

**GLENBROOK  
SOUTH  
HIGH SCHOOL**

*Northfield Township High School District 225*

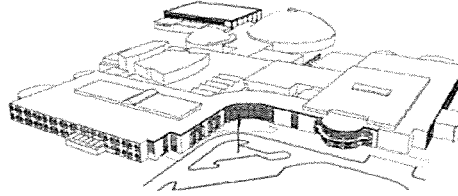
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*Office of the Principal*



**To:** Dr. Mike Riggle

**From:** Ms. Lauren Fagel

A handwritten signature in cursive script, appearing to read "L. Fagel", written in black ink.

**Re:** GBS Varsity Girls Lacrosse Trip to San Diego, CA

**Date:** October 5, 2015

Attached is the formal request from Annie Lesch, Varsity Girls Lacrosse coach, to take students to San Diego, California. The trip is scheduled to take place from March 30, 2016 – April 3, 2016.

This is a Student Trip covered under Board Policy 7230. This Trip is conducted by the District, but not funded by the District, and it requires approval from the principal, superintendent, and Board.

I support this request and believe this type of experience will enhance the athletic experience of our students.

September 21, 2015

Dear Board of Education,

I would like to request permission to take the Glenbrook South Varsity Girls Lacrosse Team to San Diego, California over our spring break to play four games. The trip would also include practice time in beautiful weather as well as team bonding activities such as hiking, sight seeing, yoga, and more. We would take approximately 25 girls and 3 coaches from Wednesday March 30<sup>th</sup>-Sunday April 3<sup>rd</sup>.

We have taken trips such as this in the past and they have proven to be great for building good team dynamics, learning new strategies from different areas of the country, and exposing our girls to life outside of Chicagoland. For one of the girls one year it was her first time on an airplane and to see the ocean. It is experiences like this that they remember for a lifetime.

The team would fundraise to help alleviate the cost to families. Thank you for your consideration.

Sincerely,

Annie Lesch  
Head Girls Lacrosse Coach

## Trip Itinerary

### FLIGHT

Wednesday March 30<sup>th</sup>

Southwest Airlines #3496, Departs Midway at 5:35am, Arrives San Diego at 9:10am

Sunday April 4<sup>th</sup>

Southwest Airlines #2845, Departs San Diego at 2:10pm, Arrives Midway at 8:00pm

### HOTEL

Clarion Inn Del Mar  
720 Camino Del Mar  
Del Mar, CA 92014  
858-755-9765

### GAMES

3/31 vs. Cathedral Catholic

4/1/15 vs. Poway

4/2/15 vs. La Costa Canyon

4/2/15 vs. Denver East

Wednesday 3/30:

Arrive in San Diego at 9:10 am

Check-in to hotel

Team Hike/Run/Yoga in Torrey Pines State Park

Lunch

Afternoon Lacrosse Practice

Pool time

Dinner

Thursday 3/31:

Breakfast

Sightseeing in the morning

Lunch

Afternoon Game vs. Cathedral Catholic

Team Dinner

Friday 4/1:

Breakfast

Sightseeing/Beach in the morning

Lunch

Afternoon Game vs. Poway

Team Dinner with the opposing team

Saturday 4/2:

Breakfast

10:00am vs. Denver East at University of San Diego

Lunch  
2:00 Game vs. La Costa Canyon  
Team Dinner with Parents and Families

Sunday 4/3  
Fly Home!

Purpose of the trip:  
To play top competition from another area of the country.  
Team Bonding  
Play in warmer weather  
Exposure to another part of the country/Sightseeing

**GLENBROOK HIGH SCHOOLS**  
**Travel Requests Requiring Board of Education Approval**

I. School      GBN \_\_\_ GBS       GBE \_\_\_      GBOC \_\_\_      District \_\_\_  
 II. Initiator    Anne Lesch      Phone 847-486-4544  
 Position      Head Coach      Date of Submission 9/22/15

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

Total Number of School Days Missed per Person 0  
 Departure Date/Time 3/30/15 5:37am      Return Date/Time 4/3/15 8:00 pm

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

Teachers and Staff    Anne Lesch, Devin McCue, Jayne Jablonski (coaches)  
25 varsity girls lacrosse players  
 Students \_\_\_\_\_

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

Team trip to San Diego to play 4 games.

VI. **Cost of Trip**

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

	Total Amount	Per Person	Account #
Registration	N/A	N/A	
Lodging	\$5220.60	\$186.40	
Meals (Advance)	\$3640.00	\$130.00	
Judging (officiating)	\$80.00	N/A	
Substitute Teacher	N/A	N/A	
Transportation			
Air	\$11,283.80	\$389.10	
Bus/Car	\$1400.00	\$50.00	
District Total	N/A	N/A	N/A
Cost to Student		\$400 with fundraising	N/A

VII. **Approval**

St. Roman Lauren Orjel      \_\_\_\_\_  
 Supervisor      Principal      Superintendent  
9-24-15      9/25/15      \_\_\_\_\_  
 Date      Date      Date

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

## 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