



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, October 24, 2022

Re: Overnight Student Trip for Glenbrook South Students to Participate in a Study Abroad Program in Spain

Recommendation

It is recommended that the Board of Education authorize the overnight trip for Glenbrook South students to participate in a study abroad program in Spain from Saturday, June 17, 2023, through Saturday, July 1, 2023, in Spain.

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.

As Ms. Fitch shares in her memo, this study abroad opportunity is a direct extension of the curricular goals of our Advanced Placement programs in Spanish language and culture and Spanish literature and culture. Eligible students are current sophomores and juniors who intend to enroll in an AP Spanish course in the fall of 2023. Glenbrook South first participated in this program run by Centro MundoLengua in 2011 after one of our AP Spanish teachers, Rachael Rothrauff, conducted a site visit while abroad and extensively reviewed its curriculum and cultural offerings. Centro MundoLengua has been an excellent partner, and each year 1-2 of our students receive need-based scholarships to cover the cost of the academic/cultural program. Students and parents who have participated in previous years are quick to share how valuable the experience was to their future.

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)	18
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	All Other Overnight Trips: The Board of Education will cover 0% of expenses. Students will cover 100% of all their expenses and the expenses of the trip's chaperones.
Fee Collection Method	Bookstore
Amount Paid by Each Student	\$5,008.00
Remaining Trip Costs Paid by District	\$0.00

If there are any questions regarding this trip, please do not hesitate to contact Dr. Georges or Dr. Gravel.



To: Dr. Barbara Georges
From: Danita Fitch
Date: October 13, 2022
Re: Pre-AP Spanish Study Abroad 2023

I am happy to present this proposal for the Pre-AP Spanish Study Abroad program, which will take place in the summer of 2023, if approved. This had been a very successful recurring experience for our GBS students prior to the pandemic. The program takes place in Seville, Spain, and is a direct extension of the curricular goals of our Advanced Placement programs in Spanish Language and Culture and Spanish Literature and Culture. Eligible students are current sophomores and juniors who intend to enroll in either of the two AP Spanish courses in fall of 2023.

GBS first participated in this program run by Centro MundoLengua in 2011 after one of our AP Spanish teachers, Rachael Rothrauff, conducted a site visit while abroad and extensively reviewed its curriculum and cultural offerings. We also interviewed the program administrator and several WL department chairs who have participated in the program. GBS was looking for an additional immersion experience since our Spanish language program serves nearly 1,500 students annually, yet our amazing Spanish Exchange program can only accommodate 25 students every other year due to time and logistical restraints. Centro MundoLengua has been a wonderful partner, and each year 1-2 of our students receive need-based scholarships to cover the cost of the academic/cultural program, homestay and meals which is \$2900.

Highlights of this 2 week experience for students include:

- attend daily language, literature and culture classes with teachers from Spain
- live with local families in Seville along with another GBS peer
- participate in supervised daily cultural activities throughout Seville
- tour the city of Cadiz along with its beach on the weekend
- receive 0.5 elective credit for summer study abroad (pending BOE approval)

Students and parents who have participated in previous years are quick to share how valuable the experience was to their future. As an interactive chaperone on several of the trips, I can attest to how much students' language and intercultural skills grow with only 2 weeks of immersion. This is fully aligned with the mission of our department, and therefore I appreciate your support in bringing this proposal to the Board of Education.



CENTRO MUNDOLENGUA

GLENBROOK SCHOOL

June 18th – July 1st, 2023





Sunday June 18th, Seville

- Arrival into Sevilla airport. Meet MundoLengua coordinator and take private bus to host family meeting point.
- End the day by settling into your host families' homes, sharing your first home-cooked Spanish dinner with them, and getting some well-deserved rest!

