

**GLENBROOK
SOUTH
HIGH SCHOOL**

Northfield Township High School District 225

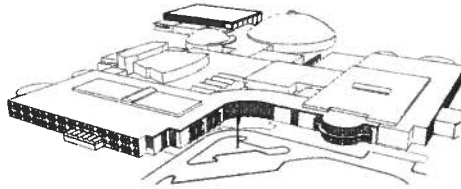
Office of the Principal

To: Dr. Mike Riggle

From: Brian K. Wegley

Re: Girl's Lacrosse Tour

Date: January 18, 2011



4000 WEST LAKE AVENUE
GLENVIEW, IL 60026
Web: gbs.glenbrook.k12.il.us
Telephone: 847.729.2000
Fax: 847.486.4462

Attached is a travel request for the GBS Girl's Lacrosse Team, which is coached by Anne Lesch. This is an Educational Tour as defined by Board Policy 7050 (attached), has been supported in the past and has been a positive experience for our girl's lacrosse team.

Students will leave on Friday, April 8th at noon and will return on Sunday, April 10th. As a tour it requires your approval. The small loss of school time assures that they will arrive in Cincinnati, Ohio at a reasonable time and avoid the worst traffic times.

I support this tour and believe it will be a valuable experience for our girls.

Please let me know if you need any additional information.

January 7, 2011

Dear Glenbrook South Board of Education:

I would like to request permission to take the Varsity Girls Lacrosse Team to Cincinnati, Ohio this spring to play three top teams from Ohio: Sycamore, Mariemont, and Loveland High Schools. We would travel Friday April 8th, play two games Saturday, and one game Sunday and return early Sunday evening April 10th.

This would be a great opportunity for the girls on my team to play out-of-state competition as well as have a bonding experience as a team. We will plan fun team-oriented activities for the girls on their downtime to enhance team bonding.

Thank you for your consideration of this trip.

Sincerely,

Anne C. Lesch
Varsity Girls Lacrosse
Glenbrook South High School

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

- I. School GBN ___ GBS GBE ___ GBOC ___ District ___
- II. Initiator Anne Lesch Phone 847-715-6706
Position Girls Lacrosse Coach Date of Submission 12/2010
- III. Dates and Times of Leave/Return
Total Number of School Days Missed per Person 1/2 of Friday 4/8/11
Departure Date/Time 4/8/11 12:00pm Return Date/Time 4/10/11 6:00pm
- IV. Name of Individuals Participating in Tour: (Attach list if necessary.)
Teachers and Staff Anne Lesch, Varsity Lacrosse Coach
Devin McCue, Asst. Coach
Students Varsity lacrosse team - anticipated 24 members
- V. Description, Destination, and Reason for Trip
Cincinnati, Ohio to play 3 top teams from Ohio
and for a team bonding experience
Games vs. Sycamore, Mariemont, and Loveland
- VI. Cost of Trip
Was this trip included in your Dept. ___ Bldg. ___ District ___ Budget? NO

	Total Amount	Per Person	Account #
Registration			
Lodging	<u>\$801.00</u>	<u>\$33.38</u>	
Meals (Advance)	<u>\$864.00</u>	<u>\$36.00</u>	
Judging	<u>/</u>	N/A	
Substitute Teacher	<u>/</u>	N/A	
Transportation			
Air			
Bus/Car	<u>\$2400.00</u>	<u>\$100.00</u>	
District Total		N/A	N/A
Cost to Student		<u>\$169.38</u>	N/A

- VII. Approval
Anne C. Lesch John K. Krug
Supervisor Principal Superintendent
1/6/11 1/12/11
Date Date Date

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

BOARD POLICY: EDUCATIONAL TRAVEL EXPERIENCES

Section A - Introduction

The Board of Education of District #225 believes that educational travel experiences can provide significant educational experiences for Glenbrook students. However, 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. Recommendation of the principal and the superintendent and approval of the Board of Education shall be required for educational tours conducted outside the State of Illinois or adjacent states, and for educational tours that require students to be absent from school for one day or more.
3. No student or employee may participate in an educational tour unless he has accident and health insurance coverage protecting against bodily injury or death and, if he is an employee, disability while participating in the tour. Cost of said insurance shall be assumed by the organization financing the tour. Validation of satisfactory insurance coverage shall be made in writing to the assistant superintendent of business affairs.
4. The Board of Education is not authorized to use school funds for any expenditures incurred on such a tour for meals, lodging, or transportation costs. However, the Board may authorize the payment of salaries of necessary personnel while on tour if the personnel are performing in the ordinary course of their employment.
5. All school rules and regulations regarding student conduct shall apply for students participating in educational tours.

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 a school employee or a private agency and which have been recommended for approval by the principal, to use school facilities to inform students of educational travel programs within any of the fifty United States or any foreign country which, 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 or supported 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 agency in publicizing the program must contain a statement to this effect which has been approved by the superintendent. These same materials must also carry the identification of the sponsoring agency.
2. No student or employee may participate in educational travel unless he has accident and health insurance coverage protecting against bodily injury or death and, if an employee, disability while participating in the educational travel. Cost of said insurance shall be assumed by the employee or private agency financing the educational travel. Validation of satisfactory insurance coverage shall be made in writing to the assistant superintendent of business affairs.

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

Glenbrook equipment, materials or supplies, including stationery, shall be used for school-sponsored activities only, and shall not be used for any educational travel which is not school sponsored.

Section E - Student Trips Exclusion

Student trips are not included within the provisions of this policy.

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