


OFFICE OF THE PRINCIPAL
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Paul Pryma 

Re: Request for Addition to GBN Debate Calendar

Date: January 4, 2010

Attached is a request from Michael Greenstein, Debate Coach at GBN, to participate in the Golden Desert Invitational held January 22 - 24, 2010. Mr. Greenstein explains in his attached memo the rationale for this change in schedule.

I fully support this addition to the GBN calendar. The calendar remains well within the parameters stipulated by Board of Education guidelines.

PP:ri

enc.

Memorandum

To: Paul Pryma
From: Michael Greenstein
Date: 1/4/2010
Re: Requested Addition in GBN Debate Calendar

The Glenbrook North Debate Team would like to submit a request to the Board of Education to make an addition in our 2009-2010 travel calendar.

We ask that we may add the Golden Desert Invitational January 22-24. This tournament is hosted by a former Director of Debate at Glenbrook North which ensures the contest will offer outstanding competition from nationally ranked teams throughout the country. Unlike other National Invitationals we attend, this tournament provides GBN debate with the rare opportunity to compete in all three debate events it takes parts in: Policy, Lincoln-Douglas, and Public Forum. This contest is one of the few that will enable students from each activity to compete at the highest level. Since this tournament falls after first semester final exams, students will not need to miss school to attend this contest.

Empirically, the Board has supported District 225 participation at this contest as GBN Debate and the GBS Debate Society have attended the Tournament in the past. Further, the Board currently supports this competition because it was an approved tournament on the GBS Debate Society's travel calendar.

This addition still keeps GBN Debate within the parameters of Board policies in regards to number of National Invitationals and Regional Contests. The Golden Desert Tournament will also meet Board procedures in regards to the payment of the tournament – 25% of the costs of student travel will be paid by the students.

GLENBROOK HIGH SCHOOLS

Travel Requests Requiring Board of Education Approval

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

II. Initiator Michael Greenstein Phone 2648
 Position Director of Debate Date of Submission _____

III. Date and Times of Leave/Return

Total Number of School Days Missed per Person Block 2/3 only 1/25/2010
 Departure Date/Time 6:00pm 1/21/2010 Return Date/Time 5:05am 1/25/2010

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

Teachers and Staff Michael Greenstein, Ari Parker, Sam Singer, Casey Harrigan

Students Flynn Makuch, Vinay Sridharan , Patrick Donovan, Alex Pappas, Sean Yang
Alexis Shklar, Grace Zhang, Rachel Boroditsky, Stephanie Rubenstein

V. Description, Destination, and Reason for Trip

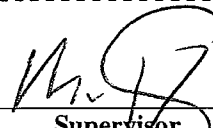
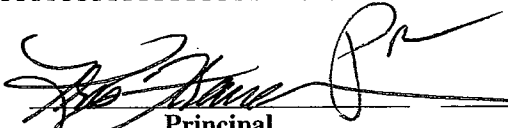

Golden Desert Invitational Debate Tournament
1/21/2010-1/24/2010
Las Vegas, NV

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

 _____ Supervisor _____ Date	 _____ Principal _____ Date	 _____ Superintendent _____ Date
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Reminder: No purchase or expenses prior to Board of Education approval.

Form approved by Board of education 12/15/97.

Request For Travel-National
With Cost to Student

COST FOR TEACHERS & STAFF

Total Number of Staff: 4

Per Person	Total(Cost times # of staff)	Account#	Meals for Staff
Food	\$90.00	236332	Breakfast \$4.00
Transportation:			Lunch \$8.00
Air	\$333.97	236331	Dinner \$18.00
Bus/Car	\$0.00	236331	Per Day Cost \$30.00
Lodging	\$187.50	236332	
TOTAL	\$611.47		

COST FOR STUDENTS

Total Number of Students: 9

Per Person	Total(Cost times # of students)	Student Cost 25%	District Cost 75%	Account #
Transportation:				
Air	\$347.08	\$780.93	\$2,342.79	236331
Bus/Car	\$53.65	\$120.71	\$362.14	236331
Lodging	\$125.00	\$281.25	\$843.75	236332
TOTAL	\$525.73	\$1,182.89	\$3,548.68	

