

# 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

Fax: 847.486.4462

*Office of the Principal*

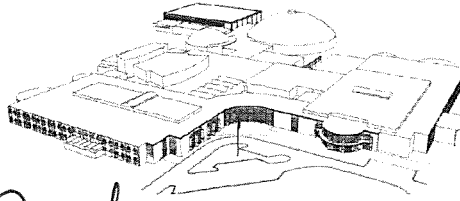
**To:** Dr. Mike Riggle

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



**Re:** GBS Business Professionals of America  
National Leadership Conference

**Date:** March 15, 2016



Attached is a travel request for Rosie McManamon's student trip to the Business Professionals of America (BPA) National Leadership Conference. It will be held in Boston, MA this year from Thursday, May 5, 2016 through Monday, May 9, 2016. Seven GBS students placed at the BPA state competition, which qualified them for 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 BPA students.

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

I. School      GBN \_\_\_\_\_ GBS X      GBE \_\_\_\_\_      GBOC \_\_\_\_\_      District \_\_\_\_\_  
 II. Initiator    ROSIE McMANAMON      Phone 4447  
 Position      BUS. ED. TEACHER / BPA ADVISOR      Date of Submission MARCH 10, 2016

III. **Dates and Times of Leave/Return**  
 Total Number of School Days Missed per Person    3  
 Departure Date/Time    MAY 5, 2016 / A.M.      Return Date/Time    MAY 9, 2016 / EARLY AM

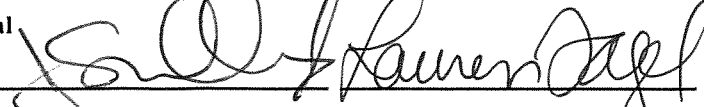
IV. **Name of Individuals Participating in Tour:** (Attach list if necessary.)  
 Teachers and Staff    ROSIE McMANAMON  
 Students

V. **Description, Destination, and Reason for Trip**  
STUDENTS HAVE QUALIFIED FOR NATIONAL COMPETITION IN THEIR RESPECTIVE  
EVENT(S).

VI. **Cost of Trip**  
 Was this trip included in your      Dept. \_\_\_\_\_      Bldg. \_\_\_\_\_      District \_\_\_\_\_      Budget?

SEE ATTACHED

|                    | 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**  
  
 \_\_\_\_\_  
 Supervisor      Principal      Superintendent  
3/10/16      3/15/16      \_\_\_\_\_  
 Date      Date      Date

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

**Business Professionals of America  
National Leadership Conference**

Location: Boston, MA--Dates: May 5-9, 2016

**Draft of costs to be incurred:**

| Reason for Cost:                   | Breakdown   | Percent district pays | What each student pays                          |
|------------------------------------|---|-----------------------|---|
| Registration                       | \$115/member & advisor<br>Members = 7 students+1 advisor<br>\$115 x 8 = \$920 | 100%<br>\$920         | N/A   |
| Advisor Hotel (1)                  | \$272.40/night x 4 nights =<br>\$1,089.60                                     | 100%<br>\$1,089.60    |   |
| Student Hotel Rooms (2)            | \$272.40/night x 4 nights x 2 rooms =<br>\$2,179.20                           | 75%<br>\$1,634.40     | 25%<br>\$544.80/7 students =<br>\$77.83/student |
| Advisor Airline Ticket             | 1 RT Airline ticket w/ baggage:<br>ORD to BOS<br>Approx. \$300                | 100%<br>\$300         |   |
| Student Airline Tickets            | 7 RT Airline tickets w/ baggage<br>ORD to BOS @ \$300/each<br>Approx. \$2,100 | 75%<br>\$1,575        | 25%<br>\$525/7 students =<br>\$75/student       |
| Shuttle to/from airport (Advisor)  | RT @ \$25/person =<br>\$25  | 100%<br>\$25          |   |
| Shuttle to/from airport (Students) | 7 RT @ \$25/person =<br>\$175   | 75%<br>\$131.25       | 25%<br>\$43.75/7 students =<br>\$6.25/student   |
| Advisor meals                      | \$128.00  | 100%<br>\$128.00      |   |
| Total Cost of Trip                 | \$6,916.80  |                       |   |
| Cost to District                   | \$5,803.25  |                       |   |
| Cost per student                   |   |                       | \$159.08  |

## 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.

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

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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