

# 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

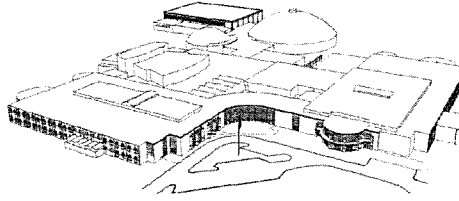
*Office of the Principal*

**To:** Dr. Mike Riggle

**From:** Dr. Brian K. Wegley *BK*

**Re:** GBS German Academy Exchange Memo

**Date:** June 16, 2015



Attached is the formal request from Ms. Lauren Fraser for our third exchange with Klettgau-Gymnasium-Tiengen in Germany. I am excited about the opportunity this trip will provide for our students to apply their language skills and to be immersed in German culture. I applaud Ms. Fraser for continuing this positive tradition. This trip will include German students visiting GBS in October of 2016. In addition, our students will conduct their exchange and visit Germany in July of 2016.

This is an Educational Tour covered under Board Policy 7050, which is included with this proposal for the board's information. This Educational Tour is conducted by the district, but not financed by the district and requires approval from the principal, superintendent and board. The parameters put in place by Ms. Fraser are similar to successful trips taken by the World Languages Department in the past, and I have every confidence this trip will follow suite.

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

To: Brian K. Wegley  
From: Lauren Fraser

cc: Matthew Whipple  
Danita Fitch  
Cameron Muir  
Dr. Michael Riggle

Date: Thursday, June 11, 2015

Subject: GBS German Academy Exchange Program

**Exchange Proposal:** This proposed student exchange will be the third between Glenbrook South and Waldshut-Tiengen (KGT), a small town in the black forest on the border to Switzerland. The school, Klettgau-Gymnasium-Tiengen, was where Academy German Teacher Lauren Fraser visited for three weeks as an exchange student when she was a junior in high school. The Academy class of 2017 would be visiting the school and staying with host families for two weeks in July 2016. This would be a reciprocal exchange, meaning our Academy students would host the students from KGT at a time to be determined. We are still working that out with the school in Germany. Either before or after the two weeks in the host families, the academy would travel with the American teacher chaperones to another area of the country, most likely the north. For that week we would be staying in a hotel or hostel. We are requesting board approval for this exchange.

**Rationale:** These academy students are very excited about German culture and communicating in authentic situations with native speakers. These situations are of course always best in the target country. While in Germany, students will be required to do an "action research" type of research, meaning they will have a question that they will try to become "experts" on with minimal help from the Internet. They will be interviewing and surveying Germans and using their museum and cultural visits for the enrichment of their project. Hopefully, these projects will then be presented in and filmed in a TED talks manner upon return to the USA.

**The hosting portion for the exchange impacts Glenbrook South and North in the following ways:**

- The German students would come for 2 weeks in October 2016. Two teachers will accompany them from Tiengen.
- The German visitors will be integrated into various predetermined classes, departments, guest lectures, as well as community organizations during their two-week stay.
- German Teacher (Ms. Fraser) and the exchange teachers will accompany the German students on a joint field trip during one school day.
- The Dean's office will provide student ID cards for all German visitors.
- The District office will be contacted if bus passes are needed.
- The Dean's office at both schools will allow for extra students to eat lunch in the cafeteria during the time of the German exchange.

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

I. School GBN  GBS  GBE  GBOC  District

II. Initiator Fraser Phone 4515

Position German Teacher Date of Submission 6/11/15

III. Dates and Times of Leave/Return

Total Number of School Days Missed per Person Ø

Departure Date/Time ~7/10/15 Return Date/Time ~8/1/15

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)

Teachers and Staff Lauren Fraser Matt Whipple  
John Meyer

Students see list

V. Description, Destination, and Reason for Trip

See attachment  
German Exchange - 2 week homestay in black forest  
1 week group travel in north

VI. Cost of Trip

Was this trip included in your Dept.  Bldg.  District  Budget?

	Total Amount	Per Person	Account #
Registration	<u>5400</u>	<u>200</u>	
Lodging	<u>10,800</u>	<u>400</u>	
Meals (Advance)	<u>8,100</u>	<u>300</u>	
Judging	<u>Ø</u>	<u>N/A</u>	
Substitute Teacher	<u>Ø</u>	<u>N/A</u>	
Transportation			
Air	<u>40,500</u>	<u>1500</u>	
Bus/Car	<u>5400</u>	<u>200</u>	
District Total	<u>Ø</u>	<u>N/A</u>	<u>N/A</u>
Cost to Student	<u>70,200</u>	<u>2600</u>	<u>N/A</u>

VII. Approval

Mandy Whit Jim K. Wegle \_\_\_\_\_  
 Supervisor Principal Superintendent  
6-11-15 6-16-2015 \_\_\_\_\_  
 Date Date Date

Reminder: No purchases or expenses prior to Board of Education approval.

Glenbrook High School District #225

BOARD POLICY: EDUCATIONAL TRAVEL EXPERIENCES

7050  
Page 1 of 2 pages

Section A - Introduction

The Board of Education of District #225 believes that educational travel experiences can provide significant educational experiences for Glenbrook students. However, 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. Recommendation of the principal and the superintendent and approval of the Board of Education shall be required for educational tours conducted outside the State of Illinois or adjacent states, and for educational tours that require students to be absent from school for one day or more.
3. No student or employee may participate in an educational tour unless he has accident and health insurance coverage protecting against bodily injury or death and, if he is an employee, disability while participating in the tour. Cost of said insurance shall be assumed by the organization financing the tour. Validation of satisfactory insurance coverage shall be made in writing to the assistant superintendent of business affairs.
4. The Board of Education is not authorized to use school funds for any expenditures incurred on such a tour for meals, lodging, or transportation costs. However, the Board may authorize the payment of salaries of necessary personnel while on tour if the personnel are performing in the ordinary course of their employment.
5. All school rules and regulations regarding student conduct shall apply for students participating in educational tours.

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 a school employee or a private agency and which have been recommended for approval by the principal, to use school facilities to inform students of educational travel programs within any of the fifty United States or any foreign country which, 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 or supported 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 agency in publicizing the program must contain a statement to this effect which has been approved by the superintendent. These same materials must also carry the identification of the sponsoring agency.
2. No student or employee may participate in educational travel unless he has accident and health insurance coverage protecting against bodily injury or death and, if an employee, disability while participating in the educational travel. Cost of said insurance shall be assumed by the employee or private agency financing the educational travel. Validation of satisfactory insurance coverage shall be made in writing to the assistant superintendent of business affairs.

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

Glenbrook equipment, materials or supplies, including stationery, shall be used for school-sponsored activities only, and shall not be used for any educational travel which is not school sponsored.

Section E - Student Trips Exclusion

Student trips are not included within the provisions of this policy.

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