COST OF REGISTRATION, JUDGING and/or OFFICIATING

Total Cost	Account#
Registration	236390
Judging/Officiating	236310
TOTAL	\$1,046.00

TOTALS

COST TO DISTRICT:	\$7,040.56 (Staff total plus Registration plus Total District Cost 75%)
COST TO STUDENT:	\$1,182.89 (Total of the 25% student cost)
COST OF TRIP:	\$8,223.45 (Cost to District plus Cost to Student)

FIELD TRIP ATTENDANCE FORM

To: Attendance Office

From: Michael Greenstein, Director of Debate

Date: January 15, 2010

Teacher: Michael Greenstein **Dept.:** Social Studies/Debate **Phone Ext.:** 2648

Date of Field Trip: January 21- January 25, 2010

Mods of Field Trip:

1/25: 2/3 ONLY

Field Trip Location: Golden Desert Debate Tournament, Las Vegas, NV

Class Name: Debate

Students Field Trip Absences –

100535 Donovan, Pat

101455 Makuch, Flynn

102355 Sridharan, Vinay

102205 Shklar, Alexis

116450 Pappas, Alex

123050 Borositsky, Rachel

102765 Zhang, Grace

112755 Yang, Sean

102055 Rubenstein, Stephanie



GLENBROOK NORTH HIGH SCHOOL FIELD TRIP REQUEST APPLICATION

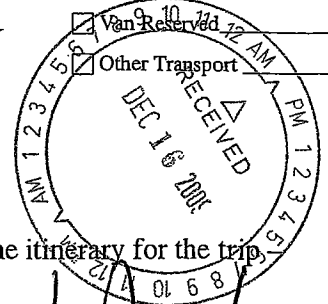
FOR OFFICE USE ONLY

Dated Received _____

Bus Ordered _____

Van Reserved _____

Other Transport _____



Instructional Trip

Activity Trip

1. DESCRIPTION

Describe the trip requested, listing the address(es) of the place(s) to be visited and the itinerary for the trip, include approximate times:

Golden Desert Invitational DEBATE
1/22 - 1/24/2010
LAS VEGAS, NV

2. RATIONALE

Describe the purpose of the trip as it relates to specific course objectives or sponsored activity:

DEBATE TOURNAMENT

3. CLASS/ACTIVITY INFORMATION (Attach two (2) copies of student list with ID numbers)

Class or Activity: DEBATE Number of students: 29

Chaperones accompanying trip: M. Greenstein & A. Parker

4. TRIP INFORMATION

Trip date(s): 1/21 - 1/25/2010

Departing from (location): CeBN 1/21/10 At: 6:00 AM PM

Returning from (location): LAS VEGAS 1/25/10 At: 5:00 AM PM

Students released from class: 2/3 AM PM Time returning to school: 9:15 AM PM

5. TRANSPORTATION INFORMATION

Transportation: Car(s): _____ Bus(es): _____ Glenbrook 225 Van(s): _____

Other (specify): PLANE Should the bus remain with the trip? Yes No

Permission Waiver Slip Needed? Yes No Bookstore Auth. to Collect Needed? Yes No

6. COST/SUBSTITUTE INFORMATION

Estimated cost of transportation: 4,589.00 Estimated cost of substitute teacher(s): 0

Substitute Needed for Blocks: 1 2 3 4 5 6 7 8 9 10 Lunch 1 2 3 A / B Day

[Signature] 12/14/09
Teacher Requesting Trip Date

Instructional Supervisor's Approval Date

[Signature] 12/15/09
Associate Principal's Approval Date

[Signature] 12/14/09
Activities Director's Approval Date

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

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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

Glenbrook High Schools

Guidelines for Student Trips

Standards for Approval

- Contests/activities must be approved by the IHSA or meet the guidelines established by the National Association of Secondary School Principals in its publication: “National Advisory List of Approved Student Contests and Activities”
- Contests/activities must comply with the provisions of Board Policy 7230: Student Trips
- Any student trips resulting from a state, contiguous state, or national competition must be pre-approved by the school administration
- Entry fees, registration, judging and/or officiating will be paid by the school district
- Expenses for students on free/reduced lunch will be handled in accordance with Board Policy 8170: Student Aid for Students Unable to Purchase Textbooks and Other Items Necessary for Their Education

