other Items Necessary for Their Education

Local (Within Cook or Contiguous Counties)

- The school district will provide transportation
- Meals and lodging will be provided by the students, parents, or sponsoring organization through fundraising activities

State/Contiguous State

- The school district will provide transportation and lodging
- Meals will be provided by the students, parents, or sponsoring organization through fundraising activities

National

- The school district will provide 75% of the transportation and lodging expenses
- Meals and the remaining 25% of transportation expenses will be provided by the students, parents, or sponsoring organization through fundraising activities

Student Trips

Section A - Introduction

The Board of Education believes that structured learning should not be limited to the classroom. Valuable experiences for students exist within and outside the boundaries of the school district. The Board also realizes that additional responsibilities may arise when students are outside school premises.

Section B - Definitions

Student trip categories are as follows:

1. Field Trips
 - a. Sponsored by the school district;
 - b. Provides an experience outside the classroom that is usually scheduled during regular class hours and is related to the planned curriculum; and
 - c. Implements or augments group classroom instruction.

2. Other Trips
 - a. Sponsored by the school district; and
 - b. Connected with a regularly scheduled school-sponsored activity and
 - i. A contest (or practice for a contest) between students representing Glenbrook and at least one other school; or
 - ii. Performance or exhibition displaying special talent by an individual or group of students (e.g., band, chorus, etc.); or
 - iii. A convention, workshop, or structured learning experience beyond regular class hours in which an individual or group of students representing Glenbrook participate (e.g., student council convention or workshop); or
 - iv. A study abroad / student exchange experience
 1. Affiliated with an academic department or student organization; and
 2. Coordinated by a school district employee.

Section C - Approval of Trips

All student trips must be approved before the announcement of the trip and the collection of any funds. The following table identifies the approvals required for a trip based on its type:

Trip Duration	Principal	Superintendent	Board
Day Trip	X		
Overnight Trips	X	X	X

The Superintendent has authority to approve certain overnight trips in extenuating circumstances (e.g., IHSA qualifying state series), subject to Board ratification.

Each trip recommendation shall include a detailed itinerary of the trip and an overview of the educational benefit supporting the school district’s sponsorship of the trip. Additional information may be required before approval by the principal, superintendent, or Board of Education.

Section D - Funding for Student Trips

The following table identifies the financial responsibility for different expenses associated with student trips. The percentages represent the permissible use of the district budgeted funds.

Instructional Field Trips

Description	Student Meals	Transportation	Lodging	Admission
Day Trip	0%	100%*		0%

Meals and admission will be provided to students approved for the student financial assistance program and other students as deemed appropriate by the principal or designee.

* Limited to district-owned vehicles or school bus transportation; student activity funds can be used for alternative transportation options (e.g., air travel, coach bus).

Other Trips

Description	Student Meals	Transportation	Lodging	Registration
Day Trip	0%	100%*		0%
Superintendent Approved <u>Illinois State Contest</u> for which Students Have Qualified Through Competition and/or Audition	0%	100%*	100%	100%
Superintendent Approved <u>National Contest</u> for which Students Have Qualified Through Competition and/or Audition	0%	100%*	0%	100%
Overnight Trips Less Than 400 Miles from the School District	0%	100%*	0%	0%
Overnight Trips Over 400 Miles from the School District	0%	0%*	0%	0%
Study Abroad Experience	0%	0%	0%	0%

Student activity funds can offset costs (e.g., student meals, lodging).

* Limited to district-owned vehicles or school bus transportation; student activity funds can be used for alternative transportation options (e.g., air travel, coach bus).

The following conditions also apply to the overall expenses associated with student trips:

1. All student fees for a trip must be deposited in the bookstore by the student. Glenbrook employees are not permitted to collect funds directly from students;
2. Student fees must be paid in full prior to the trip;
3. District budgeted funds, activity funds, or funding provided through student trip fees will fully fund the travel expenses (meals, transportation, lodging, and registration) of:
 - a. Glenbrook employees chaperoning students, except for study abroad experiences/student exchanges; and
 - b. Glenbrook employees providing specialized services (e.g., school nurse, one-on-one instructional assistant), as approved by the principal.

4. Should the school district prepay expenses for a student, and the student cannot attend the trip, the student shall be assessed a financial obligation in the amount of the non-refundable or transferable expenses.

