

GLENBROOK SOUTH HIGH SCHOOL

Northfield Township High School District 225

4000 WEST LAKE AVENUE
GLENVIEW, IL 60026

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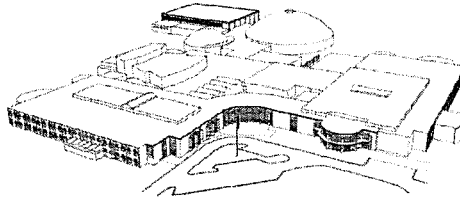
Office of the Principal

To: Dr. Mike Riggle

From: Dr. Brian K. Wegley *BN*

Re: GBS Yearbook Trip

Date: February 4, 2014



Attached is a travel request for Brenda Field's Yearbook Students who are requesting approval for a trip to the Spring Columbia Scholastic Press Association National Convention from March 19-22. At this conference, the prestigious Crown Award is decided. Glenbrook South High School is the only school from Illinois to receive the honor of this nomination.

Though we will be proud of the Crown Award nomination if it is forthcoming in March, the main motivation behind this student trip is the conference and onsite competitions in which our editors for the yearbook will participate. I support this experience and am convinced of the value of this unique opportunity, which is a student trip as described by Board Policy 7230 (attached).

For this trip, the students will cover their costs personally and through fundraising. The only cost incurred by the school is the travel costs for the two staff members involved.

Please let me know if you need anything further.

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

I. School GBN GBS GBE GBOC District

II. Initiator BRENDA FIELD Phone 4493
 Position YEARBOOK SPONSOR Date of Submission 2/3/14

III. **Dates and Times of Leave/Return**
 Total Number of School Days Missed per Person 2
 Departure Date/Time 3/19 - P.M. Return Date/Time 3/22/14 P.M.

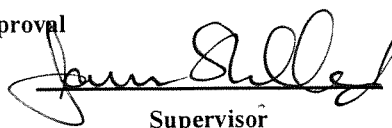
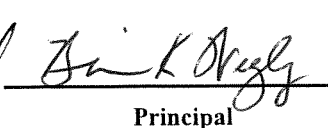
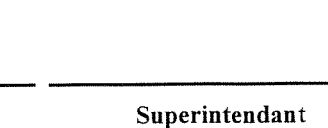
IV. **Name of Individuals Participating in Tour:** (Attach list if necessary.)
 Teachers and Staff BRENDA FIELD + 1 Additional chaperone
 Students 18 students

V. **Description, Destination, and Reason for Trip**
Columbia Scholastic Press Association National
Convention: New York, NY.
Attend topic sessions + learn of Crown Award winners

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

Total Amount	Per Person	Account #
Registration	<u>SEE</u>	
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 Principal Superintendent
2/3/14 2/4/14 _____
 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	\$105.00	\$210.00	382332
Food	\$96.00	\$192.00	382332
Transportation			
	Air	\$332.00	\$664.00
	Bus/Car		
Lodging (for 3 nights)	\$316.00	\$632.00	382332
Substitute	\$198.00	\$396.00	SUBSCH
Total		\$2,094.00	

Meals for Staff	
Breakfast	\$6.00
Lunch	\$10.00
Dinner	\$16.00
Cost per Day	\$32.00

Cost for Students

Total Number of Students

18

	Per Student	Total
Transportation		
	Air	\$332.00
	Bus/Car	\$50.00
Lodging (for 3 nights)	\$316.00	\$5,688.00
Total		\$12,364.00

Cost of Registrations, etc.

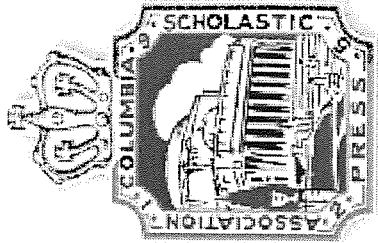
	Per Student	Total (Cost times # of students)
Registration	\$105.00	\$1,890.00

Student Costs

Students	Per Student	Total	Account #
Total Cost	\$791.89	\$14,254.00	830380
Payment by students	\$791.89	\$14,254.00	
Student Activities Contribution	\$0.00	\$0.00	
Total Cost to Student	\$791.89	\$14,254.00	Students

Summary of Costs

Total Cost for Students and Staff	\$16,348.00
Total Cost for Students and Staff Funded by District	\$2,094.00
Total Cost Funded by Students	\$14,254.00



COLUMBIA SCHOLASTIC PRESS ASSOCIATION

CSPA is an international student press association, founded in 1925, whose goal is to unite student journalists and faculty advisers at schools and colleges through educational conferences, idea exchanges, textbooks, critiques and award programs.

Search CSPA

Spring Convention

The CSPA invites high school students and faculty advisers to attend and participate in **CSPA's 90th annual Spring Scholastic Convention**. This national gathering of student editors and faculty advisers to newspapers, yearbooks, magazines, video productions, and online media will be held at Columbia University from Wednesday, March 19 through Friday, March 21, 2014.

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.

Throughout the Convention, our hourly schedule boasts a variety of special events, including Advisers Luncheons on Thursday and Friday. In addition, the Columbia Scholastic Press Advisers Association (CSPAA) will meet on Friday.

The winners of the Crown Awards for top publications will be presented at the Awards Convocation on Friday afternoon.

More than 500 newspapers, magazines and yearbooks that will enter the CSPA's 2013 competitions will be displayed at the 90th Scholastic

Convention. The display will include recent high scoring publications. Delegates will be able to browse through the publications on Wednesday and Thursday.

Deadline for early registration is February 14, 2014 at a fee of **\$105** per person. To qualify for the early registration fee, your registration form and all fees paid must be paid in full and postmarked by the date February 15, 2014.

For all registrations postmarked after February 14th or made on-site at the Convention, the registration fee is \$119 per person.

No purchase orders will be accepted for early registration fees. All purchase orders will be billed the late fee of **\$119** per person.

Limited seating is available for the FREE Advisers Luncheons on Thursday and Friday. While these Advisers Luncheons are **free to attend, each adviser must reserve their seat in advance.** We can only accommodate **the first 180 people** who have reservations for each luncheon. Please reserve your luncheon seat **only if you are sure you will be able to attend.**

If students or advisers wish to register additional persons as part of an existing school delegation, they may do so after February 15th at the late fee.

You do not have to be a CSPA member to attend our events.

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

7230

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