



To: Dr. Charles Johns  
From: Dr. Lauren Fagel  
RE: GBS Civil Rights Trip to Montgomery, AL  
Date: November 5, 2019

Attached is a travel request from Bob Wysocki for a student trip emphasizing civil rights and social justice, to Montgomery, Alabama, from February 27-March 1, 2020. Thirty students from the English 173 classes, Students Organized Against Racism (SOAR), and the Black Student Union (BSU) will be chaperoned by Bob Wysocki, Emily Ekstrand, and Marshall Harris. They will visit the National Memorial for Peace and Justice, the Legacy Museum, Rosa Parks Museum, and several other notable sites. Last year, this trip ran for the first time and proved to be incredibly meaningful for our students.

The letter to parents about the trip references two possible trips. However, we have since decided to only offer one trip with dates February 27 - March 1, 2020.

This is a Student Trip covered under Board Policy 7230 (attached); it is both an Instructional Field Trip and a Student Activity Field Trip.

I support this valuable experience for our students.



# Field Trip Request for Overnight Trips

Revised: December 2017

## Trip Description

Type of Field Trip:  Instructional  Student Activity / Co-Curricular

School:  Glenbrook North  Glenbrook South  Other: \_\_\_\_\_

Sponsor(s): \_\_\_\_\_ Extension: \_\_\_\_\_

Activity / Class Name: \_\_\_\_\_

Description: \_\_\_\_\_

Date(s) of Trip: \_\_\_\_\_

Number of Chaperones: \_\_\_\_\_ Number of Students: \_\_\_\_\_

Names of Chaperones: \_\_\_\_\_

## Transportation Information

Departing from: \_\_\_\_\_ date: \_\_\_\_\_ at: \_\_\_\_\_  AM  PM

Traveling to (complete address): \_\_\_\_\_

Returning from (complete address): \_\_\_\_\_ date: \_\_\_\_\_ at: \_\_\_\_\_  AM  PM

Returning to: \_\_\_\_\_ date: \_\_\_\_\_ at: \_\_\_\_\_  AM  PM

Students released from class (indicate time or blocks): \_\_\_\_\_

Permission Slip Needed?  Yes  No Waiver Slip Needed?  Yes  No Should the bus remain with the trip?  Yes  No

Car(s): \_\_\_\_\_ Bus(es): \_\_\_\_\_ D225 Van(s): \_\_\_\_\_ Other: \_\_\_\_\_

## Financial Information

Does this trip require money to be collected from students?  Yes  No

Begin Collection on: \_\_\_\_\_ End Collection on: \_\_\_\_\_

### Cost Per Student

Cost per Student\*: \$ \_\_\_\_\_

\* See attached cost allocation worksheet for additional expense detail.

### Accounting Details

Instructional / Course Field Trip      Student Activity / Co-Curricular Field Trip

Account Number: GBN:  10L200 4850 0000 00 000000       \_\_\_\_\_

GBS:  10L300 4850 0000 00 000000      Please write account number above.

### For Business Services Department Use

Bank Cash Account:  Cash Receipts  Agency Fund

## Approval

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_  
Instructional Supervisor \_\_\_\_\_ Date: \_\_\_\_\_  
or Assistant Principal\*: \_\_\_\_\_  
Associate Principal: \_\_\_\_\_ Date: \_\_\_\_\_

\* Instructional field trips require the signature of an Instructional Supervisor; Student Activity field trips require the signature of the Assistant Principal.

## Superintendent and Board of Education Approval \*

Principal: \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_  
Board of Education: \_\_\_\_\_ Date: \_\_\_\_\_

\* Board Policies 7050 (Educational Travel Experiences) and 7230 (Student Trips) require the recommendation of the Principal and approval of the Superintendent for all overnight student trips. Approval of the Board of Education is required for all student trips conducted outside of the State of Illinois or adjacent states, as well as educational tours requiring one day or more of student absence.

