



To: Dr. Mike Riggle

From: Dr. Lauren Fagel

Re: GBS Spanish Exchange Program 2018-19

Date: November 30, 2017

Attached is the formal request from Mr. Bauman, Mr. Johlie, and Mr. Franson to offer the eighth Spanish Exchange program. The exchange will take place between Glenbrook South and two schools in the town of Orihuela, Spain. Students from Spain will visit Glenbrook South during Homecoming week of 2018. GBS students will travel to Spain during spring break 2019. This experience provides our students with the opportunity to apply their language skills and to be immersed in Spanish culture.

This is an Educational Tour covered under Board Policy 7050, which is attached. This Educational Tour is conducted by the District, but not financed by the District, and it requires approval from the principal, superintendent, and Board.

I support this request and believe these types of experiences greatly enhance our World Languages program.



Field Trip Request Form

Revised: December 2016

** Please attach 2 copies of students involved, including their ID numbers **

Trip Description

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

School: Glenbrook North Glenbrook South District Administration

Faculty Sponsor(s): Mark Bauman, Matt Johlle, DJ Franson Extension: 4811

Activity / Class Name: Spanish Exchange Program

Description of Trip: 2018-2019 biennial Spanish Exchange: chaperones and students will travel to Orihuela, Spain for homestay and day trips

Date(s) of Trip: 3/23/19-4/2/19

Number of Chaperones: 3 Number of Students: 24

Transportation Information

Departing from: GBS at: 2:00 AM PM

Traveling to (complete address): O'Hare Airport Chicago, IL 60666

Returning from (complete address): _____ at: _____ AM PM

Arriving to: _____ at: _____ AM PM

Students released from class (indicate time or blocks): 4/2/19

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

Cars(s): _____ Bus(es): 1 D225 Van(s): _____ Other: _____

Financial Information

Does this trip require money to be collected from students? * Yes No
 * If this trip does not require a collection, please skip the remainder of this section.

If there are multiple trip dates, should multiple rosters be setup? Yes No

Begin Collection on: 4/2018 End Collection on: 2/2019

	Cost per Student	Vendor to be Paid	Payment Method	
			Check	PCard
Admission/Ticket:	\$ 1,500.00		<input type="checkbox"/>	<input type="checkbox"/>
Meal:	\$		<input type="checkbox"/>	<input type="checkbox"/>
Non-School Bus Transportation:	\$		<input type="checkbox"/>	<input type="checkbox"/>
Total Cost:	\$ 1,500.00		<input type="checkbox"/>	<input type="checkbox"/>

The bookstore team will work with the department to process any check requests that are needed for instructional/course field trips. The bookstore team will also complete a reconciliation process for all instructional/course field trips, and will communicate with the department regarding total expenses for each trip.

Financial Information (Continued)

Accounting Details

Instructional / Course Field Trip

Student Activity / Co-Curricular Field Trip

Account Number: GBN: 10L200 4850 0000 00 000000
 GBS: 10L300 4850 0000 00 000000

830925
 Please write account number above.

For Business Services Department Use

Bank Cash Account: Cash Receipts Student Activities

Eligible for Board-Paid Financial Aid?* Yes No

Board-Paid Financial Aid Account: GBN: 10E200 1130 3915 00 001001
 GBS: 10E300 1130 3915 00 001001

Eligible for School-Paid Financial Aid? Yes No

School-Paid Financial Aid Account: _____
 Please write account number above.

* Board Policy 8230 outlines the financial assistance program. As part of the policy, course fees and student trip fees for instructional field trips and extended classroom opportunities within the State of Illinois, not requiring an overnight stay, will be supported through a District expense account.

Approval

Requestor: Mark Bauman Date: 11/28/17
 Instructional Supervisor or Assistant Principal*: Damita Fitch Date: 11/28/17
 Associate Principal: Lauren Bagep Date: 11/30/17

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

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
 Notice to Bookstore Notice to Faculty Sponsor and Department Assistant

To: Lauren Fagel
From: Mark Bauman, Matt Johlle, DJ Franson
Re: Spanish Exchange Program
Date: November 17, 2017

Exchange Proposal: The proposed exchange will be the eighth between Glenbrook South and *Instituto de enseñanza secundaria Gabriel Miró* and *Instituto de enseñanza secundaria Thader*. Our previous experience and the smaller enrollment in the Spanish schools has led us to conclude that 24 participants from each country is ideal. The students from Spain will be visiting Glenbrook during Homecoming week of 2018. The families of the GBS students participating in the exchange will provide lodging and meals. Glenbrook students will visit Spain during spring break 2019. We are requesting board approval for this exchange.

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

- 24 Spanish students and four teacher chaperones will arrive during October and spend approximately 12 days with their host families.
- GBS students and teachers (Mr. Johlle, Mr. Bauman, Mr. Franson) will accompany the Spanish students on a joint field trip during one school day.
- GBS pays for transportation to pick up and drop off Spanish students at the airport as well as for field trips during the stay.
- The Dean's Office provides student I.D. cards for all of the Spanish visitors and bus passes for those who need them.
- The Spanish visitors will accompany their American hosts to classes for one school day and spend another day attending Spanish classes as guest speakers.
- Mr. Johlle, Mr. Bauman and Mr. Franson will arrange field trips and transportation for the Spanish students during their stay.

