

GLENBROOK SOUTH HIGH SCHOOL

Northfield Township High School District 225

4000 WEST LAKE AVENUE

GLENVIEW, IL 60026

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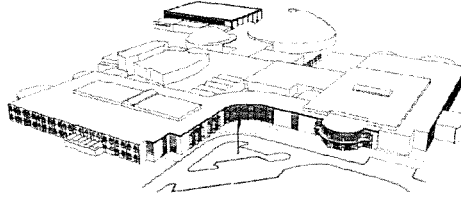
Office of the Principal

To: Dr. Mike Riggle

From: Dr. Brian K. Wegley *BN*

Re: GBS Newspaper Trip

Date: October 2, 2013



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 14-17 in Boston, MA.

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 10/1/13

III. Dates and Times of Leave/Return
 Total Number of School Days Missed per Person 2
 Departure Date/Time 11/14/13 - A.M. Return Date/Time 11/17/13 - P.M.

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)
 Teachers and Staff MARSHALL HARRIS + DAVE GARBY
 Students + 20 Students

V. Description, Destination, and Reason for Trip
JEA/NSPA National High School Journalism Convention in Boston, MA. Attend learning sessions, workshops, and career information.

VI. Cost of Trip
 Was this trip included in your Dept. _____ Bldg. District _____ Budget?

	Total Amount	Per Person	Account #
Registration	_____	_____	_____
Lodging	_____	_____	_____
Meals (Advance)	<i>(see attached)</i>		_____
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] *[Signature]* _____
 Supervisor Principal Superintendent
10/1/13 10/2/13 _____
 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
Cost per Day	\$32.00

	Per Person	Total (Cost times # of staff)	Account #
Registration	\$90.00	\$180.00	382332
Food	\$32.00	\$192.00	382332
Transportation			
Air	\$300.00	\$600.00	3317
Bus/Car			
Lodging (for 3 nights)	\$597.00	\$1,194.00	382332
Substitute	\$200.00	\$400.00 SUB	
Total		\$2,566.00	

Cost for Students

Total Number of Students

20

	Per Student	Total
Transportation		
Air	\$300.00	\$6,000.00
Bus/Car		
Lodging (for 3 nights)	\$160.09	\$3,201.75
Total		\$9,201.75

Cost of Registrations, etc.

	Per Student	Total (Cost times # of students)
Registration	\$90.00	\$1,800.00

Students	Per Student	Total	Account #
Total Cost		\$11,001.75	
Student Activities Contribution		\$5,000.00	382332
Total Cost to Student	\$300.09	\$6,001.75	Students

Summary of Costs

Total Cost for Students and Staff	\$13,567.75
Total Cost for Students and Staff Funded by District	\$7,566.00
Total Cost Funded by Students	\$6,001.75

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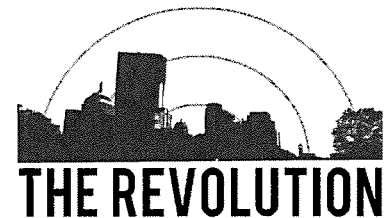
The National Association of Secondary School Principals has placed this convention on the National Advisory List of Contests and Activities for 2013-2014.

THE REVOLUTION STARTS HERE...

...in the shadows of America's past. Boston has sown the seeds of revolution from its earliest days. Paul Revere sounded the first revolutionary alarm throughout the countryside. The Minutemen fired the shots that started the revolution from nearby Concord and Lexington.

The city has ignited revolutions in other areas as well—Boston is home to the first public library, the first public park, the first public school and the first printing press. America's first newspaper, Publick Occurrences, began publishing in Boston in 1690, and legendary editor William Lloyd Garrison published The Liberator here starting in 1831.

In recent times, Massachusetts was one of the first states to pass a student freedom of expression law after the 1988 Hazelwood decision, making Beantown the perfect backdrop as you adapt your publications to the revolution in modern digital journalism.



So whether you use a quill pen or laptop, know you play an active part in the long history of Boston ideas and you're a key brick on the road to **REVOLUTION.**

Deadline Calendar

Use this summary of due dates to help meet the deadlines for registration, hotel reservation and contest form submission for the convention.

