

To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, April 25, 2022

Re: Overnight Student Trip for Glenbrook South German Exchange Program

Recommendation

It is recommended that the Board of Education authorize the overnight trip for Glenbrook South students to participate in a student exchange experience in Germany during the month of June 2023 (approximately June 11, 2023 through June 27, 2023) as presented.

Background

Board Policy 7230 authorizes student trips that offer valuable experiences for students outside the school district's boundaries. The policy was recently revised in February 2022 to define conditions and parameters based on the type of trip and the consideration process for all requests. The principal first approves all day and overnight trips, and any trip requiring an overnight stay must also be approved by the superintendent and the Board of Education.

Before being presented to the Board for consideration, the Associate Principal for Administrative Services works with the Business Services department to ensure that each trip proposal adheres to all conditions and parameters defined in Board Policy. This includes, but is not limited to:

- Classification of the trip;
- Determination of the approval process;
- Determination of financial responsibility and the process for collecting fees (if applicable);
- Travel insurance coverage (if applicable);
- Collection of a permission slip and verification of accident and health insurance coverage (if applicable);
- Lodging, meals, and transportation arrangements; and
- Registration requirements.

Earlier this month, we received a request from World Languages teachers, Ms. Lauren Haugh and Ms. Renate Toth, requesting approval for students to participate in a student exchange experience in Germany during the month of June 2023 (approximately June 11, 2023 - June 27, 2023). This would be the third experience coordinated between Glenbrook South and Klettgau Gymnasium Tiengen, and provides an opportunity for students from Germany to visit the United States and Glenbrook South in October 2022, and approximately 20 students from Glenbrook South to subsequently visit and experience Germany.

A detailed overview of the trip is provided in the attached materials. Additionally, a summary of the trip's conditions and parameters is provided in Table 1.

Table 1
Summary of Trip Conditions and Parameters

Condition or Parameter	Summary
Number of Staff	2
Number of Students (estimate)	20
Trip Category	Other Trip: Connected with a regularly scheduled school-sponsored activity and a student abroad / student exchange experience affiliated with an academic department and coordinated by a school district employee.
Classification of Trip	Overnight Trip
Approval of Trip	Principal, Superintendent, and Board of Education
Trip Insurance	Refundable or transferable credit required for lodging and transportation arrangements.
Verification of Accident and Health Insurance Coverage	Required
Source of Trip Funding	Study Abroad / Student Exchange Experiences: The Board of Education does not cover any costs of the student exchange experience. Students will cover 100% of expenses, including those incurred for staff members traveling with students.
Fee Collection Method	All fees will be collected in the bookstore and associated with the student's financial account.
Amount Paid by Each Student	\$2,200.00
Remaining Trip Costs Paid by District	\$0.00

Board of Education authorize the overnight trip for Glenbrook South students to participate in a student exchange experience in Germany during the month of June 2023 (approximately June 11, 2023 through June 27, 2023) as presented. If there are any questions regarding this trip, please do not hesitate to reach out to Dr. Williamson or me.



To: Rosanne Williamson
Board of Education
From: Lauren Haugh, Renate Toth
Re: German Exchange Program
Date: April 20, 2022

Exchange Proposal: The proposed exchange will be the third between Glenbrook South and *Klettgau Gymnasium Tiengen*. It is the ninth exchange organized by German teacher, Lauren Haugh. Historically we have traveled with about 20 students, but the number is always determined by the number of participating students from Germany. The students from Germany will be visiting Glenbrook during October of 2022. The families of the GBS students participating in the exchange will provide lodging and meals. Glenbrook students will visit Germany during the first weeks of summer break in June of 2023. We are requesting board approval for this exchange now, as the planning and selection of participating students is ideally completed before we break for summer.

The hosting portion of the exchange impacts Glenbrook South in the following ways:

- ~20 German students and 2 teacher chaperones will arrive during October and spend approximately two weeks with their host families.
- GBS students and teachers (Ms. Haugh and Ms. Toth) will accompany the German students on a joint field trip during one school day.
- GBS pays for transportation to pick up and drop off German students at the airport as well as for field trips during the stay.
- The World Language Department will purchase short-term bus passes for the students that need them.
- During the school days, the German visitors will either go on field trips, shadow their exchange students, or visit other classes to which they have been invited.
- Ms. Haugh and Ms. Toth will arrange field trips and transportation for the German students during their stay.

Germany, 2023

- We anticipate that GBS students will pay approximately \$2,200.00 for the 16 day trip to Germany, with a final price depending on airfare, the exchange rate and other variables. Based on our previous exchanges, the cost breakdown per student has been roughly:

\$1,100-\$1,400 for airfare (student airfare and their portion of chaperone airfare) and \$100-\$200 for a partner gift, field trips and travel insurance.

