

# GLENBROOK SOUTH HIGH SCHOOL

Northfield Township High School District 225

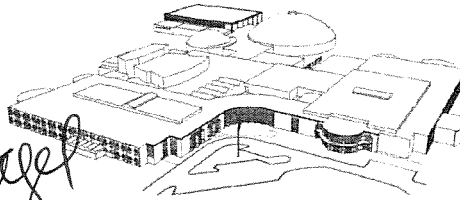
*Office of the Principal*

**To:** Dr. Mike Riggle

**From:** Ms. Lauren S. Fagel

**Re:** GBS Yearbook Trip

**Date:** February 17, 2016



4000 WEST LAKE AVENUE  
GLENVIEW, IL 60026

Web: [www.glenbrook225.org/south](http://www.glenbrook225.org/south)

Telephone: 847.729.2000

Fax: 847.486.4462

Attached is a request from Brenda Field to take yearbook students to the Spring National High School Journalism Convention from April 14-17, 2016 in Los Angeles, CA. At this conference, the prestigious Pacemaker Award is conferred. The National Scholastic Press Association Pacemaker Award has existed since 1927, is independent of publishing companies, and is considered by many to be student journalism's highest honor. The GBS yearbook has been named as a finalist every year since 2002, and GBS won the Pacemaker Award in 2002, 2003, 2004, 2008, 2011, 2012, 2014 and 2015.

We are proud that Glenbrook South is once again the only school nominated in Illinois. However, the main purpose of this trip is for students to attend conference learning sessions, workshops, onsite competitions, and journalistic career information sessions. This trip meets the guidelines of student activity travel outlined in Board Policy 7230 (attached). I support this valuable experience.

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

I. School      GBN \_\_\_\_\_ GBS X      GBE \_\_\_\_\_      GBOC \_\_\_\_\_      District \_\_\_\_\_  
 II. Initiator    BRENDA FIELD      Phone X 4509  
 Position      Yearbook Sponsor      Date of Submission 2/16/16

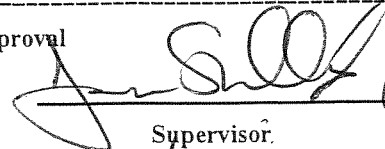
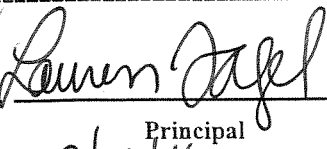
III. Dates and Times of Leave/Return  
 Total Number of School Days Missed per Person      1  
 Departure Date/Time 4/14 - P.M.      Return Date/Time 4/17/16 - P.M.

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)  
 Teachers and Staff    Brenda Field + 1 additional chaperone  
 Students                + 19 Students

V. Description, Destination, and Reason for Trip  
NSPA Trip to Los Angeles, California. The National High School Journalism Convention provides students an opportunity to learn from experts in the field of journalism.

VI. Cost of Trip  
 Was this trip included in your      Dept. \_\_\_\_\_ Bldg. X      District \_\_\_\_\_      Budget?

	Total Amount	Per Person	Account #
Registration			
Lodging			
Meals (Advance)			
Judging		N/A	
Substitute Teacher		N/A	
Transportation			
Air			
Bus/Car			
District Total		N/A	N/A
Cost to Student			N/A

VII. Approval  
            \_\_\_\_\_  
 Supervisor      Principal      Superintendent  
2/16/16      2/16/16      \_\_\_\_\_  
 Date                      Date                      Date

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

Cost for Staff

Total Number of Staff

2

	Per Person	Total (Cost times # of staff)	Account #
Registration	\$90.00	\$180.00	
Food	\$32.00	\$192.00	382332
Transportation			
Air	\$400.00	\$800.00	3317
Bus/Car			
Lodging (for 3 nights)	\$315.85	\$631.70	382332
Substitute	\$200.00	\$400.00	SUB
<b>Total</b>		<b>\$2,203.70</b>	

Meals for Staff	
Breakfast	\$4.00
Lunch	\$8.00
Dinner	\$20.00
<b>Cost per Day</b>	<b>\$32.00</b>

Cost for Students

Total Number of Students

19

	Per Student	Total
Transportation		
Air	\$400.00	\$7,600.00
Bus/Car		
Lodging (for 3 nights)	\$315.85	\$6,001.15
<b>Total</b>		<b>\$13,601.15</b>

Cost of Registrations, etc.

