

OFFICE OF THE PRINCIPAL
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Paul Pryma 

Re: Request for Boys Lacrosse trip

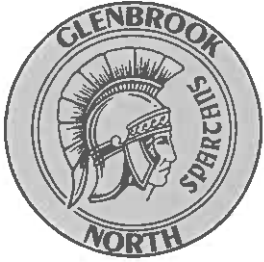
Date: March 3, 2010

Attached is a request from John Catalano, Athletic Director at GBN, for the GBN Boys Lacrosse Team to participate in a series of games in Cincinnati, Ohio. Mr. Catalano explains in his attached memo the details of the trip.

I fully support this tournament.

PP:ri

enc.



Glenbrook North High School Athletics

2300 Shermer Road • Northbrook, Illinois 60062-6722 • www.gbn.glenbrook.k12.il.us

HOME OF THE
SPARTANS

JOHN CATALANO
Athletic Director
847.509.2601

BOB PIEPER
Assistant Athletic Director
847.509.2425

MATT PURDY
Assistant Athletic Director
847.509.2589

KAREN KARP
Administrative Assistant
847.509.2424

HOT LINE
847.509.2607

FAX LINE
847.509.2602

To: Paul Pryma
From: John Catalano *AC.*
Re: Spring 2010 Boys Lacrosse
Date: 3-2-2010

The Glenbrook North Boys Lacrosse Team has been invited to play a series of games in Cincinnati, Ohio. The team will play: Sycamore High School, Lakota East High School and Mason High School. They will be playing on Friday, March 26th and Saturday, March 27th 2010. They will be departing via coach bus on Friday at approximately 6:30 am, and will be returning to Northbrook late Saturday evening. 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

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

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

II. Initiator JOHN CATALANO Phone X 2601

Position ATHLETIC DIRECTOR Date of Submission 3-2-10

III. **Date and Times of Leave/Return**

Total Number of School Days Missed per Person 1

Departure Date/Time MARCH 26 - 6:30 AM Return Date/Time MARCH 27 11:30 AM

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

Teachers and Staff JUSTIN GEORGACAKIS

Students BOYS VARSITY LACROSSE

V. **Description, Destination, and Reason for Trip**

3 LACROSSE GAMES IN CINN. OHIO
VS. LAKOTA EAST, SYCAMORE, + MASON H.S.

VI. **Cost of Trip**

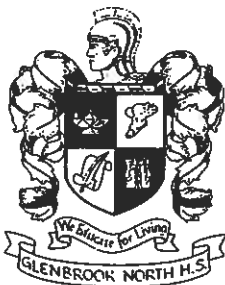
Was this trip included in your Dept. _____ Bldg. _____ District _____ Budget? _____

	Total Amount	Per Person	Account #
Registration	_____	_____	_____
Lodging	_____	_____	_____
Meals (Advance)	<u>TRIP PD. FOR</u>	_____	_____
Judging	<u>BY STUDENTS</u>	N/A	_____
Substitute Teacher	_____	N/A	_____
Transportation	_____	_____	_____
Air	_____	_____	_____
Bus/Car	_____	_____	_____
District Total	_____	N/A	N/A
Cost to Student	<u>@ 125.00</u>	_____	N/A

VII. **Approval**

[Signature] Supervisor [Signature] Principal _____ Superintendent
 _____ Date 3/3/10 Date _____ Date

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



GLENBROOK NORTH HIGH SCHOOL FIELD TRIP REQUEST APPLICATION

FOR OFFICE USE ONLY	
Dated Received	_____
<input type="checkbox"/> Bus Ordered	_____
<input type="checkbox"/> Van Reserved	_____
<input type="checkbox"/> Other Transport	_____

Instructional Trip Activity Trip

1. DESCRIPTION

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

BOYS VARSITY LACROSSE TRAVELING TO OHIO.
SYCAMORE H.S. - LAKOTA EAST - MASON H.S.
CINCINNATI, OHIO

2. RATIONALE

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

OPPORTUNITY TO PLAY 3 GAMES

3. CLASS/ACTIVITY INFORMATION (Attach two (2) copies of student list with ID numbers)

Class or Activity: BOYS VARSITY LACROSSE Number of students: @ 24

Chaperones accompanying trip: JUSTIN GOORNAKUS, JEFF SCHEINER, CHARLES GANTZ

4. TRIP INFORMATION

Trip date(s): MARCH 26th + MARCH 27th

Departing from (location): GBN At: 6:30 AM PM

Returning from (location): MASON H.S. CINC. OHIO At: 6:00 AM PM

Students released from class: 2:45 AM PM Time returning to school: - AM PM

5. TRANSPORTATION INFORMATION

Transportation: Car(s): _____ Bus(es): Glenbrook 225 Van(s): _____

Other (specify): _____ Should the bus remain with the trip? Yes No

Permission Waiver Slip Needed? Yes No Bookstore Auth. to Collect Needed? Yes No

6. COST/SUBSTITUTE INFORMATION

Estimated cost of transportation: - Estimated cost of substitute teacher(s) @ 90.00

Substitute Needed for Blocks: 1 2 3 4 5 6 7 8 9 10 Lunch 1 2 3 A / B Day

[Signature] 3-3-16
 Teacher Requesting Trip Date

 Instructional Supervisor's Approval Date

 Associate Principal's Approval Date

[Signature] 3-3-16
 Activities Director's Approval Date

Glenbrook High School District #225

BOARD POLICY: STUDENT TRIPS

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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.

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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.

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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