Rationale: At Glenbrook South, the students who study German language and cultures rarely get the opportunity to visit a German-speaking country. Many aspects of cultures as well linguistic situations are difficult, if not impossible to replicate in the classroom. An on-going student exchange strengthens the overall German program by allowing GBS students the opportunity to experience German culture first-hand. These students, in-turn, are able to share their experiences with other students in German as well as with classmates in other courses. The entire school benefits from the opportunity to discuss and share ideas with the German students and their teachers when they visit Glenbrook South.

History: Lauren Haugh continued the exchange with a school in Stuttgart when she came to the Glenbrooks in 2010. In 2016, she moved the exchange deeper into the Black Forest, where she herself was an exchange student as a high schooler. The exchange has been repeated every other year since with great success. All parties involved look at this opportunity as a valuable teaching tool that will have long lasting benefits for the individual students participating and for the entire World Language Department as well.

Board Approval: We are seeking board approval for a variety of reasons. This is an educational tour conducted, but not financed by the district. There is no third party involved in organizing the exchange. This exchange has direct relevance to the German curriculum at Glenbrook South. In order to be eligible to participate in the exchange, students must be committed to the German program and be in good standing with the Dean's office.

Exchange participants and their families will accept the right of the board to cancel the exchange at any time for any reason. Our airline reservation can be canceled for a full refund up until 30 days prior to travel and we currently have an insurance quote that will refund 75% of the trip cost within 30 days of travel.

Presentation to Board: We are requesting your assistance in bringing this proposal before the School Board.

Attachments:

2022-2023 Exchange Timeline

cc: Danita Fitch
Cameron Muir

**Glenbrook South High School
German Exchange 2022-23
Timeline**

Apr. 2022 - Board Approval

Apr. 2022 - Publicize/Recruit Students

May 2, 2022 - Informational meeting for parents and students

May 13, 2022 - Application Deadline

May 26, 2022 - Inform Selected Students

June 2, 2022 - \$200 Deposit to G. South

END OF SCHOOL YEAR

Aug. 2022 - Confirm Field Trips

Sept. 2022 - First Student Payment Due

Oct. 2022 - Host Germans

Jan. 2023 - Final Student Payment Due

Feb. 2023 - Payment to Travel Agent - airline due date to cancel reservations for refund is 30 days prior to departure

Apr. 2023 - Payment to Travel Agent - Insurance

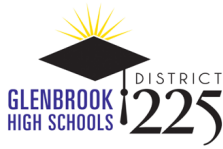
June. 2023 - Travel To Germany

German Exchange Hosting Calendar

1	<u>German students Arrive at ORD</u>
2	School day - welcome and Shadow your exchange partner
3	School day – Shadow your exchange partner
4	<i>Family Time</i>
5	<i>Family Time</i>
6	<u>Chicago Fieldtrip - just Germans</u>
7	School day - Shadow exchange partners / explore electives
8	Corn Maze, Gurnee Mills – <u>WITH THE AMERICANS</u>
9	<u>Chicago Fieldtrip - just Germans</u>
10	Bike the shoreline – Lincoln Park Zoo to Soldier Field. Navy Pier. - Just Germans
11	<i>Family Time</i>
12	<i>Family Time</i>
13	B’ahai Temple, Northwestern University, Evanston.
14	School day - Shadow exchange partners / explore electives <u>FAREWELL POTLUCK</u>
15	Germans depart from O’Hare

German Exchange Travel Calendar

1	Fly ORD - ZRH
2	Arrive ZRH - pick up by bus and taken to school Meeting and orientation at school
3	School day - shadow exchange partners
4	<i>Family Time</i>
5	<i>Family Time</i>
6	Hike the Alps/Luzern
7	School day - shadow exchange partners
8	Straßbourg
9	Schwarzwald/Black Forest
10	Konstanz
11	<i>Family Time</i>
12	<i>Family Time</i>
13	Europa Park
14	School day <u>Farewell Dinner</u>
15	Fly ZRH - ORD



Field Trip Request for Overnight Trips

Revised: January 2022

Trip Description

Type of Field Trip: Instructional Student Activity / Co-Curricular

School: Glenbrook North Glenbrook South Other: _____

Sponsor(s): Lauren Haugh, Renate Toth Extension: 4515

Activity / Class Name: German Exchange

Description: Travel Chicago - Zürich in an airplane. Travel Zürich to Tiengen (where host school is) with chartered bus. Stay with host families about 16 days. Nearby daytrips and excursions planned by hosts.

