

Student Trips

Section A - Introduction

The Board of Education believes that structured learning should not be limited to the classroom. Valuable experiences for students exist within and outside the boundaries of the school district. The Board also realizes that additional responsibilities may arise when students are outside school premises.

Section B - Definitions

Student trip categories are as follows:

1. Instructional Field Trips
 - a. Sponsored by the school district;
 - b. Provides an experience outside the classroom that is usually scheduled during regular class hours and is related to the planned curriculum; and
 - c. Implements or augments group classroom instruction.
2. Non-Instructional Day Trip or Overnight Trip
 - a. Sponsored by the school district; and
 - b. Connected with a regularly scheduled school-sponsored activity and
 - i. A contest (or practice for a contest) between students representing Glenbrook and at least one other school; or
 - ii. Performance or exhibition displaying special talent by an individual or group of students (e.g., band, choir, etc.); or
 - iii. A convention, workshop, or structured learning experience beyond regular class hours in which an individual or group of students representing Glenbrook participate (e.g., student council convention or workshop); or
 - iv. A study abroad / student exchange experience
 1. Affiliated with an academic department or student organization; and
 2. Coordinated by a school district employee.

Section C - Approval of Trips

All student trips must be approved before the announcement of the trip, the collection of any funds, or making any travel arrangements. The following table identifies the approvals required for a trip based on its type:

Trip Duration	Principal	Superintendent	Board
Day Trip	X		
Overnight Trips	X	X	X

The Superintendent has the authority to approve certain overnight trips in extenuating circumstances (e.g., IHSA qualifying state series), subject to Board ratification.

Each trip recommendation shall include a detailed itinerary and an overview of the educational benefit supporting the school district’s sponsorship of the trip. Additional information may be required before approval by the Principal, Superintendent, or Board of Education.

Section D - Funding for Student Trips

The following table identifies the financial responsibility for expenses associated with a trip. The percentages in the tables represent the permissible use of the district-budgeted funds. Student activity funds or fees charged to participants can be used to offset any costs not paid by district-budgeted funds.

Description	Student Meals	Transportation	Lodging	Registration
Instructional Field Trip	0%	100%		0%
Non-Instructional Day Trip	0%	100%		0% ²
Overnight Trip for an Illinois State Contests for which Students Have Qualified Through Competition or Audition <u>or</u> are Required for Eligibility for a State Contest	0%	100%	100%	100%

General Considerations for Instructional Field Trips

1. Meals and admission will be provided to students approved for the student financial assistance program and other students deemed appropriate by the Principal or designee.
2. Transportation expenses are limited to district-owned vehicles or school bus transportation. However, student activity funds or fees charged to participants can be used for alternative transportation options (e.g., air travel, coach bus).
3. There may be situations when district-budgeted funds will cover part of or the full cost of registration. In these situations, approval for this coverage must be obtained from the Superintendent or designee.

General Considerations for All Other Trips

1. Each trip recommendation shall include a detailed itinerary and an overview of the educational benefit supporting the school district’s sponsorship of the trip.
2. Student activity funds or fees charged to participants can offset any costs not paid by district-budgeted funds.
3. There may be situations when district-budgeted funds will cover part of or the full cost of registration. In these situations, approval for this coverage must be obtained from the Superintendent or designee.
4. Contests outside Illinois may receive certain funding, depending on school budget capacity subject to the approval of the Superintendent or designee. Situations include but are not limited to, subsidizing the cost of a trip for a student who qualifies for the Student Financial Assistance Program or for an activity that is unable to engage in fundraising activities.

The following conditions also apply to the overall expenses associated with student trips:

1. All student fees for a trip must be deposited in the bookstore by the student. Glenbrook employees are not permitted to collect funds directly from students.

2. Any participation fees must be paid in full prior to the trip.
3. District-budgeted funds, student activity funds, or funding provided through participation fees will fully fund the travel expenses (meals, transportation, lodging, and registration) of:
 - a. Glenbrook employees that chaperone students, except for study abroad experiences/student exchanges; and
 - b. Glenbrook employees providing specialized services (e.g., school nurse, one-on-one instructional assistant), as approved by the Principal.
4. Should the school district prepay expenses for a student, and the student cannot attend the trip, the student may be assessed a financial obligation in the amount of the non-refundable or transferable expenses.

Section E - General Parameters

All student trips are subject to the following general parameters:

1. All student trips must be fully approved before the announcement of the trip, the collection of any funds, or the making of any travel arrangements. There is no guarantee that trips will be scheduled on a cycle.
2. All trips with expenses above \$850 per student must include the cost of travel insurance coverage or other travel arrangements (e.g., refundable airline tickets) that provide at least a 75% refund in the event of cancellation unless otherwise approved by the Superintendent or designee.
3. All contracts must be approved by the Superintendent or designee. Contracts or agreements not authorized by the Superintendent or designee are considered invalid.
4. The school district's approved permission slip must be collected from each student or chaperone before the trip.
5. No student shall be penalized for non-participation or participation in a trip.
6. Transportation on all student trips must be by district-owned or commercial vehicles. In an emergency, the use of employee-owned vehicles must be approved by the Principal or designee.
7. Students participating in a trip must travel to and from the trip's destination in the school-sponsored mode of transportation unless an exception is pre-approved by the Principal or designee. Additionally, a parent/guardian must approve this mode of transportation.
8. As a general policy for lodging, room assignments will be based on a maximum of four students per room. Should an exception to this policy be necessary, such an exception may be made by the Superintendent or designee.

9. Reasonable administrative care should be taken to ensure safety and orderly behavior on all student trips.
10. All Board and school policies, procedures, and regulations regarding student and employee conduct apply during all trips.
11. The Superintendent or designee shall have the authority to (a) unilaterally disapprove a request that is not consistent with all parameters defined within this policy, or (b) recommend that the Board of Education approve such request.
12. The Board of Education reserves the right in its sole discretion to cancel any previously approved trip. Should a trip be canceled, the Board of Education will assume no legal responsibility or financial liability for monetary losses or other damages incurred by the participants.

Revised: February 6, 1978
Revised: September 10, 1984
Revised: October 28, 1996
Revised: May 29, 2001
Revised: July 10, 2006
Revised: February 28, 2022
Revised: August 26, 2024 (Effective July 1, 2025)