Monday June 19th, Seville

- Begin the first day of classes with a welcome presentation and orientation with the MundoLengua team.
- Go on an orientation tour of the historic city center of Sevilla, where you will see ornate palaces, magnificent cathedrals, bustling plazas, historic buildings, cobblestone streets, and a seemingly infinite array of shops and restaurants.
- Breakfast, lunch, and dinner with the Spanish families.

Tuesday June 20th, Seville

- Morning classes at school.
- Visit the Sevilla Cathedral—the largest Gothic cathedral in the world and the site of the Giralda, which is the iconic bell tower. Visit the tomb of Christopher Columbus, buried inside the Sevilla Cathedral.
- Visit to las Setas, the most modern and cosmopolitan area of the city, for amazing night views above the city.
- Breakfast, lunch and dinner with the Spanish families.

Wednesday June 21st, Seville

- Morning classes at school.
- We will have an afternoon ceramics workshop at a local studio where we will design and bake our own azulejo tile!
- Enjoy a tapas night! Visit a famous market in Sevilla to try the delicious Spanish cuisine!

- Breakfast and lunch with the Spanish families.

Thursday June 22nd, Seville

- Morning classes at school.
- Visit the Real Alcázar de Sevilla—a magnificent palace where you will find one of the world's finest examples of Mudéjar-style architecture, along with a large complex of gorgeous gardens.
- Breakfast, lunch and dinner with the Spanish families.

Friday June 23th, Seville

- Morning classes at school.
- Learn how to make authentic paella at a Spanish cooking workshop hosted by a local chef! Then enjoy having the paella for dinner!
- Go on a refreshing night group bike ride along the Guadalquivir River.
- Breakfast and lunch with the Spanish families.

Saturday June 24th, Portugal

- Excursion to the city of Tavira, Portugal. We will spend the entire day relaxing at the beach on the island of Tavira.
- Picnic lunch in Tavira.
- Enjoy a karaoke or dance night.
- Breakfast and dinner with the Spanish families.

Sunday June 25th, Cadiz

- Excursion to the city of Cadiz, the oldest city in Western Europe. It dates back more than 3,000 years and was the location for the original Iberian settlers.
- Picnic lunch from home.
- Return to Seville.
- Breakfast and dinner with the Spanish families.





Monday June 26th, Seville

- Morning classes at school.
- Go on a refreshing afternoon kayaking on the Guadalquivir river.
- Breakfast, lunch and dinner with the Spanish families.

Tuesday June 27th, Seville

- Morning classes at school.
- Visit the spectacular Plaza de España, where you find a massive, semi-circular, palace-like building surrounded by a canal spanned by bridges, a large fountain, and a wide-open plaza—all of which provided a filming location for one of the Star Wars movies.
- Visit Maria Luisa Park, which is full of beautiful gardens, elegant fountains, horse-drawn carriages, and peaceful ponds that are home to a variety of birds.
- Express your artistic side with a photo contest through the Santa Cruz ancient Jewish quarter. The three best photos will receive a gift voucher!
- Breakfast, lunch and dinner with the Spanish families.

Wednesday June 28th, Matalascañas

- Morning classes at school.
- 1 day excursion to Matalascañas, located in the nearby city of Huelva. Nestled in the middle of Doñana beach and with its unmistakable Tower La Higuera as an emblem and vestige of old watchtowers, it is in this incomparable environment where the wild nature merges with civilization in perfect balance, which transcends into a unique and beautiful landscape.
- Picnic lunch on the beach.
- Movies night in Spanish at Centro MundoLengua.
- Breakfast and dinner with the Spanish families.

Thursday June 29th, Seville

- Morning classes at school.
- Dance classes at Centro MundoLengua.
- Enjoy a party night at Centro Mundolengua only for our students!
- Breakfast, lunch and dinner with the Spanish families.

Friday June 30th, Seville

- Morning classes at school.
- Free afternoon for last minute shopping.
- Professional flamenco show, with dancers, singer, and guitarist.
- Farewell group dinner at a local restaurant.
- Breakfast and lunch with the Spanish families.

