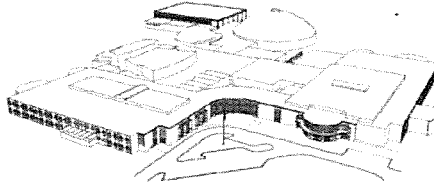


# GLENBROOK SOUTH HIGH SCHOOL

Northfield Township High School District 225



4000 WEST LAKE AVENUE  
GLENVIEW, IL 60026  
Web: [www.glenbrook225.org/south](http://www.glenbrook225.org/south)  
Telephone: 847.729.2000  
Fax: 847.486.4462

**To;** Dr. Mike Riggle

**From:** Ms. Lauren Fagel

A handwritten signature in black ink that reads "L. Fagel". The signature is written in a cursive style and is positioned to the right of the printed name "Ms. Lauren Fagel".

**Re:** Summer Study Abroad Program in Seville, Spain

**Date:** November 8, 2016

Attached is the formal request from Rachael Rothrauff, Spanish teacher, to take students on a two-week linguistic and cultural experience in Spain. This program is organized through Centro MundoLengua and is supported by the College Board as a program to prepare students for AP Spanish language classes. The trip will take place from June 24, 2017 – July 8, 2017, and it will be chaperoned by Ms. Rothrauff and Mr. Bauman. The estimated cost per student is \$4300.

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

I support this request and believe this type of experience will enhance the language learning experience.

To: Lauren Fagel

From: Rachael Rothrauff

Re: Study Abroad Program in Seville, Spain

Date: October 10, 2016

**Study Abroad Proposal:** The proposed opportunity will provide Glenbrook South students a two-week linguistic and cultural experience in Spain. The language school, Centro MundoLengua, is located in the city of Seville and offers the only Pre-AP study abroad program that is approved by the College Board. In addition to hosting GBS students in the past, Centro MundoLengua has ongoing partnerships with other schools in the area such as Loyola Academy, Marist and Barrington High School. This study abroad program will take place from June 24-July 8, 2017.

Student participants will be fully immersed in the language and culture through the following experiences:

- 14 days of living with a local Spanish family (with 1-2 other Glenbrook students)
- 10 days of carefully designed instruction in the Spanish language and culture with teachers from Spain; curriculum has been developed to meet the needs and interests of pre-AP students and is supervised by College Board consultants
- 2 excursions to the towns of Huelva and Cádiz in Spain, and Tavira in Portugal (weekend activity)

**Rationale:** There are over 1,000 students who study Spanish language and cultures at Glenbrook South every year, but only a fraction of these have the opportunity to participate in such an enriching cultural and linguistic experience. The GBS Spanish Exchange program can only accept 20- 25 students every other year, which leads to the denial of numerous qualified applications. This proposed study abroad experience shares many goals of the exchange, such as providing students a real-life opportunity to immerse themselves in the language and culture, but also meets the needs of students wanting an experience with planned learning activities to accelerate their skills linguistically and culturally at an even deeper level. In order to be eligible for participation in this program, students must be enrolled in one or both of the AP Spanish courses in the 2017-2018 school year.

**Logistics:** The following are logistical details regarding the proposed experience:

- Students would not miss any school days; travel will take place from June 24-July 8, 2017
- Centro MundoLengua is the school in Spain that coordinates most aspects of the program (arrival/departure; classes; cultural excursions; homestay provisions, etc.)
- The approximate cost will be \$4,300 per student; this covers over 30 hours of classroom instruction, international airfare; bus tickets, museum and site entrance fees, housing and all meals throughout the trip.
- As per Board Policy 7050, all students who participate will have accident and health insurance coverage. Coverage is provided by Centro MundoLengua.

