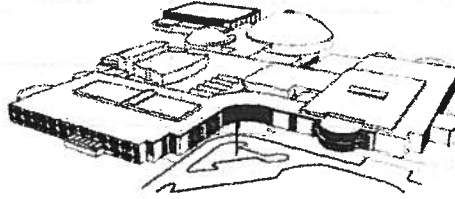


# GLENBROOK SOUTH HIGH SCHOOL

Northfield Township High School District 225



4000 WEST LAKE AVENUE  
GLENVIEW, IL 60026  
Web: [www.glenbrook225.org/south](http://www.glenbrook225.org/south)  
Telephone: 847.729.2000  
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**To:** Dr. Mike Riggle

**From:** Ms. Lauren Fagel

A handwritten signature in black ink, appearing to read "R. Fagel", written over the printed name "Ms. Lauren Fagel".

**Re:** Yearbook Creativity Workshop in Minneapolis, Minnesota

**Date:** August 16, 2016

Attached is the formal request from Brenda Field, Yearbook Adviser, to take students to a Creativity Workshop from September 9-11, 2016.

This is a Student Trip covered under Board Policy 7230. This Trip is conducted by the district and partially funded by the district, and it requires approval from the principal, superintendent, and Board.

I support this request and believe this type of experience will enhance the skills of the students in yearbook and the quality of the final publication.

## **YEARBOOK CREATIVITY WEEKEND // MINNEAPOLIS**

Do you fuss over fonts? Do you spend hours selecting the perfect color palette? Have worked on yearbook at midnight while the rest of the world sleeps? You are not alone! There are other creative yearbookers just like you, and they will be in Minneapolis on Sept. 9-11 finalizing their 2017 yearbook plans. You are invited to join the fun.

Attention to detail makes the difference between good and great. If your staff is striving to produce a great yearbook — one that is competitive nationally — this by-invitation-only workshop is just for you.

We won't lie, this is an intense weekend of yearbooking, and you'll love it!

### **CREATIVITY COACHES**

Martha Akers, 2005 JEA National Yearbook Adviser of the Year

John Dalke, professional designer, yearbook consultant

Gary Lundgren, Jostens senior marketing manager

Margaret Sorrows, Jostens ambassador

Bruce Watterson, yearbook consultant

### **SCHEDULE**

9.09.16 [FRIDAY]: 1:30 to 9 p.m.

09.10.16 [SATURDAY]: 9 a.m. to 5:30 p.m.

09.11.16 [SUNDAY]: 9 a.m. to 1 p.m.

### **REGISTRATION**

Workshop registration is \$150 per student. Space is limited and only key editorial leaders and decision makers are invited. Advisers do not pay a registration fee. Lodging is not included in the registration fee. Breakfast is provided for hotel guests. Dinner on Friday and a box lunch on Sunday are included in the registration fee. Lunch and dinner on Saturday are not included.

### **HOTEL**

The Best Western PLUS, is hosting the Yearbook Creativity Weekend. The hotel is located adjacent to the Mall of America, the second largest mall and entertainment complex in the country.

## Glenbrook High School District #225

### BOARD POLICY: STUDENT TRIPS

7230

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#### 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.

**BOARD POLICY: STUDENT TRIPS**

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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