

Private trips are not activities of the Lake County Technology Campus, and the Tech Campus assumes no liability for such trips. If a staff member organizes a private trip unconnected to school, the Lake County Tech Campus will neither approve nor disapprove the trip. Responsibility rests with the staff member and the travel agency involved in the planning of the trip. To safeguard the Department from liability, the following procedures shall be followed:

1. Classroom time shall not be used to organize or participate in privately-sponsored trips.
2. The use of school facilities and the promotion and advertisement of the trip shall conform to the school policies and guidelines for community use of school facilities.
3. Staff members shall not use school equipment or materials in planning or promoting a privately-sponsored trip.
4. All materials developed to advertise the trip shall clearly inform parents that the trip is not sponsored by the Lake County Tech Campus.
5. There shall be no relationship between involvement in the trip and course grades or credit.
6. The Board recognizes that travel may impact other programs, services, and the general operation of the schools. To minimize the impact, the Board does not approve absences for non-sanctioned trips that require staff to miss workdays.

#### **PARTICIPATING SCHOOLS**

Alden-Hebron • Antioch • Deerfield • Grant • Grayslake Central • Grayslake North • Highland Park • Johnsburg • Lakes • Lake Forest • Lake Zurich  
Libertyville • Mundelein • North Chicago • Richmond-Burton • Round Lake • Stevenson • Vernon Hills • Warren • Wauconda • Waukegan • Zion-Benton