

GLENBROOK SOUTH HIGH SCHOOL

Northfield Township High School District 225

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GLENVIEW, IL 60026

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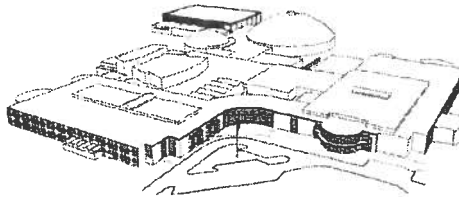
Office of the Principal

To: Dr. Mike Riggle

From: Brian K. Wegley *BKW*

Re: GBS Newspaper Trip

Date: March 12, 2013



Attached is a travel request for Marshall Harris's newspaper students who are requesting approval for a trip to the Spring National Scholastic Press Association Convention from April 25-27 in San Francisco, California.

The main motivation behind this student trip is the conference and onsite competitions in which our editors for the newspaper will participate. They will also attend learning sessions, workshops, and journalistic career information sessions. I support this trip and am convinced of the value of this unique opportunity, which does meet the guidelines of student activity travel outlined in Board Policy 7230 (attached).

Although our guidelines stipulate that students will be responsible for 25% of their lodging and travel, Dr. Shellard, in consultation with me, has determined that his budget can cover a maximum of \$5000 of the total student cost. Other student expenses are the responsibility of individual students and fundraising efforts by these organizations.

I support this valuable experience. Please let me know if you need anything further.

GLENBROOK HIGH SCHOOLS

Travel Requests Requiring Board of Education Approval

I. School GBN _____ GBS GBE _____ GBOC _____ District _____

II. Initiator MARSHAL HARRIS Phone x 4497

Position NEWSPAPER SPONSOR Date of Submission 3/5/13

III. Dates and Times of Leave/Return

Total Number of School Days Missed per Person 2

Departure Date/Time 4/25 - am. Return Date/Time 4/27 - p.m.

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)

Teachers and Staff Marshal Harris

Students 21

V. Description, Destination, and Reason for Trip

JEAN/NSPA National High School Journalism Convention in San Francisco, CA. Attend learning sessions, workshops, and career information.

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

see attached

VII. Approval

James Bull Jim K. Hoff _____
 Supervisor Principal Superintendent
3/5/13 3/12/13 _____
 Date Date Date

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

Form approved by Board of Education 12/15/97.

JEA/NSPA Spring National High School Journalism Convention

IT'S WHAT
EVERYONE'S
TALKING
ABOUT

hsjSF

April 25-28, 2013 • San Francisco Marriott Marquis

hsjSF

**JEA/NSPA
Spring National High School
Journalism Convention
April 25-28, 2013
San Francisco Marriott Marquis**

- Keynote addresses by some of the nation's top newsmakers
- More than 300 learning sessions in newspaper, yearbook, magazine, broadcast, online, advising, media law and more
- Pre-convention workshops in leadership, writing, photography, team storytelling and more
- Media and sightseeing tours to top attractions and media outlets
- On-site critiques and competitions, including NSPA Best of Show and JEA Write-offs
- Swap Shop and Break with a Pro events for sharing experience and gaining career information
- Products, services and educational opportunities at the trade show
- Special strands for middle schools, new advisers, digital media

**Go online for more information:
www.jea.org • nspa.studentpress.org**

National Scholastic Press Association
2221 University Ave. SE, Ste 121
Minneapolis, MN 55414



Request for Travel - Newspaper

Cost for Staff

Total Number of Staff

1

Meals for Staff	
Breakfast	\$4.00
Lunch	\$8.00
Dinner	\$20.00
Cost per Day	\$32.00

	Per Person	Total (Cost times # of staff)	Account #
Registration	\$90.00	\$90.00	382332
Food	\$32.00	\$96.00	382332
Transportation			
Air	\$350.00	\$350.00	3317
Bus/Car			
Lodging (for 3 nights)	\$209.00	\$627.00	382332
Substitute	\$200.00	\$200.00	SUB
Total		\$1,363.00	

Cost for Students

Total Number of Students

21

	Per Student	Total
Transportation		
Air	\$350.00	\$7,350.00
Bus/Car		
Lodging (for 3 nights)	\$229.00	\$4,809.00
Total		\$12,159.00

Cost of Registrations, etc.

	Per Student	Total (Cost times # of students)
Registration	\$90.00	\$1,890.00

Students	Per Student	Total	Account #
Total Cost		\$14,049.00	
Student Activities Contribution		\$5,000.00	382332
Total Cost to Student	\$430.90	\$9,049.00	Students

Summary of Costs

Total Cost for Students and Staff	\$15,412.00
Total Cost for Students and Staff Funded by District	\$6,363.00
Total Cost Funded by Students	\$9,049.00

Glenbrook High Schools

Guidelines for Student Trips

Standards for Approval

- Contests/activities must be approved by the IHSA or meet the guidelines established by the National Association of Secondary School Principals in its publication: “National Advisory List of Approved Student Contests and Activities”
- Contests/activities must comply with the provisions of Board Policy 7230: Student Trips
- Any student trips resulting from a state, contiguous state, or national competition must be pre-approved by the school administration
- Entry fees, registration, judging and/or officiating will be paid by the school district
- Expenses for students on free/reduced lunch will be handled in accordance with Board Policy 8170: Student Aid for Students Unable to Purchase Textbooks and Other Items Necessary for Their Education

Local (Within Cook or Contiguous Counties)

- The school district will provide transportation
- Meals and lodging will be provided by the students, parents, or sponsoring organization through fundraising activities

State/Contiguous State

- The school district will provide transportation and lodging
- Meals will be provided by the students, parents, or sponsoring organization through fundraising activities

National

- The school district will provide 75% of the transportation and lodging expenses
- Meals and the remaining 25% of transportation expenses will be provided by the students, parents, or sponsoring organization through fundraising activities

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.

BOARD POLICY: STUDENT TRIPS

7230

Page 2 of 3 pages

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.

BOARD POLICY: STUDENT TRIPS

7230

Page 3 of 3 pages

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