

# GLENBROOK SOUTH HIGH SCHOOL

Northfield Township High School District 225

4000 WEST LAKE AVENUE  
GLENVIEW, IL 60026

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*Office of the Principal*

**To:** Dr. Mike Riggle

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



**Re:** GBS FCCLA Trip to Nationals -  
San Diego

**Date:** May 4, 2016

Attached is a travel request for Kelli McDonald's student trip to the Family, Career and Community Leaders of America National Conference. It will be held in San Diego, CA this year from July 3, 2016 through July 7, 2016. Two GBS students qualified to compete at this year's national competition.

This national travel follows the established guidelines, which include students being responsible for 25% of their lodging and travel. This is a Student Trip covered under Board Policy 7230, which is attached. The remaining costs of this trip will be covered by the GBS budget.

I support this request and believe this type of experience will enhance the educational experience of our FCCLA students.

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

- I. School GBN \_\_\_\_\_ GBS X GBE \_\_\_\_\_ GBOC \_\_\_\_\_ District \_\_\_\_\_
- II. Initiator Kelli A. McDonald Phone 4558  
Position FCS teachers/FCCLA Date of Submission 4/13/16
- III. Dates and Times of Leave/Return Advisors  
Total Number of School Days Missed per Person 0  
Departure Date/Time July 3, 2016 5:30am Return Date/Time July 7, 2016 10:00pm
- IV. Name of Individuals Participating in Tour: (Attach list if necessary.)  
Teachers and Staff Kelli McDonald  
Students \_\_\_\_\_
- V. Description, Destination, and Reason for Trip  
National FCCLA Conference  
San Diego, CA  
Students qualified to advance to next level of competition
- VI. Cost of Trip  
Was this trip included in your \_\_\_\_\_ Dept. \_\_\_\_\_ Bldg. \_\_\_\_\_ 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 [Signature] Lauren Angel  
Supervisor \_\_\_\_\_ Principal \_\_\_\_\_ Superintendent \_\_\_\_\_  
4/25/16 5/4/16  
Date Date Date

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

# **COST FOR TEACHERS & STAFF**

Total Number of Staff: 1

	Per Person	Total(Cost times # of staff)	Account#
Food	\$160.00	\$160.00	
Transportation:			
Air	\$425.20	\$425.20	
Bus/Car	\$34.00	\$34.00	
Lodging	\$933.00	\$933.00	
<b>TOTAL</b>	<b>\$1,552.20</b>	<b>\$1,552.20</b>	

Van (Shuttle) & public transit card Rental\*\*-estimate  
Sweet Airlines-2 bag free\*\*

# **COST FOR STUDENTS**

Total Number of Students 2

	Per Person	Total(Cost times # of students)	Student Cost 25%	District Cost 75%	Account #
Transportation:					
Air	\$425.20	\$850.40	\$212.60	\$637.80	
Bus/Car	\$34.00	\$68.00	\$17.00	\$51.00	
Lodging	\$261.00	\$522.00	\$130.50	\$391.50	
<b>TOTAL</b>	<b>\$720.20</b>	<b>\$1,440.40</b>	<b>\$360.10</b>	<b>\$1,080.30</b>	

# **COST OF REGISTRATION, JUDGING and/or OFFICIATING**

	Total Cost	Account#
Registration	\$795.00	
Judging/Officiating	\$0.00	
<b>TOTAL</b>	<b>\$795.00</b>	

# **TOTALS**

COST TO DISTRICT:	\$3,427.50	(Staff total plus Registration plus Total District Cost 75%)
COST TO STUDENT:	\$360.10	(Total of the 25% student cost)
COST OF TRIP:	\$3,787.60	(Cost to District plus Cost to Student)

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

Sun - L/D  
Mon - B/L/D  
Tues - B/L/D  
Wed - B/L/D  
Thur - B/L/D

## 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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### 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