

OFFICE OF THE PRINCIPAL
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Dr. John Finan 

Re: GBN Varsity Baseball Trip

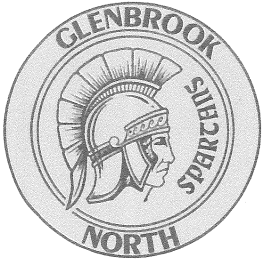
Date: October 7, 2015

Attached is a request from John Catalano, Athletic Director at GBN, for the GBN Varsity Baseball Team to participate in a series of games in Cocoa Beach, Florida, March 30 through April 4, 2016. 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

JOHN CATALANO
Athletic Director
847.509.2601

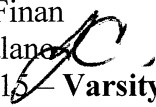
PAUL VIGNOCCHI
Assistant Athletic Director
847.509.2469

MATT PURDY
Assistant Athletic Director
847.509.2589

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Administrative Assistant
847.509.2424

HOT LINE
847.509.2607

FAX LINE
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To: Dr. John Finan
From: John Catalano 
Re: Spring 2015 ~~Varsity Baseball~~
Date: 10-6-2015

The Glenbrook North Varsity Baseball Team has been invited to play in a series of games in Cocoa Beach, Florida. The team will be competing at the Space Coast Spring Training Complex. They will be playing from Wednesday, March 30, thru Monday, April 4, 2016. Five Varsity games, five JV games and five practices have been scheduled. They will be departing via Southwest Airlines as a group on Wednesday at approximately 6:00 am, and will be returning to Northbrook Monday evening. Coaches, Dom Savino, Dave Lindley and Ryan Graham will be traveling with the team as well as several parents. The athletes will pay approximately \$700.00 the remainder of the expenses have been donated. I am requesting your approval for this trip and asking that you forward this for any additional approval. Thanks.

cc: Dom Savino

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 10-7-15

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

Total Number of School Days Missed per Person 0

Departure Date/Time 3/30/16 Return Date/Time 4/4/16

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

Teachers and Staff Dom Savino, Ryan Graham, Dave Lindley

Students _____

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

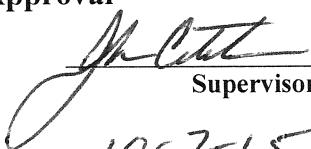
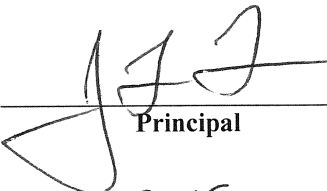
Opportunity for Varsity and JV Baseball Team to play 10 games over 5 days.

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>	_____
Substitute Teacher	<u>expenses</u>	<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**

 _____ Supervisor	 _____ Principal	_____ Superintendent
<u>10-7-15</u> _____ Date	<u>10-9-15</u> _____ Date	_____ Date

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

Form approved by Board of education 12/15/97.

Spring Baseball Trip
Breakdown of Expenses

Registration \$100

Lodging \$500

Meals \$200

Transportation

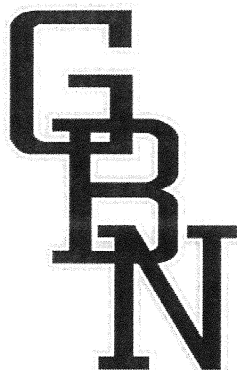
 Air \$500

 Bus \$100

Cost per Student \$1300

Actual Payment by each player is \$700.00 the remaining balance of \$600 per player is being made up by donations.

GLENBROOK NORTH HIGH SCHOOL BASEBALL PROGRAM



SPRING TRIP PROPOSAL 2016

BASIC INFORMATION

SUBMITTED BY	Dominic Savino (Head Baseball Coach)
TEAM	Glenbrook North High School Varsity Baseball Team
DESTINATION	Cocoa Beach, FL
TOURNAMENT	Space Coast Spring Training
DEPARTURE DATE	March 30, 2015 (5:30 A.M. at MDW)
RETURN DATE	April 4, 2015 (2:55 P.M. at MCO)

PURPOSE OF REQUEST TO TRAVEL OUT OF STATE

The purpose of this trip is to provide the Glenbrook North High School Varsity Baseball Team with the following opportunities:

- 1. Establish and improve team camaraderie and chemistry.** One of the goals of this trip is to help our players grow as a team. Having the opportunity to travel together, eat meals with one another, practice on a daily basis, and compete in a series of games will accelerate the process of coming together. The bonds we form and strengthen on this trip will provide the foundation and springboard for future team achievement.

Thursday, March 31

9:00 A.M. Junior Varsity Game

11:30 A.M. Varsity Game

Friday, April 1

5:00 P.M. Junior Varsity Game

7:30 P.M. Varsity Game

Saturday, April 2

5:00 P.M. Junior Varsity Game

7:30 P.M. Varsity Game

Sunday, April 3

9:00 A.M. Junior Varsity Game

11:30 A.M. Varsity Game

Monday, April 4

9:00 A.M. Depart Hotel

SUPERVISION

The Head Varsity Baseball Coach (Dominic Savino) and the Assistant Varsity Baseball Coaches (Ryan Graham and Dave Lindley) will serve as the primary chaperones for the Glenbrook North Varsity Baseball Team and its members. The baseball coaches, in conjunction with Glenbrook North Athletic Director John Catalano, will enforce the expectations for appropriate behavior and conduct. The policies of Glenbrook North 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 North 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 (Dominic Savino). The loss of privileges or punishments may include, but are not limited to:

- reduced curfew time
- reduction in playing time

CONCLUSION

This spring trip will help the members of the Glenbrook North Varsity Baseball Team maximize their potential as individuals, as students, as athletes, and as a team. This trip will serve as the springboard in helping our team close the gap between the team we are and the team we are capable of being. Spending a week with one another will provide some very fun and exciting moments while creating memories that last a lifetime.

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.

BOARD POLICY: STUDENT TRIPS

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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.

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

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