

**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)

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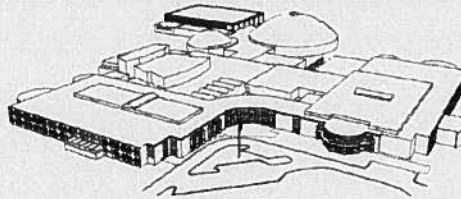
*Office of the Principal*

**To:** Dr. Mike Riggle

**From:** Dr. Brian K. Wegley *BKW*

**Re:** GBS Newspaper Trip

**Date:** September 24, 2014



Attached is a travel request for Marshall Harris's newspaper students who are requesting approval for a trip to the Fall National Scholastic Press Association Convention from November 6-9 in Washington, DC.

The main motivation behind this student trip is the conference and onsite competitions in which our editors for the newspaper will participate. They will also attend learning sessions, workshops, and journalistic career information sessions. I support this trip and am convinced of the value of this unique opportunity, which does meet the guidelines of student activity travel outlined in Board Policy 7230 (attached).

Although our guidelines stipulate that students will be responsible for 25% of their lodging and travel, Dr. Shellard, in consultation with me, has determined that his budget can cover a maximum of \$5000 of the total student cost, which is less than 75% of the cost usually covered by the district. Other student expenses are the responsibility of individual students and fundraising efforts by these organizations, even though they exceed the 25% required within our guidelines.

I support this valuable experience. Please let me know if you need anything further.

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

I. School      GBN \_\_\_\_\_ GBS X      GBE \_\_\_\_\_      GBOC \_\_\_\_\_      District \_\_\_\_\_  
 II. Initiator    Marshall Harris      Phone X 4497  
 Position      Newspaper sponsor      Date of Submission 9/23/14

III. Dates and Times of Leave/Return  
 Total Number of School Days Missed per Person      2  
 Departure Date/Time 11/6/14 - am.      Return Date/Time 11/9/14 - pm.

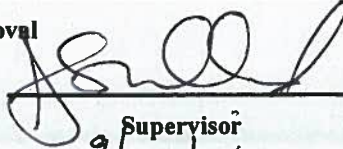
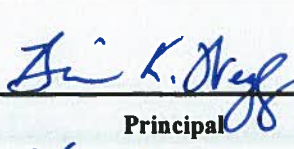
IV. Name of Individuals Participating in Tour: (Attach list if necessary.)  
 Teachers and Staff      Marshall Harris, David Garbe  
 Students                      + 24 students

V. Description, Destination, and Reason for Trip  
IEA/NSPA Fall Convention in Washington, D.C.  
to attend convention workshops and  
learn about journalistic efforts from contests.

VI. Cost of Trip  
 Was this trip included in your      Dept. \_\_\_\_\_      Bldg. Yes      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       |

*Please see attached*

VII. Approval  
            \_\_\_\_\_  
 Supervisor      Principal      Superintendent  
9/23/14      9/24/2014      \_\_\_\_\_  
 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

2

| Meals for Staff     |                |
|---------------------|----------------|
| Breakfast           | \$4.00         |
| Lunch               | \$8.00         |
| Dinner              | \$20.00        |
| <b>Cost per Day</b> | <b>\$32.00</b> |

|                        | Per Person | Total (Cost times # of staff) | Account # |
|------------------------|------------|-------------------------------|-----------|
| Registration           | \$90.00    | \$180.00                      | 382332    |
| Food                   | \$32.00    | \$192.00                      | 382332    |
| Transportation         |            |                               |           |
| Air                    | \$350.00   | \$700.00                      | 3317      |
| Bus/Car                |            |                               |           |
| Lodging (for 3 nights) | \$546.17   | \$1,092.34                    | 382332    |
| Substitute             | \$200.00   | \$400.00                      | SUB       |
| <b>Total</b>           |            | <b>\$2,564.34</b>             |           |

Cost for Students

Total Number of Students

24

|                        | Per Student | Total              |
|------------------------|-------------|--------------------|
| Transportation         |             |                    |
| Air                    | \$350.00    | \$8,400.00         |
| Bus/Car                |             |                    |
| Lodging (for 3 nights) | \$136.54    | \$3,277.02         |
| <b>Total</b>           |             | <b>\$11,677.02</b> |

Cost of Registrations, etc.

|              | Per Student | Total (Cost times # of students) |
|--------------|-------------|----------------------------------|
| Registration | \$90.00     | \$2,160.00                       |

| Students                        | Per Student     | Total             | Account #       |
|---------------------------------|-----------------|-------------------|-----------------|
| Total Cost                      |                 | \$13,837.02       |                 |
| Student Activities Contribution |                 | \$5,000.00        | 382332          |
| <b>Total Cost to Student</b>    | <b>\$568.21</b> | <b>\$8,837.02</b> | <b>Students</b> |

Summary of Costs

|  |             |
|--|-------------|
| Total Cost for Students and Staff                    | \$16,401.36 |
| Total Cost for Students and Staff Funded by District | \$7,564.34  |
| Total Cost Funded by Students                        | \$8,837.02  |



**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.

## **BOARD POLICY: STUDENT TRIPS**

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### **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