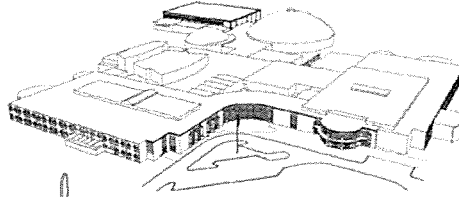


**GLENBROOK
SOUTH
HIGH SCHOOL**

Northfield Township High School District 225

4000 WEST LAKE AVENUE
GLENVIEW, IL 60026
Web: www.glenbrook225.org/south
Telephone: 847.729.2000
Fax: 847.486.4462

Office of the Principal



To: Dr. Mike Riggle

From: Ms. Lauren Fagel

A handwritten signature in cursive script, appearing to read "L. Fagel", written in black ink.

Re: GBS Journalism Trip to NSPA/JEA National
High School Journalism Convention

Date: September 21, 2015

Attached is the formal request from Marshall Harris, Journalism teacher and *Oracle* advisor, to take students to the National Scholastic Press Association/Journalism Education Association Fall Convention in Orlando, Florida. The trip is scheduled to take place from November 11, 2015 – November 15, 2015.

This is a Student Trip covered under Board Policy 7230; in Section B, Student Activity Trips are partially defined as “a convention or workshop in which an individual or group of students representing Glenbrook participate.” This Trip is conducted by the district and partially funded by the district, and it requires approval from the principal, superintendent, and Board.

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

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

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

II. Initiator Marshall Harris Phone X

Position Newspaper Sponsor Date of Submission 9/1/15

III. Dates and Times of Leave/Return

Total Number of School Days Missed per Person 2 days

Departure Date/Time 11/11/15 - am. Return Date/Time 11/15/15 - p.m.

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

Teachers and Staff Marshall Harris + 2 sponsors TBD

Students 28 students

V. Description, Destination, and Reason for Trip

National Scholastic Press Assoc. + Journalism Ed. Association Fall Conference - Orlando, Fla.
Students attend professional sessions to strengthen journalistic skills

VI. Cost of Trip

Was this trip included in your Dept. ___ Bldg. X District ___ Budget?

	Total Amount	Per Person	Account #		
Registration	<i>please see attached</i>				
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] Lauren Ajgel _____

Supervisor Principal Superintendent

9/1/15 9/10/15 _____

Date Date Date

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

Request for Travel - Newspaper

Cost for Staff

Total Number of Staff

3

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

	Per Person	Total (Cost times # of staff)	Account #
Registration	\$90.00	\$270.00	382332
Food	\$32.00	\$288.00	382332
Transportation			
Air	\$200.00	\$600.00	3317
Bus/Car			
Lodging (for 4 nights)	\$784.00	\$2,352.00	382332
Substitute	\$100.00	\$300.00	SUB
Total		\$3,810.00	

Cost for Students

Total Number of Students

28

	Per Student	Total
Transportation		
Air	\$200.00	\$5,600.00
Bus/Car		
Lodging (for 4 nights)	\$196.00	\$5,488.00
Total		\$11,088.00

Cost of Registrations, etc.

	Per Student	Total (Cost times # of students)
Registration	\$90.00	\$2,520.00

Students	Per Student	Total	Account #
Total Cost		\$13,608.00	
Student Activities Contribution		\$5,000.00	382332
Total Cost to Student	\$307.43	\$8,608.00	Students

Summary of Costs

Total Cost for Students and Staff	\$17,418.00
Total Cost for Students and Staff Funded by District	\$8,810.00
Total Cost Funded by Students	\$8,608.00

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.

BOARD POLICY: STUDENT TRIPS

7230

Page 3 of 3 pages

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

WHY CONVENTIONS MATTER

A quick resource in support of national journalism conventions and their impact on teachers, students



Journalism Education Association (JEA) and National Scholastic Press Association (NSPA) conventions serve the educational program by providing opportunities beyond those available in the school setting, including these important benefits:

- participation in a professional learning community
- Break with a Pro sessions with industry professionals
- campus recruiters, admissions officers and military representatives at trade show to help students with college and career planning
- media tours
- opportunities for enrichment and personal/school recognition
- teacher training and Certified or Master Journalism Educator certification testing

For more information, visit JEA

<http://jea.org/workshops/index.html>

NSPA

<http://studentpress.org/nspa/conventions>



JEA/NSPA conventions are endorsed by the National Association of Secondary School Principals

Meet with members of a professional learning community

"The chance to meet face to face with my journalism professional learning community truly energizes and refocuses progress toward our team's SMART goals each spring and fall. Collaborating with teachers who are actually in our content area (as opposed to building 'PLCs' cobbled together of singleton teachers) allows us to analyze valid data on student achievement to find out what works in the journalism classroom and implement new ideas to improve student learning. I know that my teaching has improved, and student learning has improved, based on my work with the National Journalism PLC." —*Jill Chittum, MJE, Blue Valley High School, Stilwell, Kan. and chair, National Journalism PLC*

