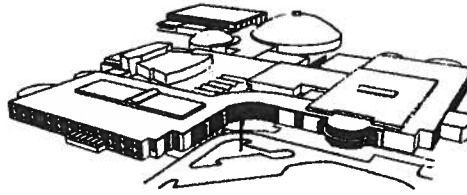


**GLENBROOK
SOUTH
HIGH SCHOOL**

Northfield Township High School District 225

4000 WEST LAKE AVENUE
GLENVIEW, IL 60026
Web: gbs.glenbrook.k12.il.us
Telephone: 847.729.2000
Fax: 847.486.4462



Office of the Principal

To: Dr. Mike Riggle

From: Brian Wegley

Re: Spanish Exchange Memo

Date: December 8, 2009

Attached is the formal request from Mr. Matt Johlle and Mr. Mark Bauman for their fourth exchange. I am excited about the opportunity this trip will provide for our students to apply their language skills and to be immersed in Spanish culture. I applaud Mr. Johlle and Mr. Bauman for continuing this positive tradition.

As we discussed, this is an Educational Tour covered under Board Policy 7050, which I will include 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 Mr. Matt Johlle and Mr. Mark Bauman are similar to successful trips they have taken 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 Language program.

To: Brian Wegley
From: Matt Johlie, Mark Bauman
Re: Spanish Exchange Program
Date: October 29, 2009

Exchange Proposal: The proposed exchange will be the fourth between Glenbrook South and *Instituto de enseñanza secundaria Gabriel Miró* and *Instituto de enseñanza secundaria Thader*. Increased interest in the exchange has allowed us to include a third Spanish high school, *Instituto de enseñanza secundaria Alfonso X*. The students from Spain will be visiting GBS during Homecoming week of 2010. The families of GBS students participating in the exchange will provide lodging and meals. Glenbrook students will visit Spain during spring break 2011. We are requesting board approval for this exchange.

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

Glenview, 2010

- The Spanish students will arrive during October and spend approximately 12 days with their host families.
- GBS students and teachers (Mr. Johlie and Mr. Bauman) will accompany the Spanish students on a joint field trip during one school day.
- GBS pays for transportation to pick up and drop off Spanish students at the airport as well as for field trips during the stay.
- The Dean's Office provides student ID cards for all of the Spanish visitors and bus passes for those who need them.
- The Spanish visitors will accompany their American hosts to classes for one school day and spend another day attending Spanish classes as guest speakers.
- Mr. Johlie and Mr. Bauman will arrange field trips and transportation for the Spanish students during their stay.

Spain, 2011

- For the trip to Spain in the spring of 2010, we are requesting board approval for release from school the two days following spring break.
- We anticipate that GBS students will pay approximately \$1,500.00 for the trip to Spain, with a final price depending on airfare, the exchange rate and other variables.

Rationale: At Glenbrook South, many students study Spanish language and cultures, but rarely get the opportunity to visit a Spanish-speaking country. Many aspects of culture as well as linguistic situations are difficult, if not impossible to replicate in the classroom. An on-going student exchange strengthens the overall Spanish program by allowing GBS students the opportunity to experience Spanish culture firsthand. These students, in-turn, are able to share their experiences with other students in Spanish class as well as with classmates in other courses. The entire school benefits from the opportunity to discuss and share ideas with the Spanish students and their teachers when they visit Glenbrook South.

History: Matt Johlie spent the 2000-01 school year participating in a board approved teacher exchange program teaching English at the *Instituto de enseñanza secundaria, Gabriel Miró* in Orihuela, Spain. As a part of that same exchange, Ana Muñoz was a visiting teacher of Spanish here at Glenbrook South. The student exchange program is a progression of the relationship first established during the original teacher exchange. A group of 12 students from *Gabriel Miró* visited GBS during October 2003 and their GBS counterparts visited Spain during spring break 2004 with Mark Bauman and Matt Johlie serving as chaperones. The exchange was repeated during the 2005-2006 school year and again in 2008-2009 with great success. All parties involved look at this opportunity as a valuable teaching tool that will have long lasting benefits for the individual students participating and for the entire World Language Department as well.