Oct. 1	CJE/MJE applications
Oct. 8	On-site critique registration
Oct. 11	Need-based scholarship applications
Oct. 22	Hotel reservation deadline (Book early. There is no guarantee rooms will still be available by these dates.)
Oct. 24	Earlybird registration Write-off registration Break with a Pro/Swap shop/ Media tour/Adviser luncheon Shirt pre-orders Pre-convention workshop registration
Nov. 1	Sightseeing tour deadline
Nov. 5	Convention registration mail-in deadline
Open	NSPA Membership (must be current for Best of Show) JEA Membership (must be current for Write-offs)

Where to Send What?

Pay careful attention to which address each form must be sent and to whom the check should be made payable:

Convention Registration form, NSPA Membership, Off-site Permission Forms:
2221 University Ave. SE, Suite 121, Minneapolis, MN 55414. Checks payable to NSPA.

JEA Membership, Write-off Registrations and CJE/MJE Certification applications:
Kansas State University, 103 Kedzie Hall, Manhattan, KS 66506. Checks payable to JEA.

Hotel Reservations:
Sheraton Boston, 39 Dalton St., Boston, MA 02115, Hilton Back Bay, 40 Dalton St. Boston, MA 02115. See page 23 for more information.

On-site Critiques:
Mail form and payment to Brian Baron, 28 Blake St., Newton, MA 02460. Checks should be made payable to JEA Massachusetts. Address any questions or concerns to Nancy Olson (olsonnan47@gmail.com) or Brian Baron (brian_baron@newton.k12.ma.us). See page 14 for more information.

Key facts at a glance

Registration rates

JEA and NSPA members:
\$90 per delegate on or before Oct. 24
\$100 per delegate postmarked Oct. 25 and later
Nonmember students and advisers:
\$110 per delegate on or before Oct. 24
\$120 per delegate postmarked Oct. 25 and later
Nonmember professionals (non advisers):
\$150 per delegate

Register Online

Registering for the convention online is the easiest, fastest and best way to ensure a smooth on-site check-in. Go to boston.journalismconvention.org to submit your convention registration online.

Hotel Rates

The Sheraton Boston & Hilton Back Bay are the official convention hotels. Rooms at the Sheraton are \$199 a night for single-quad occupancy and rooms at the Hilton are \$219 a night for single/double occupancy and \$239 night for triple/quad occupancy. All rates are subject to 12.45 percent tax per room per night.

Convention Planning Tips

Carefully read all of the information contained in this booklet prior to submitting any forms. Note that all forms in this booklet are not sent to the same place, nor are all fees paid with a single check. There's a list at left of all the forms you'll be submitting, with correct addresses. Because of the labor involved in processing and preparing materials, not all deadlines are the same. Photocopy or print completed forms and bring them with you to the convention. In some cases, you may need a separate form for each student registering for a program or contest.

Make hotel reservations far in advance of published deadlines to ensure room availability. Online reservation links are posted online at the convention website: boston.journalismconvention.org.

Important points:

- **If you do not receive a registration confirmation** at the email address provided during registration within two weeks after you send materials to NSPA, or to correct any misinformation, call **612-625-1857** or email register@studentpress.org. Convention materials (lists, tickets, name badges, etc.) are produced from the information detailed on the confirmation.
- **Do not mail registration materials to NSPA after Nov. 5, 2013.** Online registrations (see above) are accepted through Monday, Nov. 11. After these dates, you may register on-site at the convention registration desk.
- **Registration fees do not include meals, transportation or other incidentals.**
- **Registrations must be accompanied by credit card, check or school purchase order for full amount.** Plan carefully. Absolutely no refunds of prepaid fees will be issued. No direct billing will be done unless a purchase order is submitted along with your registration form.
- **Advisers/chaperones should read and discuss all convention rules with students.** All students attending the convention must have permission from parents or legal guardians. Students attending the convention are the responsibility of the adviser/chaperone, and not JEA, NSPA or the hotel.
- **There are no cancellations after registration; however, substitutions are allowed.**

Keynote speakers



Juliette N. Kayyem

Thursday, Nov. 14
7:30 p.m.

Juliette N. Kayyem is a columnist for the Boston Globe and is on the faculty at Harvard's Kennedy School of Government. After only a year writing for the Globe, she was named a Pulitzer Prize finalist in 2013.