	Per Student	Total (Cost times # of students)
Registration	\$90.00	\$1,710.00

Students	Per Student	Total	Account #
Total Cost		\$15,311.15	
Student Activities Contribution		\$5,000.00	382332
<b>Total Cost to Student</b>	<b>\$542.69</b>	<b>\$10,311.15</b>	Students

Summary of Costs

Total Cost for Students and Staff	\$17,514.85
Total Cost for Students and Staff Funded by District	\$7,203.70
Total Cost Funded by Students	\$10,311.15

ABOUT TRAVEL/HOTEL PROGRAM ADVISERS CONTESTS/CRITIQUES

SPONSORS/EXHIBITORS

# NATIONAL HIGH SCHOOL JOURNALISM CONVENTION

The National High School Journalism Convention is a semiannual gathering of high school journalists and advisers co-sponsored by the Journalism Education Association and the National Scholastic Press Association. With typical attendance of more than 4,000 delegates, the JEA/NSPA convention is the largest gathering of student journalists in the country.

The associations partner to prepare hundreds of practical and professional learning sessions, from high-profile keynotes to specific, problem-solving breakouts and hands-on workshops. Other convention activities an exhibit hall, JEA's on-site Write-off contests, NSPA's Best of Show contest, receptions, awards convocations, critiques and career roundtables.

23

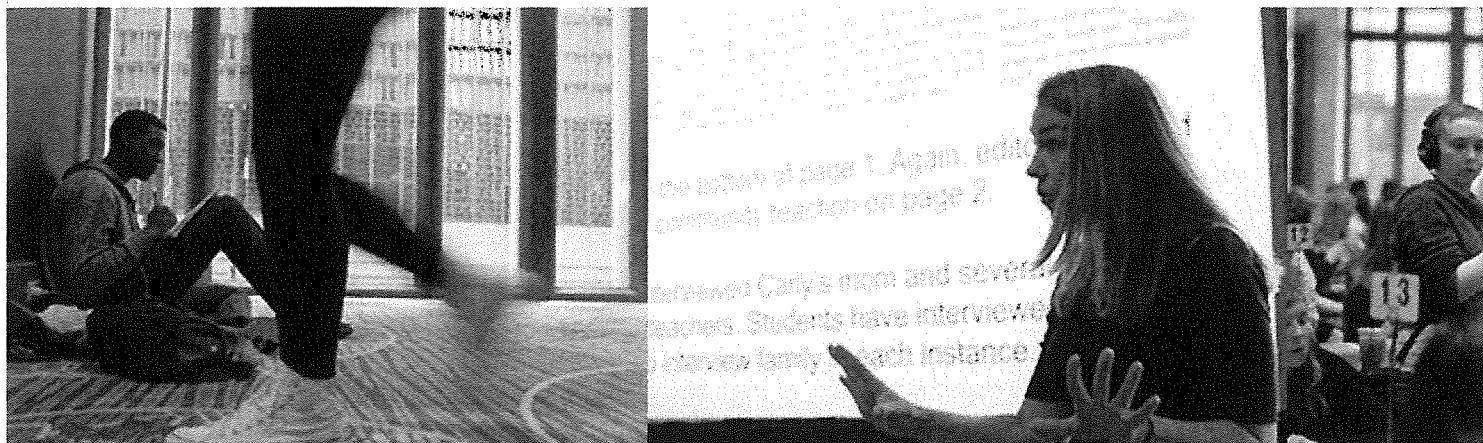
**April 14-17, 2016**

**Los Angeles**

Westin Bonaventure,  
404 S. Figueroa

earlybird member rate of \$90

**REGISTER NOW >**



**IT'S ALL HERE**

Just like the diversity of issues and

**LATEST UPDATES**

**Registration booklet**

**EARLYBIRD DEADLINE**

**36 17 11 34**

## Glenbrook High School District #225

### BOARD POLICY: STUDENT TRIPS

7230

Page 1 of 3 pages

#### 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.

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