

**GLENBROOK  
SOUTH  
HIGH SCHOOL**

*Northfield Township High School District 225*

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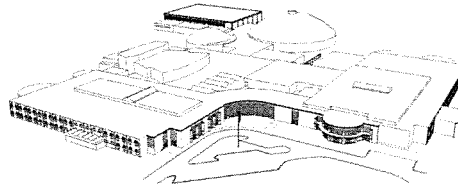
*Office of the Principal*

**To:** Dr. Mike Riggle

**From:** Dr. Brian K. Wegley *BYK*

**Re:** GBS Girl's Softball Tour

**Date:** November 18, 2013



Attached is a travel request for the GBS Girl's Varsity Softball Team, which is coached by Kay Sopocy, to do team building and play in five games at Cocoa Beach Florida over spring break. This is an Educational Tour as defined by Board Policy 7050, has been supported in the past and has been a positive experience for our softball team.

Students will leave on Saturday, March 22<sup>nd</sup> and will return on Wednesday, March 26<sup>th</sup> over spring break.

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.

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

I. School GBN \_\_\_ GBS X GBE \_\_\_ GBOC \_\_\_ District \_\_\_  
 II. Initiator KAY SOPOCY Phone \_\_\_  
 Position HEAD SOFTBALL COACH Date of Submission 11/15/13

III. Dates and Times of Leave/Return  
 Total Number of School Days Missed per Person 0  
 Departure Date/Time 3/22/13 - 4:55 PM Return Date/Time 3/26/13 - 9:10 PM

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)  
 Teachers and Staff ~~XXXXXXXXXX~~ Ms. Kay Sopoicy & Ms. Dana Boekmer  
 Students 12 Softball Players

V. Description, Destination, and Reason for Trip SPACE COAST, FLORIDA - CHAIN OF LAKES SOFTBALL CENTER  
TRAVELING TO COCOA BEACH, FLORIDA FOR SPRING TRAINING - WE WILL PLAY 5 GAMES, PRACTICE, TEAM BUILDING, AND GO TO UNIVERSAL STUDIOS.

VI. Cost of Trip WE WILL DO SOME FUNDRAISING TO COVER SOME COSTS  
 Was this trip included in your Dept. \_\_\_ Bldg. \_\_\_ District \_\_\_ Budget? \_\_\_

	Total Amount	Per Person	Account #
Registration	_____	INCLUDED	_____
Lodging	_____	223.80	_____
Meals (Advance)	_____	ON OWN	_____
Judging	_____	N/A	_____
Substitute Teacher	_____	N/A	_____
Transportation			
Air	_____	485.80	_____
Bus/Car	_____	100.00	_____
District Total	_____	N/A	N/A
Cost to Student	_____	709.60	N/A

VII. Approval  
St Roch J. K. Neff  
 Supervisor Principal Superintendent  
11-15-13 11-18-13  
 Date Date Date

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

BOARD POLICY: EDUCATIONAL TRAVEL EXPERIENCES

7050

Page 1 of 2 pages

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