Saturday July 1st, Seville

- Departure from Seville airport or train station.



Price per student (staying with host families):

\$2900

The above program includes:

- Spanish language and culture classes custom-designed for your students. All materials included. Final certificate.
- Cultural / social / sports activities with MundoLengua coordinator. All entrances and transport included. All tips included.
- Excursions as mentioned with MundoLengua coordinator and private transport. All entrances included. All tips included.
- Spanish family homestays 2-3 students per family with all meals included (3 daily + weekly laundry service).
- Chaperones stay with families in individual rooms. All meals included (3 daily + weekly laundry service).
- Health insurance for all participants.
- Supervision and 24/7 support for any emergencies.
- Chaperones receive the student package gratis.
- Flight not included.

Applying:

- Students must apply online at www.centromundolengua.com
- 20% of total price as deposit due with the completed application form.
- 80% balance due 8 weeks prior to the program start date.

For more information:

Please contact David Hirsch at davidhirsch@centromundolengua.com



Centro MundoLengua

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CENTRO MUNDOLENGUA



Part 1. Trip Description

School:	<input type="checkbox"/> Glenbrook North	<input checked="" type="checkbox"/> Glenbrook South	<input type="checkbox"/> Other: _____
Type of Trip:	<input checked="" type="checkbox"/> Instructional / Co-Curricular	<input type="checkbox"/> Athletics	<input type="checkbox"/> Student Activity
Trip Category:	<input type="checkbox"/> Illinois State Contest <input type="checkbox"/> National Contest <input type="checkbox"/> All Other Overnight Trips Less Than 400 Miles from the School District <input type="checkbox"/> All Other Overnight Trips More Than 400 Miles from the School District <input checked="" type="checkbox"/> Study Abroad / Student Exchange Experience		
Description:	Pre-AP Spanish Study Abroad program in Seville, Spain		
Student Group Eligible for Trip:	Current sophomores and juniors planning to enroll in AP Spanish Language or AP Spanish Literature in Fall 2023		
Departure Date:	Saturday, 6/17/23	Return Date:	Saturday, 7/1/23
Days/Blocks Missed by Students:	none		
Number of Staff:	2	Number of Other Chaperones:	
Number of Students:	18	Total:	20

Part 2. Transportation Information

Departing from:	Glenbrook South DOOR A	Date:	6/17/23	Time:	1:30 PM
Building:	GBS	Door:	A		
Traveling to:	O'Hare/Chicago International Airport, Terminal 3 (Iberia Airlines)				
Transportation:	<input type="checkbox"/> Coach Bus	<input checked="" type="checkbox"/> School Bus	<input type="checkbox"/> Activity Bus	<input type="checkbox"/> Rental Car	Number of Vehicles: 1
	<input type="checkbox"/> Personal Vehicle (Waiver Required)	<input type="checkbox"/> Public Transportation:			

If flying, complete the details below:

Flight to Destination:

Airport:	O'Hare Chicago	Flight Number:	IB6274	Destination Airport:	Madrid	Departure Time:	4:35 PM
Airline:	Iberia						

Transportation After Arrival

Transportation:	<input checked="" type="checkbox"/> Coach Bus	<input type="checkbox"/> School Bus	<input type="checkbox"/> Rental Car	Number of Vehicles:	
	<input type="checkbox"/> Public Transportation:	6/18/23 Flight IB3950 to Seville, Spain 11:35 departure; 12:45 arrival			

Flight from Destination:

Airport:	Madrid	Flight Number:	IB6275	Destination Airport:	Chicago O'Hare	Departure Time:	11:45 AM
Airline:	Iberia						

Returning from:	Chicago O'Hare	Date:	7/1/23	Time:	2:15 PM landing
Traveling to:	Glenbrook South DOOR A				
Building:	GBS	Door:	A		
Transportation:	<input type="checkbox"/> Coach Bus	<input checked="" type="checkbox"/> School Bus	<input type="checkbox"/> Activity Bus	<input type="checkbox"/> Rental Car	Number of Vehicles: 1
	<input type="checkbox"/> Personal Vehicle (Waiver Required)	<input type="checkbox"/> Public Transportation:			

Part 3. Bookstore Collection Information

Does this trip require money to be collected from students?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Begin Collection on:	TBD	End Collection on:
Cost per Student*:	\$5,008	Can the Student Pay in Installments?
		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

* See attached cost allocation worksheet for additional expense detail.