Section E - General Parameters

All student trips are subject to the following general parameters:

1. All student trips must be fully approved before the official announcement of the trip and the collection of any funds. There is no guarantee of trips to be scheduled on a cycle.
2. All trips with expenses in excess of \$500 per student must incorporate the expense of travel insurance coverage as provided by the school district or conditions that provide for at least an 85% refund in the event of cancellation.
3. The school district's approved permission slip must be collected from each student or chaperone in advance of the trip.
4. No student shall be penalized for non-participation or participation in a trip.
5. Transportation on all student trips must be by district-owned or commercial vehicles. In the event of an emergency, the use of employee-owned vehicles must be pre-approved by the assistant principal for athletics or the assistant principal for student activities, in consultation with the principal or designee. Additionally, a parent/guardian must approve this mode of transportation.
6. Students participating in a trip must travel to and from the trip's destination in the school-sponsored mode of transportation unless an exception is pre-approved by the assistant principal for athletics or the assistant principal for student activities. Additionally, a parent/guardian must approve this mode of transportation.
7. For lodging, room assignments will be based on one student per bed.
8. Reasonable administrative care should be taken to ensure safety and orderly behavior on all student trips.
9. All Board and school policies, procedures, and regulations regarding student and employee conduct apply for students on student trips.

Section F - Additional Parameters for Student Activity / Co-Curricular / Athletic Trips

1. No student may participate in an overnight trip over 400 miles from the school district without verification of accident and health insurance coverage protecting against bodily injury or death while participating in the trip.
 - a. The cost of said insurance shall be assumed by the student.
 - b. Demonstration of satisfactory insurance coverage shall be made in writing to the superintendent or designee as a condition of Board approval.
2. The Board of Education reserves the right in its sole discretion to cancel any previously approved trip. Should a trip be canceled, the Board of Education will assume no legal responsibility or financial liability for monetary losses or other damages incurred by the participants.
3. All contracts must be approved by the superintendent or designee. Agreements not approved by the superintendent or designee are considered invalid.

Revised: February 6, 1978
Revised: September 10, 1984
Revised: October 28, 1996
Revised: May 29, 2001



Revised: July 10, 2006
Revised: TBD

Section A - General Regulations

1. Activities that can be attended after school or on weekends should be attended at that time.
2. Field trips may not be taken during the first two weeks and the last two weeks of each semester. They cannot be taken on the day prior to any vacation period, and they cannot be taken during the last week of each quarter. Exceptions must be approved by the principal or the designated representative.
3. Transportation will be provided by the district whenever possible.
4. Whenever practical, field trips should not necessitate eating lunch away from school. If it is required that lunch be obtained away from school, the students will remain in a group with the sponsor, staff member or parent chaperone.
5. Student attendance on trips is not required. Students who elect not to participate in the trip will be informed by the trip sponsor as to where they should report during their normal class period.
6. Certified staff members shall accompany all field trips. It is recommended that for groups of less than twenty-five students, one certified staff member is required. It is recommended for groups of twenty-five or more, one certified staff member and one additional adult are required for each bus.
7. Students shall be under the immediate supervision of staff members during the entire trip.
8. When it is anticipated that the trip will return to the school after normal school hours, the trip sponsor shall make arrangements to assure that access to the building will be available. When trips return to the building after normal school hours, staff members shall remain with the students until the students have departed the school.

9. All normal school rules and regulations are to be observed while on the trip. For overnight trips, the sponsor shall have in his/her possession emergency medical and contact information on all trips. If an unusual incident occurs while on the trip, such as the malfunctioning of one of the buses, an accident, an injury, or if one of the students becomes separated from the group, the sponsor shall take those actions on the scene which an ordinary, reasonable, and prudent person would take. In all cases, the sponsor will telephone the assistant/associate principal in charge of curriculum, or if not available, the principal or designee to report the incident and receive further instructions. If the incident occurs after normal school hours and involves a student, the sponsor will attempt to contact the student's parent/guardian, and if it is impossible to contact the parent/guardian, to contact the local police department.
10. Questions pertaining to field trips are to be directed to the assistant/associate principal in charge of curriculum.
11. Requests for exceptions to these procedures are to be submitted in writing to the assistant/associate principal in charge of field trips.
12. The approval of the principal and the superintendent are required for all overnight trips.

Section B – Responsibilities of the Supervising Staff Member

1. Complete the Field Trip Request Form and attach to it an alphabetical list of participants including student I.D. numbers. This form must be approved by the instructional supervisor at least one week prior to the trip
2. Obtain approval for the trip from the assistant/associate principal in charge of curriculum.
3. Make the necessary arrangements with the personnel at the trip site. If the trip is an overnight trip, coordinate lodging and meal arrangements.
4. Obtain from the assistant/associate principal in charge of curriculum a sufficient number of Parental Permission Slips.
5. Issue the Parental Permission Slips to the students. Instruct them to obtain their parent's signature. This shall be completed prior to the trip.