**Board Approval:** I am seeking board approval for a variety of reasons. This is an educational tour conducted, but not financed, by the District. The Pre-AP study abroad program has direct relevancy to the world language curriculum at Glenbrook South, and participation will build on students' cultural knowledge of the Spanish-speaking world while increasing their confidence and ability to successfully communicate in that world. Please reference the attached itinerary for details regarding classes, excursions, evening activities and more.

**GLENBROOK HIGH SCHOOLS**  
**Travel Requests Requiring Board of Education Approval**

I. School GBN \_\_\_\_\_ GBS  GBE \_\_\_\_\_ GBOC \_\_\_\_\_ District \_\_\_\_\_

II. Initiator Rachael Rothrauff Phone ext 4517

Position Spanish teacher Date of Submission 10/14/16

III. Dates and Times of Leave/Return

Total Number of School Days Missed per Person Ø

Departure Date/Time 6/24/17 Return Date/Time 7/8/17

IV. Individuals Participating in Tour: Students entering AP Lang or Lit 2017-18

Teachers and Staff (Identified) Rachael Rothrauff + Mark Bauman

Number of Students (Identity to be provided to the Principal) ~ 20

V. Description, Destination, and Reason for Trip

Pre-AP Spanish Language + PreAP Spanish Literature Study Abroad Program in Seville, Spain.

VI. Cost of Trip

Was the trip included in your Dept. \_\_\_\_\_ Bldg. \_\_\_\_\_ District \_\_\_\_\_ Budget? No

	Total Amount	Per Person	Account #
Registration	<u>2,500</u>	<u>tuition, homestay, meals, activities,</u>	
Lodging		<u>local transportation</u>	
Meals (Advance)			
Judging		<u>N/A</u>	
Substitute Teacher		<u>N/A</u>	
Transportation			
Air	<u>~ 1800</u>	<u>max. round-trip air</u>	
Bus/Car			
District Total		<u>N/A</u>	<u>N/A</u>
Cost to Student	<u>~ \$ 4,300</u>		<u>N/A</u>

VII. Approval

Danita Fitch Lauren Ajfel \_\_\_\_\_  
 Supervisor Principal Superintendent  
10/14/16 11/8/16 \_\_\_\_\_  
 Date Date Date

**Reminder:** No purchases or expenses allowed prior to Board of Education approval.  
 Form approved by Board of Education



CENTRO MUNDOLENGUA

## Centro MundoLengua

### **Sunday June 25, 2017 SEVILLE**

Arrival into Seville airport or train station. Met by MundoLengua coordinator and private bus transport to host family meeting point. Rest day with families.

### **Monday June 26, 2017 SEVILLE**

Breakfast with families and then students will be accompanied by families to school. Class levels offered will be: Spanish language and culture (intermediate), AP prep Spanish language and culture, and AP prep Spanish literature and culture. Classes will take place from 10:00am-1:30pm (3 hours, with a 30 minute break). Return home for lunch with families.

**Afternoon activity:** Orientation walking tour of the city center

**Nighttime activity:** Optional tapas night in a central restaurant. Estimated cost of 15 euros, \$16.50. Or dinner with family.

### **Tuesday June 27, 2017 SEVILLE**

Breakfast with families. Morning classes. Lunch and dinner with families.

**Afternoon activity:** Seville Cathedral, largest Gothic cathedral in the world and burial site of Christopher Columbus (visit of his tomb). World Heritage Site. We will also climb to the top of the Giralda bell tower for sweeping views of the entire city.

**Nighttime activity:** Workshop led by local actors where we will act out different scenes of movies that took place around the city of Seville. We will also have a chance to test our improv skills. Free activity.

### **Wednesday June 28, 2017 SEVILLE**

Breakfast with families. Morning classes. Lunch and dinner with families.

**Afternoon activity:** Learn how to dance flamenco at a local studio with one of our instructors.

**Nighttime activity:** Salsa dancing or movie night at MundoLengua school. Free activity.

### **Thursday June 29, 2017 SEVILLE**

Breakfast with families. Lunch and dinner with families.

