

GLENBROOK SOUTH HIGH SCHOOL

Northfield Township High School District 225

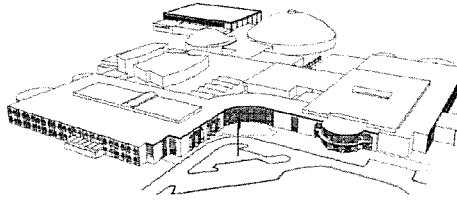
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Office of the Principal



To: Dr. Mike Riggle

From: Dr. Brian K. Wegley *BK*

Re: GBS German Exchange Memo

Date: June 16, 2015

Attached is the formal request from Ms. Lauren Fraser for our third exchange with Dietrich-Bonhoeffer Gymnasium in Filderstadt, a suburb of Stuttgart, 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 2015. In addition, our students will conduct their exchange and visit Germany in June of 2016, after the school year has come to an end.

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.

Once again this year, this trip is coordinated with the German American Partnership Program (GAPP), which reduces the overall cost to students by reimbursing some of the costs for each student participant. This agency also covers the airfare of the sponsor.

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

To: Brian K. Wegley
From: Lauren Fraser

cc: Danita Fitch
Cameron Muir
Dr. Michael Riggle

Date: Thursday, June 11, 2015

Subject: GBS German Exchange Program

Exchange Proposal: This proposed student exchange will be the third between Glenbrook South and Filderstadt, a suburb of Stuttgart, Germany. GBS participated in this student exchange program three times already, with great success. This proposal will allow us to continue this rich tradition. In October, 2015, twenty German students along with two German teachers will visit Glenbrook South for two weeks. The families of the GBS students generously host the exchange students, who reciprocally host Glenbrook South students during a visit to Germany during June of 2016, after the school year. We are requesting board approval for this exchange.

Rationale: At Glenbrook South, a growing number of students study German language and culture, but rarely get the opportunity to visit a German-speaking country or even converse with a native German-speaker. Many aspects of the culture, as well as linguistic situations are difficult, if not impossible, to replicate in the classroom. An on-going exchange program strengthens the overall German program, by allowing a significant number of GBS students the opportunity to experience German culture first-hand. These students, in turn, are able to share their experiences with other students of German and share the insights they gain with classmates in other courses across the curriculum. The entire school benefits from the opportunity to discuss and share ideas with the German students and their teachers when they visit Glenbrook South.

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

- The German students will arrive in October, 2015. They will be accompanied by two teachers from Filderstadt. They spend approximately two weeks with their host families in Glenview.
- 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 will allow for 20 extra students to eat lunch in the cafeteria during the time of the German exchange.
- Ms. Fraser will arrange field trip transportation for the German students during their stay.

Board Approval: We are seeking board approval for a variety of reasons. This is an educational exchange conducted, but not financed by the district. This exchange has direct relevancy to the German curriculum at Glenbrook South, in that its main objective is the integration of students into everyday life of exchange host families and into the classroom activities of host schools to provide them with a coherent intercultural experience to inspire intercultural understanding and a lifelong desire to be world citizens in our ever shrinking global community.

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

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

I. School GBN _____ GBS X GBE _____ GBOC _____ District _____

II. Initiator Lauren 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 0

Departure Date/Time ~6/13/16 Return Date/Time ~7/3/16

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

Teachers and Staff Lauren Fraser
Renate Toth

Students _____

V. Description, Destination, and Reason for Trip

- see attached description -
German Exchange - 2 week Home stay near Stuttgart
1 week exploration of Vienna/Munich

VI. Cost of Trip

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

	Total Amount	Per Person	Account #
Registration (tours guides)	<u>4400</u>	<u>2000</u>	
Lodging	<u>6600</u>	<u>300</u>	
Meals (Advance)	<u>6600</u>	<u>300</u>	
Judging	<u>0</u>	N/A	
Substitute Teacher	<u>0</u>	N/A	
Transportation			
Air	<u>33,000</u> <u>\$1500</u>	<u>1,500</u>	
Bus/Car	<u>2,000</u>	<u>100</u>	
District Total	<u>0</u>	N/A	N/A
Cost to Student	<u>48,000</u>	<u>2,400</u>	N/A

VII. Approval

Janita Litch Dr. K. Nagly _____
Supervisor Principal Superintendent
6-11-15 6-16-15 _____
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