Date(s) of Trip: June 2023 (around June 11-June 27, 2023)

Number of Chaperones: 2-3 Number of Students: 20

Names of Chaperones: Lauren Haugh, Renate Toth

Transportation Information

Departing from: Chicago date: June 2023 at: _____ AM PM

Traveling to (complete address): Tiengen (Klettgau Gymnasium Tiengen)

Returning from (complete address): Zürich date: June 2023 at: _____ AM PM

Returning to: Chicago date: June 2023 at: _____ AM PM

Students released from class (indicate time or blocks): n/a

Permission Slip Needed? Yes No Should the bus remain with the trip? Yes No

Car(s): _____ Bus(es): _____ D225 Van(s): _____ Other: _____

Financial Information

Does this trip require money to be collected from students? Yes No

Begin Collection on: 5/26/2022 End Collection on: 6/1/2023

Cost Per Student

Cost per Student*: \$ 2200 Can the Student Pay in Installments? Yes No

* See attached cost allocation worksheet for additional expense detail.

Accounting Details

	<u>Instructional / Course Field Trip</u>	<u>Student Activity / Co-Curricular Field Trip</u>
Account Number:	GBN: <input type="checkbox"/> 10L200 4922 0000 20 000000	<input checked="" type="checkbox"/> 10L300 4920 0000 30 001033
	GBS: <input type="checkbox"/> 10L300 4922 0000 30 000000	<small>Please write account number above.</small>

Approval

Requestor: Lauren Haugh Date: 4/6/2022
Instructional Supervisor or Assistant Principal*: _____ Date: _____
Associate Principal: _____ Date: _____

* Instructional field trips require the signature of an Instructional Supervisor; Student Activity field trips require the signature of the Assistant Principal.

Superintendent and Board of Education Approval

Principal: _____ Date: _____
Superintendent: _____ Date: _____
Board of Education: _____ Date: _____

For School Office Use

Date Request Received: _____
Date Trip Approved: _____
Date Bus Ordered: _____
Date D225 Van Reserved: _____
Cost of Transportation: _____
Request Sent to Business Services Department: GBN: gbnfeesetup@glenbrook225.org Date: _____
GBS: gbsfeesetup@glenbrook225.org _____

For Business Services Department Use

Fee Setup Activities: Master Fee Roster PowerSchool e~Funds for Schools F/R Setup
 Notice to Bookstore, Faculty Sponsor, and Administrative Assistant

Trip Information

Trip Description: German Exchange 2022-23

Staff Expenses

Number of Staff: 2

<u>Per Staff Member</u>			<u>Total Staff Expenses</u>		<u>Expense Reconciliation</u>	
		% Covered by District				
Registration:	<u>\$0.00</u>	<u>0%</u>	Registration:	<u>\$0.00</u>	Each staff member will pay:	<u>\$0.00</u>
Meals:	<u>\$0.00</u>	<u>0%</u>	Meals:	<u>\$0.00</u>	The district will pay:	<u>\$0.00</u>
Transportation:			Transportation:		Total Cost:	<u>\$0.00</u>
Air	<u>\$0.00</u>	<u>0%</u>	Air	<u>\$0.00</u>		
Bus / Car	<u>\$0.00</u>	<u>0%</u>	Bus / Car	<u>\$0.00</u>		
Lodging:	<u>\$0.00</u>	<u>0%</u>	Lodging:	<u>\$0.00</u>		
Total Cost:	<u>\$0.00</u>		Total Cost:	<u>\$0.00</u>		

Student Expenses

Number of Students: 20

<u>Per Student</u>			<u>Total Student Expenses</u>		<u>Expense Reconciliation</u>	
		% Covered by District				
Registration:	<u>\$100.00</u>	<u>0%</u>	Registration:	<u>\$2,000.00</u>	Each student will pay:	<u>\$2,200.00</u>
Meals:	<u>\$200.00</u>	<u>0%</u>	Meals:	<u>\$4,000.00</u>	The district will pay:	<u>\$0.00</u>
Transportation:			Transportation:		Total Cost:	<u>\$2,200.00</u>
Air	<u>\$1,500.00</u>	<u>0%</u>	Air	<u>\$30,000.00</u>		
Bus / Car	<u>\$200.00</u>	<u>0%</u>	Bus / Car	<u>\$4,000.00</u>		
Lodging:	<u>\$200.00</u>	<u>0%</u>	Lodging:	<u>\$4,000.00</u>		
Total Cost:	<u>\$2,200.00</u>		Total Cost:	<u>\$44,000.00</u>		

General Expenses

Registration:	<u>\$0.00</u>	
Judging:	<u>\$0.00</u>	
Officiating:	<u>\$0.00</u>	
Other:	<u>\$0.00</u>	Description: _____
Total Cost:	<u>\$0.00</u>	The district will pay.

Total Trip Expenses

Staff Expenses:	<u>\$0.00</u>
Student Expenses:	<u>\$2,200.00</u>
General Expenses:	<u>\$0.00</u>
Total Cost:	<u>\$44,000.00</u>

Payment Responsibility Summary

Paid by Students:	<u>\$44,000.00</u>
Paid by District:	<u>\$0.00</u>
Total Cost:	<u>\$44,000.00</u>