### *For School Office Use*

Date Request Received: \_\_\_\_\_  
Date Trip Approved: \_\_\_\_\_  
Date Bus Ordered: \_\_\_\_\_  
Date D225 Van Reserved: \_\_\_\_\_  
Cost of Transportation: \_\_\_\_\_  
Request Sent to Business Services Department: GBN:  gbnfeesetup@glenbrook225.org Date: \_\_\_\_\_  
GBS:  gbsfeesetup@glenbrook225.org

### *For Business Services Department Use*

Fee Setup Activities:  Master Fee Roster  PowerSchool  e~Funds for Schools  
 Notice to Bookstore  Notice to Faculty Sponsor and Department Assistant

**Trip Information**

Trip Description: Civil Rights Trip Montgomery, Al (February 27-March 1, 2020)

**Staff Expenses**

Number of Staff: 3

<u>Per Staff Member</u>		<u>Total Staff Expenses</u>	
Meals:	\$ 92.00	Meals:	\$ 276.00
Transportation:		Transportation:	
Air	\$ 238.00	Air	\$ 714.00
Bus / Car	\$ 81.55	Bus / Car	\$ 244.65
Lodging:	\$ 480.00	Lodging:	\$ 1440.00
<b>Total Cost:</b>	<b>\$ 891.55</b>	<b>Total Cost:</b>	<b>\$ 2674.65</b>

Meal Per Diem Maximum Reimbursement Rates

Breakfast \$ 4.00

Lunch \$ 8.00

Dinner \$ 20.00

Per Day \$ 32.00

**Student Expenses**

Number of Students: 30

<u>Per Student</u>		<u>Total Student Expenses</u>	
Meals:	\$ 0.00	Meals:	\$ 0.00
Transportation:		Transportation:	
Air	\$ 238.00	Air	\$ 7140.00
Bus / Car	\$ 81.55	Bus / Car	\$ 2446.50
Lodging:	\$ 120.00	Lodging:	\$ 3600.00
<b>Total Cost:</b>	<b>\$ 439.55</b>	<b>Total Cost:</b>	<b>\$ 13186.50</b>

**Other Expenses**

Registration:	\$ 487.50
Judging:	\$
Officiating:	\$
<b>Total Cost:</b>	<b>\$ 487.50</b>

**Total Trip Expenses**

Staff Expenses:	\$ 2674.65
Student Expenses:	\$ 13186.50
Other Expenses	\$ 487.50
<b>Total Cost:</b>	<b>\$ 16348.65</b>

**Payment Responsibility**

Paid by Students:	\$ 15000.00	Per Student Cost:	\$ 500.00
Paid by District:	\$ 1348.65		

Description of Expenses Paid by Students

All associated costs of the trip. The English Department and Student Activities Office will contribute to offset the cost of busing between Atlanta and Montgomery.



4000 West Lake Ave.  
Glenview, IL 60026-1239  
gbs.glenbrook225.org  
Telephone: 847-729-2000  
Fax: 847-486-4462

October, 2019

To the parents of students in Honors Freshman English:

I hope that this letter finds you and your family well. As one of the teachers of Honors Freshman English, I can tell you that it is a joy teaching freshmen. In many cases, I am fortunate to have your students again senior year when they are in my AP Literature and Composition class.

As part of the English 173 curriculum, I organize a curriculum-based field trip for our students each year. The trip reflects the concepts espoused by the Essential Questions we use to guide our English 173 classes, while building on the themes found and examined in each of the books we read during the year. Last year's trip included 30 students from English 173, the Black Student Union (BSU) and Students Organized Against Racism (S.O.A.R) who travelled to the National Memorial for Peace and Justice and The Legacy Museum in Montgomery, Alabama. This year, with the administration's support, I plan to organize two trips to Montgomery to ensure that more Honors 173 students have the opportunity to attend.

This letter serves as an introduction to the trip with information about the trip's purpose, cost and expectations.

Following are some logistical details:

- The trip functions as an extension of the readings and discussions completed in class around the essential questions studied in class, each of which deals with race and how people of color are marginalized. Each student attending the trip must complete a project. Students not attending receive an alternative project.
- Students whose parents agree to allow them to attend the trip will be chosen by lottery to ensure that each student has a fair chance to attend. As mentioned above, about 30 students total attended last year's trip, including about 16 English 173 students. The hope is that this year, more honors freshmen can attend the trip.
- Last year's trip cost \$400 per student, which included airfare to/from Atlanta, two nights in a hotel, and the cost of admission into the museum. This did not include food and souvenirs. Getting to Montgomery from Atlanta required a shuttle bus, the cost of which was covered for students by the SAO and the English Department. We hope to keep the cost at the same this year even though we are adding a day.
- The dates of the trips are as follows: **Trip 1** leaves GBS on Thursday, Feb. 27 and returns to GBS on Sunday, March 1. Monday is a non-attendance day for students. **Trip 2** leaves Thursday, March 19 and returns to GBS Sunday, March 22. Monday, March 23 begins spring break for students.
- There will be three to four teacher chaperones on each of the trips.
- Four students of the same gender will be put into each hotel room, and each room will have two double beds. All hotel rooms, including chaperones' rooms, will most likely be on a single floor and in close proximity.
- The District 225 Board of Education has strict policies regarding curfew and independent time for students on out-of-town trips; we will adhere to the policies completely. Copies of the policies will be made available to you in the near future.
- A sample itinerary is posted below, as well as a survey to gauge your interest in having your child attend the trip.

Thanks so much.

Sincerely,

Bob Wysocki, M.Ed, CJE  
English Teacher  
Journalism Teacher  
Advisor, *The Oracle* student newspaper  
Glenbrook South High School  
847-486-4855

### **Travel**

- Glenview to the Embassy Suites/hotel, Montgomery, AL:
  - o Thursday, Feb. 27 or Thursday, March 19, time TBD. Students will leave from GBS by school bus to the airport.
  - o The group will fly from Chicago to Atlanta, GA.
  - o From the Atlanta airport, the group will take a coach bus to Montgomery, which is a two-hour (approximately) ride.
  - o Students will reverse the trip on Sunday, March 1 or Sunday, March 22.

### **Tentative Itinerary (all times TBD)**

#### Thursday

Depart GBS via school bus for airport  
Fly to Atlanta  
Coach bus to Montgomery, AL.  
Dinner in the hotel  
9:00 – 11:00 p.m. (curfew) - time spent in the hotel

#### Friday

Legacy Museum at the National Memorial for Peace and Justice  
<https://museumandmemorial.eji.org/visit>

#### Saturday

Rosa Parks Museum at Troy University  
<https://www.troy.edu/student-life-resources/arts-culture/rosa-parks-museum/index.html>

Dexter Avenue King Memorial Baptist Church  
Debrief of the day + dinner and activities

#### Sunday

Return to GBS reversing travel plans completed Thursday

**Please complete the brief questionnaire below and have your student return it to their English teacher by Monday, November 4.**

**Honors English 173 Possible Field Trip  
National Memorial for Peace and Justice, Montgomery, AL**

Your Name \_\_\_\_\_

Your child's name \_\_\_\_\_

\_\_\_\_\_ I am interested in having my child participate in this field trip.

\_\_\_\_\_ I am not interested in having my child participate in this field trip.

Do you have a preference of when your child would attend?

\_\_\_\_\_ February 27, 2020 to March 1, 2020

\_\_\_\_\_ March 19, 2020 to March 22, 2020

\_\_\_\_\_ No preference

## Montgomery, AL Civil Rights Trip 2020

### Potential Date

February 27- March 1, 2020

### Airfare

The airfare listed is the quoted price on hold (includes approximate fees and taxes). We can back away without any commitment or penalty before Dec 27<sup>th</sup>.

Trip has an estimated final cost of \$238 per ticket.

### Hotel

The travel agent called me this morning (10/30) to say she is getting final quotes from Embassy Suites, but she expects it to be about \$160 after taxes and fees.

\$160/room x3 nights =**\$480**

Students will be in 4's

2 male chaperones will split one room.

1 female chaperone will have her own room.

### Transportation

There is a coach bus that is scheduled to take the group from Atlanta to Montgomery and back (2.5-3hrs each way). Total cost: \$2691

### Registration (Admissions Costs)

Registration costs are summarized by the admission fees for the following experiences:

Legacy Museum and Memorial= \$7 for students and \$10 for adults

Rosa Parks Museum is \$7.50/pp

**TOTAL: 487.50 (\$14.5 per student and \$17.50 per adult)**

### OVERALL PAYMENT RESPONSIBILITY

The overall cost of Trip is **\$500** per student which will cover the associated costs.

The English Department and Student Activities would combine to contribute the cost of the coach bus that will take the group between Atlanta and Montgomery.

Josh Koo  
Bob Wysocki



## 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.

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