6. Collect completed Parental Permission Slips and maintain them for reference during the trip.
7. If the students are to be assessed a fee for the trip, make appropriate arrangements with the bookstore for the collection of the fees.
 - a. Provide a list of names of the students to the bookstore. This list shall include the name of the trip's sponsor and the name, date, and cost of the trip.
 - b. Instruct the students to pay their trip fee at the bookstore. The bookstore shall issue a receipt for each payment.
 - c. The deadline for the payments shall be established by the assistant/associate principal in charge of curriculum and the bookstore manager in cooperation with the Business Office allowing for the necessary time to issue checks for the field trips(s).
8. For overnight trips, obtain emergency contact and medical information for all participating students.
9. Coordinate the scheduling of substitutes when necessary with the instructional supervisor and prepare appropriate lesson plans.
10. Arrange for additional adults to serve as chaperons, as required.
11. Immediately before leaving for the trip, turn in an accurate trip attendance report at the Attendance Office.

Section C – Administrative Responsibilities

1. For all field trips, the assistant/associate principal in charge of curriculum shall:
 - a. approve the trip.
 - b. arrange for transportation.

2. The instructional supervisor shall:
 - a. approve the trip.
 - b. determine the number of classroom substitutes required and arrange for these substitutes.
 - c. arrange for additional certified staff to serve as trip chaperons, if required.

Section D – Records

The assistant/associate principal in charge of curriculum shall maintain a record of all field trips, including their date(s), purpose and destination, sponsors, staff, parent chaperones, duration, and the list of participants.

Section E – Funding

Funding for student trips shall be in accordance with the guidelines adopted by the School Board.

Summary--Trips, Tours, and Travel, Matrix

Type of Trip	Requires Approval of:		
	Principal	Superintendent	Board
Student Trips	X		
Student Trips Overnight	X	X	
Student Trips Outside of Illinois or Adjacent States	X	X	X
Educational Tours	X	X	
Educational Tours Outside of Illinois or Adjacent States	X	X	X
Educational Tours Requiring one day or more of Student Absence	X	X	X
Educational Travel	X	X	

Brief Description

Student Trips: Sponsored, conducted and usually financed by District. Includes field trips, activity trips, athletic trips, etc.

Educational Tours: Conducted by District but not financed by District. Example: Band tour to Arizona

Educational Travel: Not sponsored or financed by District. Sponsor allowed to “inform” students of travel plans.

PLEASE READ THE EXCURSIONARY
PROCEDURES ON THE REVERSE SIDE.

FOR OFFICE USE ONLY

Date application received _____
Date trip approved _____
Date bus ordered _____
Permission slip with
one student list due _____
Substitute(s) Needed Yes ___ No ___ # _____
Substitute(s) Hired _____

GLENBROOK FIELD TRIP REQUEST APPLICATION

Circle: 1. Instructional Trip 2. Activity Trip

Please fill out completely.

Today's Date: _____

1. Describe the trip requested, listing the address(es) of the place(s) to be visited and the itinerary for the trip--include approximate times.

2. Trip Rationale: Describe the purpose of the trip as it relates to specific course objectives or sponsored activity:

3. Class or activity: _____ Number of students: _____

4. Chaperones accompanying trip: _____

5. Date of trip: _____ Departure time _____ and Location: _____

6. Transportation: Car(s) _____ Bus(es) _____ Other
(Specify) _____

7. Should bus remain with the trip? Circle: YES NO

8. Hours of trip: Departure from School: _____ Bus Pick-up for Return: _____ Where _____ Return to school _____

9. Estimated cost of transportation: _____ Estimated cost of substitute teacher(s): _____

Teacher Requesting Trip / Date

Instructional Supervisor's Approval / Date

Associate Principal's Approval / Date

Field Trip Permission and Waiver Form

Students have many opportunities to participate in various extra class activities as an outgrowth of classroom interests or through special interest clubs. On occasion it will be to their advantage to attend activities away from the High School on an optional basis ("field trips"). However, the Board of Education and School District 225 cannot assume responsibility for the safety and welfare of students while engaged in a field trip beyond making reasonable provision for activity chaperons.

I understand that my child must abide by all District 225 rules, regulations and chaperon instructions on the field trip identified below. I understand that District chaperons cannot prevent injuries because they cannot always control the conditions present or be present at all times.

Your signature below constitutes and is evidence of your agreement to (1) accept general liability for the participation of your child in the field trip identified below and (2) indemnify and hold harmless Northfield Township High School District 225, its Board of Education, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries, including reasonable attorneys' fees and costs expended in defense thereof, incurred or resulting from your child's participation in this trip and transportation to and therefrom.

1. High School: _____ Class/Activity: _____

2. Faculty Sponsor: _____

3. Student: _____ has my permission to take part
in a field trip to _____
on _____.

4. Travel Arrangement: I understand my child will travel by _____
_____, leaving at approximately _____
and returning at approximately _____

5. Cost of this trip is _____ for chartered bus, and/or other expenses and is payable at the bookstore.

(Parent or Guardian Signature)

Phone (residence):
(work):

() _____ - _____
() _____ - _____

Revised: October 28, 1996

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Revised: July 10, 2006