

GLENBROOK SOUTH HIGH SCHOOL

Northfield Township High School District 225

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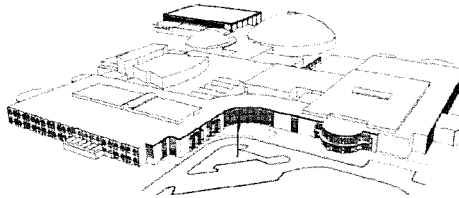
Office of the Principal

To: Dr. Mike Riggle

From: Dr. Brian K. Wegley *BKW*

Re: GBS Yearbook Trip

Date: August 20, 2013



Attached is a travel request for Ms. Brenda Field and four of her yearbook editors who are requesting approval for a trip to a yearbook creativity workshop sponsored by Jostens in Minneapolis, MN from September 13-15. At this workshop, which is by invitation only, Ms. Field will connect with valuable experts to whom she has limited access during the school year. Her goal is to utilize this opportunity to jumpstart her yearbook design for the year.

I support this experience and believe this will be a value experience for Ms. Field and her top editors. This is a student trip as described by Board Policy 7230 (attached).

For this trip, the students will cover their costs personally and through fundraising. The only cost incurred by the school is the cost of a sub for Ms. Field.

Please let me know if you need anything further.

Request for Travel - Yearbook

Cost for Staff

Total Number of Staff 1

	Per Person	Total (Cost times # of staff)	Account #
Registration	\$0.00	\$0.00	382332
Food	\$0.00	\$0.00	382332
Transportation			
Air	\$125.00	\$125.00	3317
Bus/Car			
Lodging (for 2 nights)	\$300.00	\$300.00	382332
Substitute	\$100.00	\$100.00	SUB
Total		\$525.00	

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

Cost for Students

Total Number of Students 4

	Per Student	Total
Transportation		
Air	\$125.00	\$500.00
Bus/Car	\$50.00	\$50.00
Lodging (for 2 nights)	\$75.00	\$300.00
Total		\$850.00

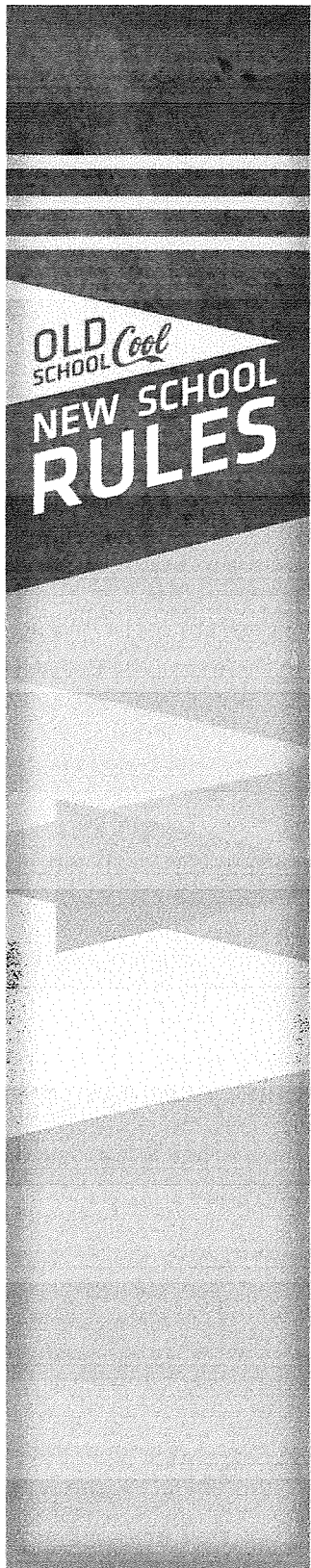
Cost of Registrations, etc.

	Per Student	Total (Cost times # of students)
Registration	\$56.25	\$225.00

Students	Per Student	Total	Account #
Total Cost		\$1,075.00	
Student Activities Contribution		\$0.00	382332
Total Cost to Student	\$268.75	\$1,075.00	Students

Summary of Costs

Total Cost for Students and Staff	\$1,600.00
Total Cost for Students and Staff Funded by District	\$100.00
Total Cost Funded by Students	\$1,500.00



THREE DAYS OF
EXTREME
YEARBOOKING

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 extreme yearbooking.

// Participation in the Yearbook Creativity Workshop is limited to key decision makers on your staff. Advisers are required to attend.

// Total workshop participation will be limited to approximately 100 students (5 per school) to facilitate a personal environment.

// While there will be a limited number of instructional presentations, the focus will be on intensive planning of your concept, coverage and design for your 2014 yearbook.

// Staffs are required to bring laptops loaded with Adobe InDesign and Jostens YearTech or internet capability for Yearbook Avenue.

// A library of award-winning 2013 yearbook and magazines will be available for your reference and inspiration.

The Yearbook Creativity Workshop at the Jostens headquarters in Minneapolis provides a hands-on experience focused on making concept, content and creative decisions with the consultation of innovators in yearbook production and scholastic journalism. This three day workshop is by invitation only and provides instructional presentations with the focus on intensive planning of the 2014 GBS Etruscan through yearbook concept, coverage and design.

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