

**Glenbrook High School District #225**

**PROCEDURES FOR IMPLEMENTING BOARD POLICY: LEAVES FOR ATTENDANCE** **5:188**  
**AT ATHLETIC CLINICS, CONFERENCES,**  
**OR TOURNAMENTS**

1. Coaches attending state tournaments are encouraged to make arrangements for their team to attend the tournament as a learning experience.
2. Attendance at the clinic, conference or tournament must be approved by the coordinator of athletics.
3. No more than two coaches from the same department will be given release time to attend the same clinic, conference or tournament.
4. The regular Professional Leave form will be used, noted "Athletic Leave" and must be signed by the instructional supervisor, the coordinator of athletics and the principal.
5. A maximum of 5% of the school's total athletic budget for supplies, equipment, and travel may be used for this purpose.
6. Under no circumstances shall a teacher be paid more than the per diem pay and verified expenses.
7. The coach shall be required to credit against the regular per diem pay any funds received from other sources for attendance at or participation in such functions.
8. The coach shall be permitted to receive an advance draw in the amount of the approved expenses if the application for the draw is submitted to the business office at least one week prior to said leave.
9. The coach shall submit an evaluation of the conference, clinic or tournament to the coordinator of athletics within one week of his/her return.

Adopted: May 7, 1973  
Revised: August 21, 2000