Account Number for Student Fees Collected:

new liability account needs to be created

Part 4. Staff Meals Information

Does this trip require staff members to purchase their own meals? ☐ Yes ☒ No

If "Yes", complete the details below:

Insert the number of meals for one staff member using the fields provided:

Breakfast:

\$13.00

Lunch:

\$15.00

Dinner:

\$26.00

Total Cost Per Staff Member:

\$0.00

Part 5. Approval

Requestor:	Danita Fitch	Date:	10/13/2022
Instructional Supervisor or Assistant Principal:	Danita Fitch	Date:	10/13/2022
Associate Principal for Administrative Services:		Date:	
Principal:		Date:	
Superintendent:		Date:	
Board of Education:		Date:	

Part 1. Trip Information

Trip Description: Pre-AP Spanish Study Abroad program in Seville, Spain

Part 2. General Expenses

			Total General Expenses	Expense Reconciliation
		% Covered by District		
Registration:	\$0.00	0%	Registration: \$0.00	Proportionally paid by students: \$4,092.86
Judging:	\$0.00	0%	Judging: \$0.00	The district will pay: \$0.00
Officiating:	\$0.00	0%	Officiating: \$0.00	Total Cost: \$4,092.86
Bus/Car Expense:	\$276.90	0%	Bus/Car Expense: \$276.90	
Other*:	\$0.00	0%	Other*: \$0.00	
Staff Expenses (Paid by Students):	\$3,815.96	n/a	Staff Expenses (Paid by Students): \$3,815.96	
Total Cost:	\$4,092.86		Total Cost: \$4,092.86	

* Other Description:

Part 3. Staff Expenses

Number of Staff:	2			
Per Staff Member		% Covered by District	Total Staff Expenses	Expense Reconciliation
Registration:	\$0.00	0%	Registration: \$0.00	Proportionally paid by students: \$3,815.96
Meals:	\$0.00	0%	Meals: \$0.00	The district will pay: \$0.00
Air Fare:	\$1,795.00	0%	Air Fare: \$3,590.00	Total Cost: \$3,815.96
Lodging:	\$0.00	0%	Lodging: \$0.00	
Trip Insurance:	\$112.98	0%	Trip Insurance: \$225.96	
Total Cost:	\$1,907.98		Total Cost: \$3,815.96	

Part 4. Student Expenses

Number of Students:	18			
Per Student		% Covered by District	Total Student Expenses	Expense Reconciliation
General Expenses:	\$200.00	n/a	General Expenses: \$3,600.00	Each student will pay: \$5,007.98
Registration:	\$2,900.00	0%	Registration: \$52,200.00	The district will pay: \$0.00
Meals:	\$0.00	0%	Meals: \$0.00	Total Cost: \$90,143.64
Air Fare:	\$1,795.00	0%	Air Fare: \$32,310.00	
Lodging:	\$0.00	0%	Lodging: \$0.00	
Trip Insurance:	\$112.98	0%	Trip Insurance: \$2,033.64	
Total Cost:	\$5,007.98		Total Cost: \$90,143.64	

Part 5. Payment Responsibility Summary

Paid by Students:	\$90,143.64		
Paid by Fundraising:		Account(s):	
Each Student Will Pay:	\$5,007.98	Method:	
Paid by District:	\$0.00	Account(s):	TBD
Total Cost:	\$90,143.64		