



**To:** Dr. Charles Johns  
Board of Education

**From:** Dr. R.J. Gravel

**Date:** Monday, January 9, 2023

**Re:** Overnight Student Trip for Glenbrook Academy Students to Participate in a Study Abroad Program in France

### **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 France from Sunday, June 25, 2023, through Wednesday, July 5, 2023.

### **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 Mr. Field shares in her memo, this study abroad opportunity is a direct extension of the curricular goals of the Glenbrook Academy of International Studies. Students that would participate in this experience are currently in their third year of French instruction, and while they have made tremendous progress with language and cultural proficiency, it is nearly impossible to replicate the kinds of cultural and linguistic experiences that such a trip would offer. The trip as outlined includes numerous cultural and historical excursions that are directly linked to French, American history, literature lessons, and collaborations since fall 2021.

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***

<b>Condition or Parameter</b>	<b>Summary</b>
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	Cancel for Any Reason Individual Policy
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	Travel Agency
Amount Paid by Each Student	\$3,940.00
Remaining Trip Costs Paid by District	\$0.00



To: Dr. Rosanne Williamson  
From: Scott Field  
Re: Academy of International Studies France Trip Proposal  
Date: December 17, 2022

**Trip Proposal:** The proposed ten-day trip to France would be between June 25 and July 5, 2023. It has been organized by Walking Tree Travel, the same agency that organized an approved Academy trip to Quebec in 2019. I anticipate that between 16 and 25 Academy French students will sign up for this cultural experience. I will require a minimum of 16 participants which will ensure that two staff chaperones travel free of charge. To be eligible to participate in the trip, students must be current Academy juniors who are in good standing with the Dean's office at their respective schools.

The cost for the 10-day trip to France will be \$3,940 (all-inclusive including meals, water and transit, airfare, supplemental travel insurance). Students will pay tuition and airfare directly to the student travel company, *Walking Tree Travel* (already vetted by the business office).

This is an educational tour conducted but not financed by the district.

**Rationale:** Academy French students are now in their third year of instruction, and while they have made tremendous progress with language and cultural proficiency, it is nearly impossible to replicate the kinds of cultural and linguistic experiences that such a trip would offer. The trip as outlined includes numerous cultural and historical excursions that are directly linked to French/American History/Literature lessons and collaborations since Autumn, 2021. In addition to being able to share their experiences with other Glenbrook students and faculty, students who participate in the program will make many linguistic, cultural and historical connections that will serve them for the rest of their lives.

**Travel Arrangements:** Except for transportation to and from O'Hare International Airport, all travel and accommodation arrangements will be handled by Walking Tree Travel. Walking Tree program leaders will greet and pick up the Academy group of participants and staff chaperones at Charles de Gaulle International Airport in Paris.

## **Trip Timeline**

(More details available on the Academy's dedicated page with [Walking Tree Travel](#).)

1. June 25 - Flight from Chicago O'Hare, to Paris Charles de Gaulle
2. June 26 - Arrival in Paris
3. June 27 - Paris
4. June 28 - Paris -Versailles
5. June 29 - Paris Giverny (home of Claude Monet)
6. June 30 - Paris - Normandy (Mont-Saint-Michel / Granville)
7. July 1 - July 2 - Normandy (Granville farm and cheesemaking)
8. July 2 - Normandy (D-Day beaches)
9. July 3 - Normandy (Bayeux -William the Conqueror Tapestry) - Return to Paris
10. July 4 - Paris
11. July 5 - Paris Charles de Gaulle to Chicago O'Hare

**Part 1. Trip Description**

School:  Glenbrook North  Glenbrook South  Other: Glenbrook Academy of International Studies

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

Trip Category:  Illinois State Contest  National Contest  All Other Overnight Trips Less Than 400 Miles from the School District  
 All Other Overnight Trips More Than 400 Miles from the School District  Study Abroad / Student Exchange Experience

Description: Glenbrook Academy of International Studies Cultural / Historical Trip to Paris and Normandy, France

Student Group Eligible for Trip: The Glenbrook Academy of International Studies Class of 2024 (Current Juniors)

Departure Date: Sunday, June 25, 2023 Return Date: Wednesday, July 5, 2023

Days/Blocks Missed by Students: N/A

Number of Staff: 2 Number of Other Chaperones:            Number of Students: 20 Total: 22

**Part 2. Transportation Information**

Departing from: Glenbrook South Date: 06/25/23 Time: 4:00 PM

Building: Glenbrook South Main Entrance Door: A

Traveling to: Chicago O'Hare International Airport

Transportation:  Coach Bus  School Bus  Activity Bus  Rental Car Number of Vehicles: 2  
 Personal Vehicle (Waiver Required)  Public Transportation:           