She most recently served President Barack Obama as assistant secretary

for intergovernmental affairs at the Department of Homeland Security. She has spent more than 15 years in senior positions in state and federal government, including as Massachusetts Gov. Deval Patrick's homeland security adviser and a legal adviser to U.S. Attorney General Janet Reno. Kayyem is the author of numerous books and articles on counterterrorism and national security.

She is a national security analyst for CNN and her column is distributed worldwide by the New York Times wire. A graduate of Harvard College and Harvard Law School, she is married to David Barron and they have three children.



Raney Aronson-Rath

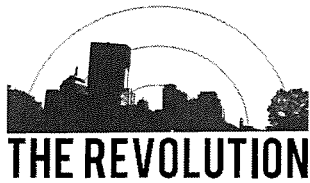
Friday, Nov. 15
1 p.m.

As deputy executive producer for PBS' flagship public affairs documentary series "Frontline," Raney Aronson-Rath guides the editorial development and execution of the series, from prime time television broadcasts to multiplatform initiatives. Since

joining "Frontline" in 2007, Aronson-Rath has expanded the series' reach and reporting capabilities.

Aronson-Rath has also developed and managed more than a dozen in-depth, cross-platform journalism partnerships with some of the nation's premiere news outlets, including ProPublica, PBS NewsHour, CBC Television and most recently ESPN. Before helping to manage the series, Aronson-Rath produced, directed and wrote several award-winning "Frontline" films, including News War, The Last Abortion Clinic and The Jesus Factor. Prior to joining "Frontline," she worked on various award-winning series at ABC News, The Wall Street Journal and MSNBC. Early in her career, while living in Taipei, she was a newspaper reporter for The China Post.

Aronson-Rath has a bachelor's degree in South Asian studies and history from the University of Wisconsin. She received her master's degree from the Columbia University Graduate School of Journalism.



Learning seminars & scheduling

Tentative Schedule

Thursday, Nov. 14

8 am-3:30 pm	JEA Board Meeting
8:30 am-5 pm	Pre-convention Workshops
17 pm	Convention Check-in On-site Registration Exhibit Hall Open JEA Bookstore Open Best of Show Desk Open Write-off Desk Open
6:30 pm	Middle Madness
6:45 pm	First-Time Attendee Orientation
7:30-9 pm	Keynote Speaker
9:00-10:30 pm	Adviser Kickoff Reception
Midnight	Convention Curfew

Friday, Nov. 15

7:30 am-5 pm	JEA Bookstore Open Adviser Hospitality Open
7:30 am-1 pm	On-site Critique Desk Open
8 am	JEA General Info Meeting Write-off Broadcast Meeting Quiz Bowl Preliminary Test
8 am-3 pm	Write-off Desk Open
8 am-4 pm	Convention Check-in On-site Registration Best of Show Desk Open Exhibit Hall Open
9 am	Breakout Sessions Begin
9 am-1 pm	On-site Critiques
9-11 am	Break with a Pro
11 am-12:30 pm	Adviser Luncheon
1-2:20 pm	Keynote Speaker
2:45 pm	Write-off Moderators' Meeting
3:30-6 pm	CJE/MJE Testing
4-6 pm	Write-off Contests
4 pm	NSPA Best of Show Deadline
6 pm	Write-off Judging and Dinner
8-10 pm	Student Swap Shops
8:30-11 pm	Adviser Reception and SPLC Auction
9-11:30 pm	Student Dance
Midnight	Convention Curfew

Saturday, Nov. 16

7:30 am-2:30 pm	JEA Bookstore Open
7:30 am-Noon	Adviser Hospitality
8 am	Breakout Sessions Begin
8 am-1 pm	Registration/Check-in
8 am-3 pm	On-Site Critiques
Noon-2:20 pm	Adviser Awards Luncheon
3:30-5:30 pm	NSPA Awards Ceremony (includes Best of Show and Pacemakers)
Midnight	Convention Curfew

Sunday, Nov. 17

8:30-10:30 am	Closing Ceremony/JEA Awards
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Pre-convention Workshops

Thursday, Nov. 14

Pre-registration is required for these workshops and delegates are placed on a first-come, first-served basis, with a limited number of students per school, per workshop. **To ensure all workshops are filled on a first-come, first-served basis, only those who register online will be able to sign up for pre-convention workshops.** Workshops will be marked as full on the online registration form once the workshop limits are reached. See page 28 for more information on registering online. Room assignments will be posted available in the convention program at boston.journalismconvention.org in late October.

