



To: Dr. Mike Riggle
From: Dr. Lauren Fagel *L. Fagel*
Re: GBS Summer Study Abroad Program in Seville, Spain
Date: October 27, 2017

Attached is the formal request from Danita Fitch, World Language Instructional Supervisor and 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 23, 2018 – July 7, 2018, and it will be chaperoned by Ms. Fitch and Ms. Mikos. 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.



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): Danita Fitch + Gabby Mikos Extension: 4525

Activity / Class Name: Sevilla Study Abroad (pre-AP students)

Description of Trip: Students attend classes during this 2-week study abroad program. Homestay + AP-aligned curriculum.

Date(s) of Trip: June 23, 2018 - July 7, 2018

Number of Chaperones: 2 Number of Students: ~ 15

Transportation Information

Departing from: Chicago O'Hare on 6/23/18 at: 4:25 AM PM

Traveling to (complete address): Seville, Spain

Returning from (complete address): Seville, Spain on 7/7/18 at: 7:00 AM PM

Arriving to: Chicago O'Hare at: 2:00 AM PM

Students released from class (indicate time or blocks): ∅

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

Cars(s): _____ Bus(es): _____ D225 Van(s): _____ Other: N/A

Financial Information

Does this trip require money to be collected from students? * Yes No Bookstore Not Involved

* 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: N/A End Collection on: N/A

	Cost per Student	Vendor to be Paid	Payment Method	
			Check	PCard
Admission/Ticket:	\$ <u>packaged</u>		<input type="checkbox"/>	<input type="checkbox"/>
Meal:	\$ <u>together</u>		<input type="checkbox"/>	<input type="checkbox"/>
Non-School Bus Transportation:	\$ <u>1 1</u>		<input type="checkbox"/>	<input type="checkbox"/>
Total Cost:	\$ <u>4,300.00</u>		<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

 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:

Danita Fitch

Date:

10/27/17

Instructional Supervisor or Assistant Principal*:

Danita Fitch

Date:

10/27/17

Associate Principal:

Lauren Gelf

Date:

10/27/17

* 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: gbnfeessetup@glenbrook225.org

GBS: gbsfeessetup@glenbrook225.org

Date: _____

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: Danita Fitch

Re: Study Abroad Program in Seville, Spain

Date: October 17, 2017

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 23-July 7, 2018.

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-one to the town of Cádiz in Spain and one to 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 2018-2019 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 7, 2018
- 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 relevance 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.



CENTRO MUNDOLENGUA

www.centromundolengua.com



TRAVEL ITINERARY

GLENBROOK SOUTH HIGH SCHOOL

June 24th, 2018 - July 7th, 2018



SUNDAY JUNE 24, 2018 - SEVILLE

- Arrival into Seville airport or train station. Meet MundoLengua coordinator and take private bus to host family meeting point.
- Settle into new home with Spanish family.
- Lunch and dinner with the Spanish families.

MONDAY JUNE 25, 2018 - SEVILLE

- Breakfast with the Spanish families.
- Morning classes at school.
- Afternoon orientation walk around the city center.
- Have fun with your friends biking through the streets of Seville at night (optional).
- Lunch and dinner with the Spanish families.

TUESDAY JUNE 26, 2018 - SEVILLE

- Breakfast with the Spanish families.
- Morning classes at school.
- Visit to the Seville Cathedral, largest Gothic Cathedral in the world and burial site of Christopher Columbus.
- Evening dance at a local disco only for our students.
- Lunch and dinner with the Spanish families.

WEDNESDAY JUNE 27, 2018 - SEVILLE

- Breakfast with the Spanish families.
- Morning classes at school.
- Learn how to dance flamenco at a local studio with one of our instructors.
- Night visit to the movies in Spanish (optional).
- Lunch and dinner with the Spanish families.