**Afternoon activity:** Royal Palace of Seville, oldest royal palace still in use today in Europe. World Heritage Site. Recently used for filming Game of Thrones.

**Nighttime activity:** Music concert in the city. Estimated cost of 5 euros, \$6.

### **Wednesday July 5, 2017 SEVILLE**

Breakfast with families. Morning classes. Lunch and dinner with families.

**Afternoon activity:** Visit to the Plaza Espana and Parque Maria Luisa. We will visit the plaza in rowboats around the moat (less than 3 ft. depth), and 4-person bicycles for a scavenger hunt in the park.

**Nighttime activity:** Let's go to the movies in Spanish! Estimated cost of 5 euros, \$6.

### **Thursday July 6, 2017 SEVILLE**

Breakfast with families. Morning classes. Picnic lunch and dinner with families.

**Afternoon activity:** Afternoon at the local amusement park, Isla Magica.

**Nighttime activity:** School dance at a local disco, exclusively for MundoLengua students. Free activity.

### **Friday July 7, 2017 SEVILLE**

Breakfast with families. Morning classes. Lunch with families.

**Afternoon activity:** Free afternoon for last minute shopping.

**Nighttime activity:** Professional flamenco show, followed by a farewell group dinner at a local restaurant. Free activity.

### **Saturday July 8, 2017 SEVILLE-HOME**

Private bus transfer to Seville train station or airport. Departure.

**Estimated cost of all optional activities - \$45. NOT INCLUDED.**

The actual afternoon and nighttime activities will be determined at a later date. As well, the order of the activities may be changed. The above represents a close approximation, based on summer 2016.

### **Cultural / Social / Sports Activities / Weekend Excursions**

Students will be in small groups with MundoLengua history professors who lead the activities. Visits are conducted in the same manner as the classes, i.e. with a communicative and dynamic approach. Students are not simply visiting sites, but rather actively participating in discussions. There is a good mix of cultural vs. social and more sports-oriented activities. Some nighttime activities are optional.

### **Free Time**

Students will have some free time with the program to spend with friends or family. The day is structured to include morning classes and afternoon activities, with nighttime activities (some optional). Students generally have some free time during the afternoon, as well as some at night (assuming they do not participate in the night activity). Some night activities are obligatory (school dance, group farewell dinner, etc.). All students have a curfew with the program and must check-in with families each night. The curfew is after completion of the last night activity.

### **Additional Services**

Students enjoy full health insurance, for any medical emergency. This covers the cost of visiting with a doctor, except for the cost of ordinary prescription medicines (which can be obtained at very economical prices from any pharmacy). They also enjoy private tutoring, and 24 hr/ 7 day assistance from our multi-lingual team.

### **Registration and Payment**

This is entirely available online at [www.centromundolengua.com](http://www.centromundolengua.com). Apply Now! A deposit of \$300 is due with a completed application form to register, with the remainder due 6 weeks prior to the program start date.

### **Cancellations and Refunds**

- If the student cancels from the program after payment of the deposit, but 42 ordinary days or more prior to the program start date, Centro MundoLengua ("ML") will refund all monies paid, less applicable transaction costs.
- If the student cancels from the program less than 42 ordinary days prior to the program start date, ML will refund all monies paid less the deposit and any applicable transaction costs.
- If the student cancels from the program less than 30 ordinary days prior to the program start date, ML will refund 50% of all monies paid, less any applicable transaction costs.
- No refunds will be paid once the program has started.

### **Social Media**

[www.facebook.com/centroml](http://www.facebook.com/centroml)

[www.instagram.com/centroml](http://www.instagram.com/centroml)

[www.youtube.com/centromundo](http://www.youtube.com/centromundo)

[www.centromundolengua.com/es/blog](http://www.centromundolengua.com/es/blog)

**BOARD POLICY: EDUCATIONAL TRAVEL EXPERIENCES**

**7050**

Page 1 of 3 pages

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