Hone 21st century skills

"Conventions are the best value-added educational opportunity school boards can provide for student journalists and their advisers. Students gain that once in a lifetime chance to meet the likes of Bob Schieffer, Stone Phillips, Steve Lopez and Lisa Ling. We could never afford to bring these professionals to our schools. It also gives students a chance to hone 21st century skills like collaboration, creativity, communication and problem-solving, which are career skills we hope all students will leave with when they graduate." —*Jane Blystone, MJE, school board director, North East (Pa.) School District*

Expose students to admissions officers, recruiters, experts in journalism

"Participation and achievement in national competition bring not only value to the students' college marketability, but also prestige to the school. Students meet face to face with college reps geared to their particular interests. I've had students who were offered amazing deals for college admission right off the convention floor. Students' awareness of the infinite possibilities of a well-respected profession is greatly enhanced by the excitement generated at these conventions." —*Kimberly Messadieh, El Camino Real Charter High School, Woodland Hills, Calif.*

Test knowledge and gain recognition

"Attending a national convention provides students opportunities beyond those available in the school setting. In addition to learning from America's foremost professional journalists and leading journalism advisers, they have the opportunity to test their knowledge and skill at the highest level against student journalists from around the nation." —*Gary Lindsay, MJE, retired teacher, current journalism mentor and JEA director, Region 3/North Central*

Provide life-changing experiences for students with limited resources

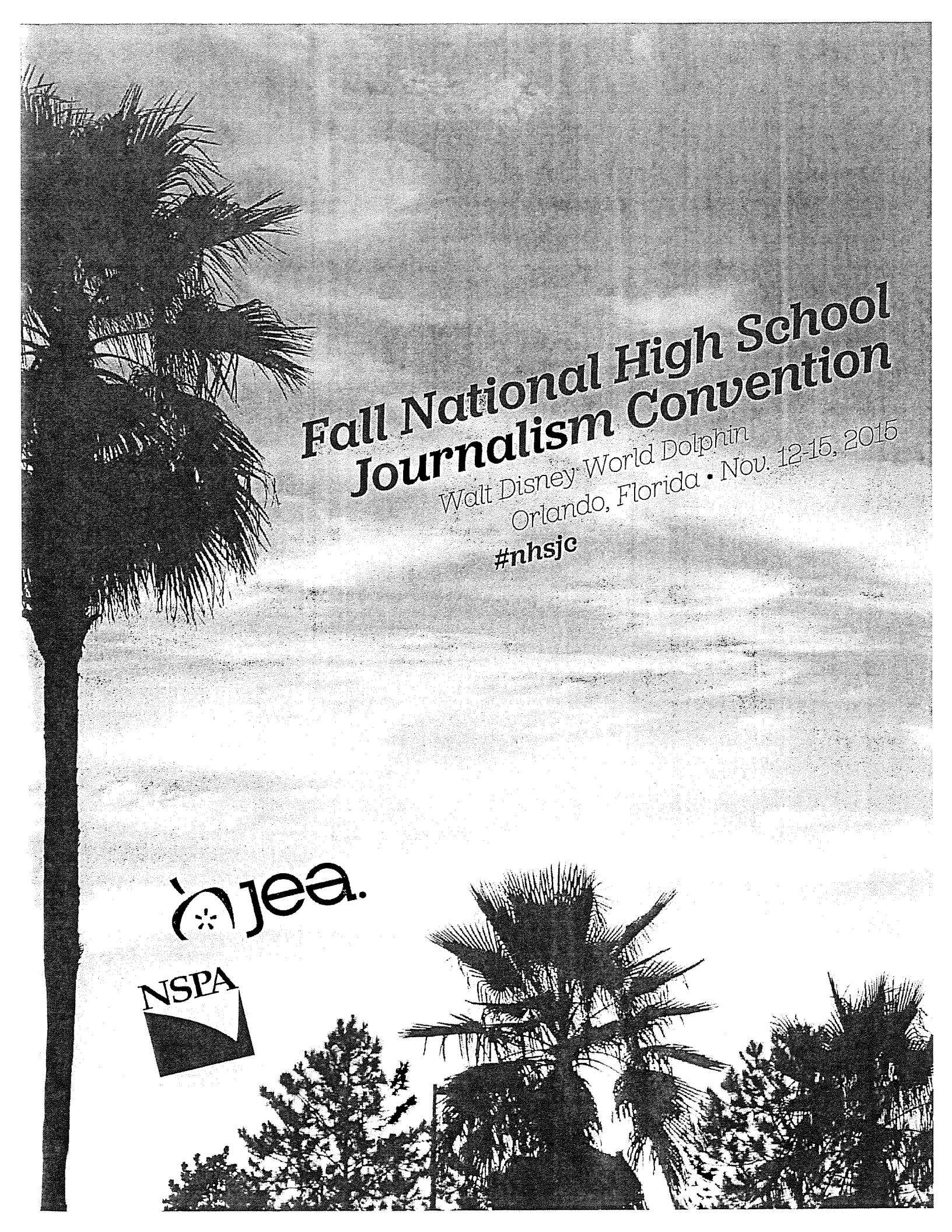
"Besides the academic experience of the convention, taking low-income students — many of whom have never flown before, never stayed in a hotel, never toured another city — is a life-changing opportunity for them. It opens their eyes and minds to things they have heretofore not contemplated or experienced." —*Steve O'Donoghue, California Scholastic Journalism Initiative, Sacramento, Calif.*

