

GLENBROOK SOUTH HIGH SCHOOL

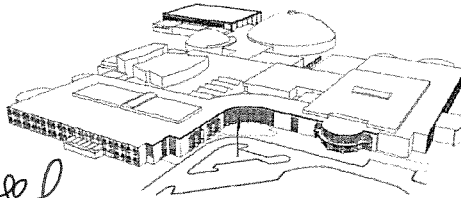
Northfield Township High School District 225

4000 WEST LAKE AVENUE
GLENVIEW, IL 60026
Web: www.glenbrook225.org/south
Telephone: 847.729.2000
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Office of the Principal

To: Dr. Mike Riggle

From: Ms. Lauren Fagel



Re: GBS Yearbook CSPA Trip

Date: January 25, 2016

Attached is a travel request for Brenda Field to take yearbook students to the Columbia Scholastic Press Association (CSPA) Spring National Convention from March 16-19 in New York City. At this conference, the prestigious Crown Award is decided. The GBS Etruscan is the only yearbook from a high school in Illinois to receive a nomination for this award.

GBS yearbook editors will choose from 350 sessions in the areas of newspaper, yearbook, magazine, online media, video/broadcasting, and law and ethics. This is a student trip as described by Board Policy 7230 (attached). Students will cover their costs personally and through fundraising. The only cost incurred by the school is the travel cost for the two staff members.

I support this request and believe this type of experience will enhance the educational experience of our yearbook students.

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

I. School GBN ___ GBS X GBE ___ GBOC ___ District ___
 II. Initiator BRENDA FIELD Phone X 4509
 Position YEARBOOK SPONSOR Date of Submission 1/19/16

III. Dates and Times of Leave/Return
 Total Number of School Days Missed per Person 2
 Departure Date/Time 3/16/16 - P.M. Return Date/Time 3/19/16 - P.M.

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)
 Teachers and Staff BRENDA FIELD + 1 CHAPERONE
 Students 20 STUDENTS

V. Description, Destination, and Reason for Trip
Columbia University Scholastic Press Association (CSPA)
Spring Convention in NYC. Attend educational
sessions on Yearbook preparation and results of
Crown Book Award.

VI. Cost of Trip
 Was this trip included in your Dept. ___ Bldg. X 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

VII. Approval
Jan Dill Lauren Jozel
 Supervisor Principal Superintendent
1/19/16 1/22/16
 Date Date Date

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

Cost for Staff

Total Number of Staff

2

	Per Person	Total (Cost times # of staff)	Account #
Registration	\$109.00	\$218.00	382332
Food	\$0.00	\$0.00	382332
Transportation			
Air	\$180.00	\$360.00	382332
Bus/Car			
Lodging (for 3 nights)	\$320.00	\$640.00	382332
Substitute	\$198.00	\$396.00	SUBSCH
Total		\$1,614.00	

Cost for Students

Total Number of Students

19

	Per Student	Total
Transportation		
Air	\$180.00	\$3,420.00
Bus/Car	\$50.00	\$950.00
Lodging (for 3 nights)	\$320.00	\$6,080.00
Total		\$10,450.00

Cost of Registrations, etc.

	Per Student	Total (Cost times # of students)
Registration	\$109.00	\$2,071.00

Student Costs

Students	Per Student	Total	Account #
Total Cost	\$659.00	\$12,521.00	830380
Payment by students	\$659.00	\$12,521.00	
Student Activities Contribution	\$0.00	\$0.00	
Total Cost to Student	\$659.00	\$12,521.00	Students

Summary of Costs

Total Cost for Students and Staff	\$14,135.00
Total Cost for Students and Staff Funded by District	\$1,614.00
Total Cost Funded by Students	\$12,521.00

For secondary school students and teachers from schools in the U.S. and foreign schools following an American plan of education.

DETAILS

Delegates can choose from 350 or more sessions organized in seven sequences: newspaper, yearbook, magazine, online media, video/broadcasting, law and ethics and advisers. All seven sequences will run simultaneously throughout the three days of the Convention.

Registration Fees	Early Bird Price*	Regular Price
Full Convention Registration	\$109.00 (per person)	\$125.00 (per person)

Each delegate is charged a registration fee (both advisers and students).

*With full payment postmarked by February 22, 2016.

All purchase orders will be billed at \$125 per person regardless of registration date.

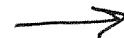
WHEN

March 16, 2016 - March 18, 2016
8:00 AM - 4:00 PM
Eastern Time

[Add to Calendar](#)

WHERE

Columbia University
West 116th St & Broadway
New York, New York 10027
USA



212-854-9400

[Get Weather](#)

[Get Map](#)

[Get Driving Directions](#)

PLANNER

[CSPA Spring Convention](#)

[Contact Us](#)

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

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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.

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