Local (Within Cook or Contiguous Counties)

- The school district will provide transportation
- Meals and lodging will be provided by the students, parents, or sponsoring organization through fundraising activities

State/Contiguous State

- The school district will provide transportation and lodging
- Meals will be provided by the students, parents, or sponsoring organization through fundraising activities

National

- The school district will provide 75% of the transportation and lodging expenses
- Meals and the remaining 25% of transportation expenses will be provided by the students, parents, or sponsoring organization through fundraising activities

Section A - General Regulations

1. Activities that can be attended after school or on weekends should be attended at that time.
2. Field trips may not be taken during the first two weeks and the last two weeks of each semester. They cannot be taken on the day prior to any vacation period, and they cannot be taken during the last week of each quarter. Exceptions must be approved by the principal or the designated representative.
3. Transportation will be provided by the district whenever possible.
4. Whenever practical, field trips should not necessitate eating lunch away from school. If it is required that lunch be obtained away from school, the students will remain in a group with the sponsor, staff member or parent chaperone.
5. Student attendance on trips is not required. Students who elect not to participate in the trip will be informed by the trip sponsor as to where they should report during their normal class period.
6. Certified staff members shall accompany all field trips. It is recommended that for groups of less than twenty-five students, one certified staff member is required. It is recommended for groups of twenty-five or more, one certified staff member and one additional adult are required for each bus.
7. Students shall be under the immediate supervision of staff members during the entire trip.
8. When it is anticipated that the trip will return to the school after normal school hours, the trip sponsor shall make arrangements to assure that access to the building will be available. When trips return to the building after normal school hours, staff members shall remain with the students until the students have departed the school.

9. All normal school rules and regulations are to be observed while on the trip. For overnight trips, the sponsor shall have in his/her possession emergency medical and contact information on all trips. If an unusual incident occurs while on the trip, such as the malfunctioning of one of the buses, an accident, an injury, or if one of the students becomes separated from the group, the sponsor shall take those actions on the scene which an ordinary, reasonable, and prudent person would take. In all cases, the sponsor will telephone the assistant/associate principal in charge of curriculum, or if not available, the principal or designee to report the incident and receive further instructions. If the incident occurs after normal school hours and involves a student, the sponsor will attempt to contact the student's parent/guardian, and if it is impossible to contact the parent/guardian, to contact the local police department.
10. Questions pertaining to field trips are to be directed to the assistant/associate principal in charge of curriculum.
11. Requests for exceptions to these procedures are to be submitted in writing to the assistant/associate principal in charge of field trips.
12. The approval of the principal and the superintendent are required for all overnight trips.

Section B – Responsibilities of the Supervising Staff Member

1. Complete the Field Trip Request Form and attach to it an alphabetical list of participants including student I.D. numbers. This form must be approved by the instructional supervisor at least one week prior to the trip
2. Obtain approval for the trip from the assistant/associate principal in charge of curriculum.
3. Make the necessary arrangements with the personnel at the trip site. If the trip is an overnight trip, coordinate lodging and meal arrangements.
4. Obtain from the assistant/associate principal in charge of curriculum a sufficient number of Parental Permission Slips.
5. Issue the Parental Permission Slips to the students. Instruct them to obtain their parent's signature. This shall be completed prior to the trip.

6. Collect completed Parental Permission Slips and maintain them for reference during the trip.
7. If the students are to be assessed a fee for the trip, make appropriate arrangements with the bookstore for the collection of the fees.
 - a. Provide a list of names of the students to the bookstore. This list shall include the name of the trip's sponsor and the name, date, and cost of the trip.
 - b. Instruct the students to pay their trip fee at the bookstore. The bookstore shall issue a receipt for each payment.
 - c. The deadline for the payments shall be established by the assistant/associate principal in charge of curriculum and the bookstore manager in cooperation with the Business Office allowing for the necessary time to issue checks for the field trips(s).
8. For overnight trips, obtain emergency contact and medical information for all participating students.
9. Coordinate the scheduling of substitutes when necessary with the instructional supervisor and prepare appropriate lesson plans.
10. Arrange for additional adults to serve as chaperons, as required.
11. Immediately before leaving for the trip, turn in an accurate trip attendance report at the Attendance Office.

