

GLENBROOK SOUTH HIGH SCHOOL

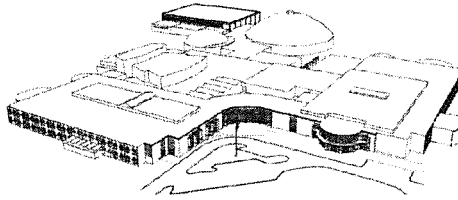
Northfield Township High School District 225

4000 WEST LAKE AVENUE
GLENVIEW, IL 60026

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Office of the Principal

To: Dr. Mike Riggle

From: Dr. Brian K. Wegley

Re: GBS Yearbook Trip

Date: July 21, 2014

Attached is a travel request for Ms. Brenda Field and seven of her yearbook editors who are requesting approval for a trip to a yearbook creativity workshop sponsored by Jostens in Minneapolis, MN from September 12-14. 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 costs incurred by the school are those for travel and lodging for Ms. Field and the cost of a sub for her.

Please let me know if you need anything further.

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

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

II. Initiator BRENDA FIELD Phone _____

Position YEARBOOK SPONSOR Date of Submission 7/21/14

III. Date and Times of Leave/Return

Total Number of School Days Missed per Person 1

Departure Date/Time 9/12/14 am. Return Date/Time 9/14/14 p.m.

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

Teachers and Staff Brenda Field

Students + 7 students

V. Description, Destination, and Reason for Trip

JOSTENS YEARBOOK CREATIVITY WORKSHOP, MINNEAPOLIS, MN., 9/12/14 - 9/14/14. Creative work on upcoming 2014-2015 Struscan Yearbook

VI. Cost of Trip

Was this trip included in your Dept. _____ Bldg. _____ District _____ Budget? NO

	Total Amount	Per Person	Account #
Registration	<u>See attached</u>		
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] Supervisor [Signature] Principal [Signature] Superintendent
7/21/14 Date 7/21/14 Date _____ Date

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

Request for Travel to Jostens Yearbook Creativity Workshop- 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 \$114.00	\$114.00	3317
	Bus/Car		
Lodging (for 2 nights)	\$198.00	\$198.00	382332
Substitute	\$100.00	\$100.00	SUB
Total		\$412.00	

Cost for Students

Total Number of Students 7

	Per Student	Total
Transportation		
	Air \$114.00	\$798.00
	Bus/Car \$50.00	\$50.00
Lodging (for 2 nights)	\$49.50	\$346.50
Total		\$1,194.50

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

Cost of Registrations, etc.

	Per Student	Total (Cost times # of students)
Registration	\$45.00	\$315.00

Students	Per Student	Total	Account #
Total Cost		\$1,509.50	
Student Activities Contribution		\$0.00	382332
Total Cost to Student	\$215.64	\$1,509.50	Students

Summary of Costs

Total Cost for Students and Staff	\$1,921.50
Total Cost for Students and Staff Funded by District	\$412.00
Total Cost Funded by Students	\$1,509.50

YOUR CREATIVITY COACHES!

// LOGAN AIMONE
School Newspapers Online
program manager, former
executive director of the
National Scholastic Press
Association and award-
winning high school adviser

// MARTHA AKERS
Loudoun Valley High
School [VA], 2005 National
Yearbook Adviser of the
Year; Gold Crown and
Pacemaker winning adviser

// JOHN DALKE
Jostens Senior Product
Manager, Editor of the
Look Book and *Look Book
Companion App*, graphic
designer and former
Pacemaker-winning editor

// GARY LUNDGREN
Jostens Senior Marketing
Manager, former director of
Student Publications at the
University of Arkansas and
former Arkansas Scholastic
Press Association director

// BRUCE WATTERSON
Chair, Columbia Scholastic
Press Association Judging
Standards and Practices
Committee and former
award-winning high
school and collegiate
publications adviser

CREATIVITY SCHEDULE

// FRIDAY, 09.12.14

3–5 p.m. Welcome, Expectations, Yearbook Show & Tell,
Instructional Presentation

5–9 p.m. Staff work time

6–7 p.m. Pizza party

// SATURDAY, 09.13.14

8 a.m. Deluxe continental breakfast provided for hotel guests

9–10 a.m. Instructional presentation

10–11:30 a.m. Staff work time

11:30 a.m.–1 p.m. Lunch break

1:30–5:30 p.m. Staff work time

6 p.m. OPTIONAL Yearbook Nerds' Night Out at Mall of
America, dinner and entertainment expenses on your own for
students, transportation is available for hotel guests for those
who prefer not to make the five-minute walk

6:30 p.m. OPTIONAL Adviser Dinner at Mall of America
hosted by Jostens

// SUNDAY, 09.14.14

8 a.m. Deluxe continental breakfast provided for hotel guests

9–11:30 a.m. Staff work time

11:30 a.m.–Noon Lunch

Noon–2 p.m. Yearbook Idol ... creative presentations
and critiques

4 p.m. Flights should depart at 4 p.m. or later if possible

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