Improve student achievement

"When students see 5,000 other people their age come together for something bigger than themselves, it lights a spark in them that I've never been able to replicate. Conventions provide a push to be better; whether it's competing in Write-offs or being a Pacemaker finalist, success drives success and sets the bar high for next year's kids. Students who win awards get recognized, and that makes for good PR back home, but more importantly administrators and community members come away with a newfound respect for what advisers and student journalists do." —*Rod Satterthwaite, CJE, Dexter (Mich.) High School and JEA director, Region 6/Mid-Atlantic and Great Lakes*

Earn certification and highly-qualified status

"Tests for Certified Journalism Educator (CJE) or Master Journalism Educator (MJE) certification take place at fall and spring conventions as well as "Get Certified" sessions specific to each area of the Journalism Education Association's Standards for Journalism Educators. Attending a JEA/NSPA national convention gives teachers the unique opportunity to demonstrate their qualifications to teach scholastic journalism and their commitment to students through this professional recognition. National certification through JEA provides tangible evidence of a highly-qualified journalism educator." —*Kim Green, MJE, Columbus (Ind.) North High School and chair, JEA Certification Commission*



Fall National High School Journalism Convention

Walt Disney World Dolphin
Orlando, Florida • Nov. 12-15, 2015
#nhsjc

 **nhsja.**

NSPA


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Credits: Images from Getty Images, Visit Orlando and Walt Disney World Swan and Dolphin Media; "Media Magic" logo by Daniel Toruno, West Broward HS.

KEY FACTS AND DEADLINES

REGISTRATION FEES	EARLY BIRD	STANDARD
JEA and NSPA members	\$90 per delegate	\$100 per delegate
Nonmember students or advisers	\$110 per delegate	\$120 per delegate
Nonmember professionals	\$150 per delegate	\$150 per delegate

Early-bird deadline: October 21, 2015

Register online at orlando.journalismconvention.org.

Hotel Rates

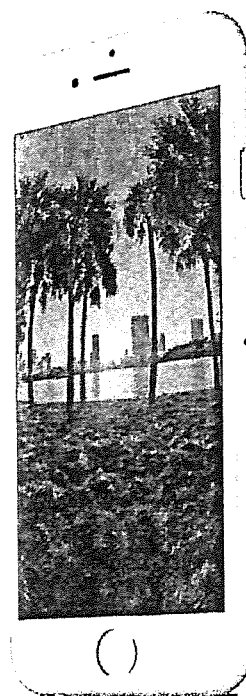
Rooms at the Walt Disney World Dolphin are \$220/night single/double or \$230/night triple/quad, plus 12.5 percent tax.

Important points:

- Carefully read all information in this booklet before submitting any forms. Not all forms should be sent to the same place nor are all fees paid with a single check.
- Make hotel reservations far in advance of published deadlines to ensure room availability. Online registration links are posted on the convention website.
- Registration fees do not include meals, transportation or other incidentals.
- Registrations must be accompanied by credit card, check or school purchase order for the full amount.
- Advisers/chaperones should read and discuss all convention rules with students.
- There are no cancellations after registration. Substitutions are allowed.

Contact NSPA with questions about registration by calling 612-625-9311 or emailing register@studentpress.org

- Sept. 1**
CJE/MJE applications
- Oct. 1**
Need-based scholarship application
- Oct. 12**
Hotel reservation
- Oct. 15**
On-site critique registration
- Oct. 21**
Early-bird registration
Write-off registration/entry upload
Break with a Pro
Swap shops
Media tours
Adviser luncheons
Shirt pre-order
Preconvention workshop registration
- Oct. 23**
Convention registration mail-in
- Nov. 6**
Online convention registration deadline



How to get the JEA/NSPA convention mobile app onto your device

1. Download the free Guidebook app (available for iPhone, Android and other devices in late October)
2. Search in the app for "JEA/NSPA Fall 2015"
3. That's it!

Sponsored by SchoolPrinting.com.