Spain, 2019

- For the trip to Spain in the spring of 2019, we are requesting Board approval for release from school the two days following spring break (4/2/19, 4/3/19).

- We anticipate that GBS students will pay approximately \$1,500.00 for the trip to Spain, 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-\$1,300 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, many students study Spanish language and cultures, but rarely get the opportunity to visit a Spanish-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 Spanish program by allowing GBS students the opportunity to experience Spanish culture first-hand. These students, in-turn, are able to share their experiences with other students in Spanish as well as with classmates in other courses. The entire school benefits from the opportunity to discuss and share ideas with the Spanish students and their teachers when they visit Glenbrook South.

History: Matt Johlie spent the 2000-01 school year participating in a board approved teacher exchange program teaching English at the *Instituto de enseñanza secundaria, Gabriel Miró* in Orihuela, Spain. As a part of that same exchange, Ana Muñoz was a visiting teacher of Spanish at Glenbrook South. The student exchange program is a progression of the relationship first established during the original teacher exchange. A group of 12 students from *Gabriel Miró* visited GBS during October 2003 and their GBS counterparts visited Spain during spring break 2004 with Mark Bauman and Matt Johlie serving as chaperones. 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 Spanish curriculum at Glenbrook South. In order to be eligible to participate in the exchange, students must be enrolled in fourth year Spanish or higher during the 2018-2019 school year. Board approval would also be required for two days release from school.

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

cc: Danita Fitch
Cameron Muir

BOARD POLICY: EDUCATIONAL TRAVEL EXPERIENCES

7050

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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 can arise when 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 be paramount in our considerations and judgment. It is the policy of the Board of Education that such travel experiences should not be scheduled to conflict with normal student attendance days. Under extraordinary circumstances, the Board may approve exceptions to this policy.

Section B - Educational Tours: Travel Conducted, but Not Financed, by the District

1. The Board of Education is authorized by Illinois statute to conduct educational tours as a supplement to particular courses of instruction, within or without the district, the State of Illinois, or the United States.
2. Recommendation of the principal and approval of the superintendent shall be required for all educational tours involving an overnight stay prior to submission to the Board for approval.
3. No student may participate in an educational tour unless he or she has accident and health insurance coverage protecting against bodily injury or death while participating in the tour. Cost of said insurance, when not otherwise existing, shall be assumed by the organization conducting the tour. Demonstration of satisfactory insurance coverage shall be made in writing to the assistant superintendent of business affairs as a condition of and prior to Board approval.
4. The Board of Education is not authorized to use district funds for any expenditures incurred on such a tour for meals, lodging, or transportation costs. However, the Board may authorize the compensation of necessary personnel while on tour if the personnel are performing duties in the ordinary course of their employment.
5. All school rules and regulations regarding student and employee conduct shall apply for students and employees participating in educational tours.
6. The Board of Education reserves the right in its sole discretion to cancel any previously approved trip whenever it believes that the safety of the participants may be at risk. Should a trip be cancelled, the Board of Education will assume no legal responsibility or financial liability for monetary losses or other damages incurred by the participants. Participants should be aware that travel insurance may be available at the participant's expense through the sponsoring agency or another insurance source.

Section C - Educational Travel: Travel Not Sponsored, Supported, or Conducted by the District

1. The Board of Education authorizes the superintendent to approve requests submitted by an employee or a private agency that have been recommended for approval by the principal, to use school facilities without rental charge to inform students and parents of educational travel programs within any of the fifty United States or any foreign country that, in the discretion of the principal and the superintendent, have educational significance for the district's students. Such use may be granted only with the clear understanding that the program is not sponsored, supported, or conducted by the Board of Education and that the Board of Education assumes no legal responsibility or financial liability related to the program. Further, all materials used by the sponsoring employee or agency in publicizing the program must contain a statement to this effect, the language of which has been approved in advance by the superintendent. These same materials must also carry the name, address and phone number of the sponsoring employee or agency.

2. No student may participate in educational travel unless he or she has accident and health insurance coverage protecting against bodily injury or death while participating in the educational travel. Cost of said insurance when not otherwise existing shall be assumed by the student or private agency financing the educational travel. Demonstration of satisfactory insurance coverage shall be made in writing to the assistant superintendent of business affairs as a condition of and prior to superintendent approval.

Section D - Use of Equipment, Materials, or Supplies to Promote Educational Travel

District equipment, materials or supplies, including stationery, shall be used for educational tours under Section B of this policy only, and shall not be used for any educational travel that is not district sponsored.

Section E - Student Trips Exclusion

Student trips as outlined in Board Policy #7230 are not included within the provisions of this policy.

Section F – Parameters for Vendors

All vendors seeking consideration as an educational tour provider must work with the Director of Operations to provide proper documentation and agree to parameters developed by the district administration as outlined in this policy and its procedures. The monetary values of the student insurance requirements as listed in the student travel parameters in the procedures to this policy may be adjusted as necessary by the Superintendent without further action by the Board of Education.

Approved: April 12, 1971
Revised: February 5, 1973
Revised: December 1, 1975
Revised: February 6, 1978
Revised: January 23, 1984
Revised: September 10, 1984
Reviewed: November 14, 1988
Revised: October 28, 1996
Revised: November 27, 2000
Revised: January 25, 2016