Photoshop for Beginners * \$15

Taught by Mark Murray, Arlington (Texas) Independent School District, participants will learn to use Adobe Photoshop and emphasize a basic workflow for preparing photographs for publication. This session is open to both students and advisers. Limit of two registrants per school.

8:30 a.m. to noon. Cost is \$15. Limit 36.

Advanced Photoshop * \$15

For participants who are already familiar with Photoshop, Mark Murray of Arlington (Texas) Independent School District, will teach more advanced skills and tricks to take full advantage of this powerful software, including cut-outs, layers, paths and other special effects. This session is open to both students and advisers. Limit of two registrants per school.

1 p.m. to 4:30 p.m. Cost is \$15. Limit 36.

DSLR Basics * \$15

Get hands-on camera instruction you need. Bring your DSLR camera with you for one-on-one instruction with Michael Simons, CJE, of West High School in Painted Post, N.Y. This course caters to novice photographers with instruction focusing on buttons, knobs, dials, etc., as well as some composition techniques.

8:30 a.m. - noon. Cost is \$15. Limit 30.

Lighting Techniques * \$15

One of the weakest areas of scholastic journalism photography is lighting. Learn how to find sweet spots at your school and use cheap solutions to make your pictures pop. Bring your DSLR camera and get practical exposure to some on- and off-camera lighting solutions. Taught by Michael Simons, CJE, of West High School in Painted Post, N.Y.

1-4:30 p.m. Cost is \$15. Limit 30.

Society for News Design QuickCourse * \$25 NEW

SND brings its fast-paced workshop to JEA/NSPA. In four fast hours, we start with the fundamentals of print design and move into tips and trends, with hundreds of ideas for designs, stories, photos, graphics and typography. Taught by Indiana University's Ron Johnson, the six-time editor of "The Best of Newspaper Design," this session will benefit newspaper, magazine and yearbook staffers. Bring copies of your publications and your

designs, either print or PDF, for our critique. We'll make you better.

1 p.m.-5 p.m. Cost is \$25. Limit 50.

Team Storytelling * \$30

Great storytelling combines good writing, good photos and good design. Behind it all is good planning. In this team-based reporting experience taught by Amy DeVault of Wichita (Kan.) State University and Kelly Glasscock of Derby (Kan.) High School, students will work in groups of three to create real story packages. The workshop begins with instruction on planning packages with readers in mind, and then the students will go off-site to gather stories. Students will come back to the convention site to finish their packages. Schools should register students in teams of three, preferably a writer, designer and photographer, though certainly the students can each practice all these skills. At least one student needs InDesign skills, as the students will design their packages. Students will need to bring any equipment they might need (cameras, laptops, card readers, etc.). Students can create content for print, broadcast or Web, and the workshop is recommended for experienced student journalists. An Off-site Permission Form (page 24 of the registration booklet) is required for each student attending this workshop.

8:30 a.m.-5 p.m. Cost is \$30. Limit 54.

In-depth Legal Training * \$8

Join the nation's foremost expert on scholastic media law — Frank LoMonte, executive director of the Student Press Law Center — for this entertaining, engaging and hands-on workshop on the rights and regulations regarding your publication. The workshop is geared for experienced student staffers as well as advisers. You will receive an in-depth review of the types of records that are available about schools, where to find them, and how to use them to do impactful stories, as well as be exposed to the pitfalls of liability you need to look out for. Principals and other administrators can attend this workshop for free by emailing register@studentpress.org after submitting their convention registration.

8:30 a.m.-4 p.m. Cost is \$8. Limit 35.

Intensive Journalistic Writing

* \$25 NEW

Since 1988, the Intensive Journalistic Writing Institute (IJI) has trained hundreds of English and journalism teachers around the country in new approaches to teaching writing and using real examples of contemporary and classic journalistic models. Taught by IJI director Carol Lange of Reston, Va., the institute comes to JEA/NSPA for a special one-day pre-convention workshop. Teachers will read journalistic models, explore journalistic writing modes, learn teaching techniques and explore new unit plans to incorporate journalistic writing in their English curriculum.

8:30 a.m.-4 p.m. Cost is \$30. Limit 50.

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