TRAVEL ITINERARY

GLENBROOK SOUTH HIGH SCHOOL

June 24th, 2018 - July 7th, 2018



THURSDAY JUNE 28, 2018 - SEVILLE

- Breakfast with the Spanish families.
- Morning classes at school.
- Visit to the Royal Palace, oldest European palace still in use today.
- Night running race along the river (with views of the Triana area).
- Lunch and dinner with the Spanish families.

FRIDAY JUNE 29, 2018 - SEVILLE

- Breakfast with the Spanish families.
- Morning classes at school.
- Kayaking on the Guadalquivir river.
- Karaoke night! A fun night out (optional).
- Lunch and dinner with the Spanish families.

SATURDAY JUNE 30, 2018 - SEVILLE - TAVIRA - SEVILLE

- Breakfast with the Spanish families.
- 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.
- Visit to las Setas, the most modern and cosmopolitan area of the city, for amazing night views above the city (optional).
- Dinner with the Spanish families.

SUNDAY JULY 1, 2018 - SEVILLE - CADIZ - SEVILLE

- Breakfast with the Spanish families.
- Excursion to the city of Cadiz, Spain. We will visit the Torre Tavira. We will then spend the rest of the day relaxing at some of the best beaches in Southern Spain.
- Picnic lunch in Cadiz.
- Nighttime photo contest of some of the most beautiful sights in Seville (optional).
- Dinner with the Spanish families.



TRAVEL ITINERARY

GLENBROOK SOUTH HIGH SCHOOL

June 24th, 2018 - July 7th, 2018



MONDAY JULY 2, 2018 - SEVILLE

- Breakfast with the Spanish families.
- Morning classes at school.
- Walk through the narrow cobblestone streets of the city's oldest area, la Judería (old Jewish quarter).
- Salsa dancing / zumba / movie night at MundoLengua school (optional).
- Lunch and dinner with the Spanish families.

TUESDAY JULY 3, 2018 - SEVILLE

- Breakfast with the Spanish families.
- Morning classes at school.
- Lunch with the Spanish families.
- Spanish cooking workshop: learn to make paella. This will also serve as our dinner.
- Challenge your friends at the MundoLengua Olympic Games! A fun night of sports competition.

WEDNESDAY JULY 4, 2018 - SEVILLE

- Breakfast with the Spanish families.
- Morning classes at school.
- Visit to the amazing Plaza España full of colorful ceramic tiles and Parque Maria Luisa, Seville's largest park in the city.
- Salsa dancing / zumba / movie night at MundoLengua school (optional).
- Lunch and dinner with the Spanish families.

THURSDAY JULY 5, 2018 - SEVILLE - HUELVA - SEVILLE

- Breakfast with the Spanish families.
- Morning classes at school.
- Afternoon at the beach to relax after class with your friends.
- Evening dance at a local disco only for our students.
- Lunch and dinner with the Spanish families.



TRAVEL ITINERARY

GLENBROOK SOUTH HIGH SCHOOL

June 24th, 2018 - July 7th, 2018

FRIDAY JULY 6, 2018 - SEVILLE

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

SATURDAY JULY 7, 2018 - SEVILLE - HOME

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

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 2017.

Classes offered will be: Spanish language and culture (intermediate), pre-AP Spanish language and culture, and pre-AP Spanish literature. Classes will take place from 10:00am-1:30pm (3 hours, with a 30 minute break). Class schedules may be changed to the afternoons.

Price: \$2,400 per student.

The price includes:

- Spanish classes at the school.
- Spanish family homestays with all meals.
- All the activities and excursions mentioned in this program, except for the optional nighttime activities.

Estimated cost of all optional activities - \$80 - \$100.

- Health insurance for all participants.
- Supervision and 24/7 support.
- Does not include the flight cost.

Application:

Students can apply online. They have to pay a deposit of \$300 upfront with a completed application form. The remainder will be due 6 weeks prior to the program start date.

For more information:

Please contact David Hirsch at davidhirsch@centromundolengua.com
www.centromundolengua.com

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