*If flying, complete the details below:*

**Flight to Destination:**

Airport: Chicago O'Hare

Airline: Air France Flight Number: 153 Destination Airport: Paris Charles de Departure Time: 7:55 PM

**Transportation After Arrival**

Transportation:  Coach Bus  School Bus  Rental Car Number of Vehicles:             
 Public Transportation:           

**Flight from Destination:**

Airport: Paris Charles de Gau

Airline: Air France Flight Number: 136 Destination Airport: Chicago O'Hare Departure Time: 3:50 PM

Returning from: Chicago O'Hare International Airport Date: 07/05/23 Time: 6:30 PM

Traveling to: Glenbrook South

Building: Glenbrook South Main Entrance Door: A

Transportation:  Coach Bus  School Bus  Activity Bus  Rental Car Number of Vehicles: 2  
 Personal Vehicle (Waiver Required)  Public Transportation:           

**Part 3. Bookstore Collection Information**

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

Begin Collection on:            End Collection on:           

Cost per Student\*: \$3,940.00 Can the Student Pay in Installments?  Yes  No

\* See attached cost allocation worksheet for additional expense detail.

Account Number for Student Fees Collected: N/A - Direct payment to Walking Tree Travel

**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:	<u>          </u>	Lunch:	<u>          </u>	Dinner:	<u>          </u>	Total Cost Per Staff Member:	<u>  <b>\$0.00</b>  </u>
	\$13.00		\$15.00		\$26.00		

### Part 5. Approval

Requestor:	<u>Scott Field</u>	Date:	<u>12/26/22</u>
Instructional Supervisor or Assistant Principal:	<u>Matthew Whipple / Rosanne Williamson</u>	Date:	<u>12/26/22</u>

## Part 1. Trip Information

Trip Description: Glenbrook Academy of International Studies Cultural / Historical Trip to Paris and Normandy, France

## Part 2. General Expenses

			<u>Total General Expenses</u>		<u>Expense Reconciliation</u>	
		% Covered by District				
Registration:	\$0.00	0%	Registration:	\$0.00	Proportionally paid by students:	\$0.00
Judging:	\$0.00	0%	Judging:	\$0.00	The district will pay:	\$0.00
Officiating:	\$0.00	0%	Officiating:	\$0.00	<b>Total Cost:</b>	<b>\$0.00</b>
Bus/Car Expense:	\$0.00	0%	Bus/Car Expense:	\$0.00		
Other*:	\$0.00	0%	Other*:	\$0.00		
Staff Expenses (Paid by Students):	\$0.00	n/a	Staff Expenses (Paid by Students):	\$0.00		
<b>Total Cost:</b>	<b>\$0.00</b>		<b>Total Cost:</b>	<b>\$0.00</b>		

\* Other Description: \_\_\_\_\_

## Part 3. Staff Expenses

			<u>Total Staff Expenses</u>		<u>Expense Reconciliation</u>	
	<u>Per Staff Member</u>	% Covered by District				
Number of Staff:	2					
Registration:	\$0.00	0%	Registration:	\$0.00	Proportionally paid by students:	\$0.00
Meals:	\$0.00	0%	Meals:	\$0.00	The district will pay:	\$0.00
Air Fare:	\$0.00	0%	Air Fare:	\$0.00	<b>Total Cost:</b>	<b>\$0.00</b>
Lodging:	\$0.00	0%	Lodging:	\$0.00		
Trip Insurance:	\$0.00	0%	Trip Insurance:	\$0.00		
<b>Total Cost:</b>	<b>\$0.00</b>		<b>Total Cost:</b>	<b>\$0.00</b>		

## Part 4. Student Expenses

			<u>Total Student Expenses</u>		<u>Expense Reconciliation</u>	
	<u>Per Student</u>	% Covered by District				
Number of Students:	20					
General Expenses:	\$2,490.00	n/a	General Expenses:	\$49,800.00	Each student will pay:	\$3,940.00
Registration:	\$0.00	0%	Registration:	\$0.00	The district will pay:	\$0.00
Meals:	\$0.00	0%	Meals:	\$0.00	<b>Total Cost:</b>	<b>\$78,800.00</b>
Air Fare:	\$1,250.00	0%	Air Fare:	\$25,000.00		
Lodging:	\$0.00	0%	Lodging:	\$0.00		
Trip Insurance:	\$200.00	0%	Trip Insurance:	\$4,000.00		
<b>Total Cost:</b>	<b>\$3,940.00</b>		<b>Total Cost:</b>	<b>\$78,800.00</b>		

## Part 5. Payment Responsibility Summary

Paid by Students:	\$78,800.00		
Paid by Fundraising:	\$0.00	Account(s):	n/a
Each Student Will Pay:	\$3,940.00	Method:	Travel Agency
Paid by District:	\$0.00	Account(s):	n/a
<b>Total Cost:</b>	<b>\$78,800.00</b>		