Section C – Administrative Responsibilities

1. For all field trips, the assistant/associate principal in charge of curriculum shall:
 - a. approve the trip.
 - b. arrange for transportation.

2. The instructional supervisor shall:
 - a. approve the trip.
 - b. determine the number of classroom substitutes required and arrange for these substitutes.
 - c. arrange for additional certified staff to serve as trip chaperons, if required.

Section D – Records

The assistant/associate principal in charge of curriculum shall maintain a record of all field trips, including their date(s), purpose and destination, sponsors, staff, parent chaperones, duration, and the list of participants.

Section E – Funding

Funding for student trips shall be in accordance with the guidelines adopted by the School Board.

Summary--Trips, Tours, and Travel, Matrix

Type of Trip	Requires Approval of:		
	Principal	Superintendent	Board
Student Trips	X		
Student Trips Overnight	X	X	
Student Trips Outside of Illinois or Adjacent States	X	X	X
Educational Tours	X	X	
Educational Tours Outside of Illinois or Adjacent States	X	X	X
Educational Tours Requiring one day or more of Student Absence	X	X	X
Educational Travel	X	X	

Brief Description

Student Trips: Sponsored, conducted and usually financed by District. Includes field trips, activity trips, athletic trips, etc.

Educational Tours: Conducted by District but not financed by District. Example: Band tour to Arizona

Educational Travel: Not sponsored or financed by District. Sponsor allowed to “inform” students of travel plans.

PROCEDURES FOR IMPLEMENTING BOARD POLICY: STUDENT TRIPS

7230

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PLEASE READ THE EXCURSIONARY
PROCEDURES ON THE REVERSE SIDE.

FOR OFFICE USE ONLY

Date application received _____

Date trip approved _____

Date bus ordered _____

Permission slip with
one student list due _____

Substitute(s) Needed Yes ___ No ___ # _____

Substitute(s) Hired _____

GLENBROOK FIELD TRIP REQUEST APPLICATION

Circle: 1. Instructional Trip 2. Activity Trip

Please fill out completely.

Today's Date: _____

1. Describe the trip requested, listing the address(es) of the place(s) to be visited and the itinerary for the trip--include approximate times.

2. Trip Rationale: Describe the purpose of the trip as it relates to specific course objectives or sponsored activity:

3. Class or activity: _____ Number of Students: _____

4. Chaperones accompanying trip: _____

5. Date of trip: _____ Departure time _____ and Location: _____

6. Transportation: Car(s) _____ Bus(es) _____ Other (Specify) _____

7. Should bus remain with the trip? Circle: YES NO

8. Hours of trip: ^{Departure} from School: _____ ^{Bus Pick-up} for Return: _____ ^{Return to} Where _____ school _____

9. Estimated cost of transportation: _____ Estimated cost of substitute teacher(s): _____

Teacher Requesting Trip Date

Instructional Supervisor's Approval Date

Associate Principal's Approval Date

Field Trip Permission and Waiver Form

Students have many opportunities to participate in various extra class activities as an outgrowth of classroom instruction on an optional basis ("field trips"). However, the Board of Education and School District 225 cannot assume responsibility for chaperons.

I understand that my child must abide by all District 225 rules, regulations and chaperon instructions on the field trip conditions present or be present at all times.

Your signature below constitutes and is evidence of your agreement to (1) accept general liability for the participation in this trip by District 225, its Board of Education, its employees and agents, either jointly or severally, from and against any and all claims incurred or resulting from your child's participation in this trip and transportation to and therefrom.

1. High School: _____ Class/Activity: _____

2. Faculty Sponsor: _____

3. Student: _____ has my permission to take part
in a field trip to _____
on _____.

4. Travel Arrangement: I understand my child will travel by _____
_____, leaving at approximately _____
and returning at approximately _____

5. Cost of this trip is _____ for chartered bus, and/or other expenses and is payable at the bookstore.

(Parent or Guardian Signature)

Phone (residence): () _____ - _____
(work): () _____ - _____

Revised: October 28, 1996

Revised: May 29, 2001

Revised: July 10, 2006