Board Approval: We are seeking board approval for a variety of reasons. This is an educational tour conducted, but not financed by the district. There is no third party involved in organizing the exchange. This exchange has direct relevancy to the Spanish curriculum at Glenbrook South. In order to be eligible to participate in the exchange, students must be enrolled in fourth year Spanish or higher during the 2010-2011 school year. Board approval would also be required for two days release from school.

Presentation to board: We are requesting your assistance in bringing this proposal before the school board.

cc: Danita Fitch
Cameron Muir

PROCEDURES FOR IMPLEMENTING BOARD POLICY: EDUCATIONAL TRAVEL EXPERIENCES
7050

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

I. School GBN ___ GBS GBE ___ GBOC ___ District ___
 II. Initiator MATT JOHLIE Phone 4516
 Position TEACHER Date of Submission 11-04-09

III. Dates and Times of Leave/Return
 Total Number of School Days Missed per Person 2
 Departure Date/Time MARCH 25, 2011 3PM Return Date/Time APRIL 5, 2011 5PM

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)
 Teachers and Staff MATT JOHLIE, MARK BAUMAN & ROSEMARIE CARSELS
 Students YET BE DETERMINED - ~~STAFF~~ WILL BE DONE THROUGH APPLICATION PROCESS TO TAKE PLACE IN DEC-JAN 09-10.

V. Description, Destination, and Reason for Trip
SPANISH EXCHANGE TRIP - STUDENTS HOST SPANIARD IN FALL 2010 AND TRAVEL TO SPAIN TO BE HOSTED BY SAME SPANIARD IN SPRING 2011. SCHOOL ~~TRIP~~ VISITS AND CULTURAL TRIPS ARE A PART OF THE EXCHANGE.

VI. Cost of Trip
 Was this trip included in your Dept. ___ Bldg. ___ District ___ Budget? ___

	Total Amount	Per Person	Account #
Registration	_____	_____	_____
Lodging	_____	_____	_____
Meals (Advance)	_____	_____	_____
Judging	_____	N/A	_____
Substitute Teacher	_____	N/A	_____
Transportation	_____	_____	_____
Air	_____	_____	_____
Bus/Car	\$1500	_____	_____
District Total	\$1500	N/A	N/A
Cost to Student	\$1500	_____	N/A

VII. Approval
Danile Jutek Devin K. Hoff
 Supervisor Principal Superintendent
11/3/09 12/09/09
 Date Date Date

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

September 2010

August 2010

September 2010

October 2010

S M T W T F S

S M T W T F S

S M T W T F S

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

■ Work
■ Home

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	
FAMILY DAY	SCHOOL DAY	FIELD TRIP SPANIARDS ONLY	COMBINED FIELD TRIP	FIELD TRIP SPANIARDS ONLY	SPANIARDS ARRIVE	FAMILY DAY WELCOME DINNER

Consent Agenda Item # 6.10

October 2010

September 2010

October 2010

November 2010

S M T W T F S
 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]

S M T W T F S
 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]

J M T W T F S
 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]

Work
 Home

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
					SCHOOL DAY VISIT SPANISH CLASSES	FAMILY DAY HOME COMING
3	4	5	6	7	8	9
FAMILY DAY	SCHOOL DAY	DEPARTURE FROM O'HARE				
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						Consent Agenda Item # 6.10
31	1	2	3	4	5	

Marc. 2011

February 2011

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 2011

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2011

M	T	W	T	F	S
1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30
31					

Work
Home

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
Family Day	School Day	Field Trip	School Day	Field Trip	DEPART FOR SPAIN	FAMILY DAY
						Consent Agenda Item # 6.10

April -011

March 2011
 S M T W T F S
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

April 2011
 S M T W T F S
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

May 2011
 M T W T F S
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

 Work
 Home

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
FAMILY DAY	SCHOOL DAY	RETURN TO GIBS			SCHOOL DAY	COMBINED TRIP
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

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

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

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

II. Initiator _____ Phone _____
Position _____ Date of Submission _____

III. Dates and Times of Leave/Return
Total Number of School Days Missed per Person _____
Departure Date/Time _____ Return Date/Time _____

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)
Teachers and Staff _____
Students _____

V. Description, Destination, and Reason for Trip

VI. Cost of Trip
Was this trip included in your Dept. _____ Bldg. _____ District _____ Budget?

	Total Amount	Per Person	Account #
Registration	_____	_____	_____
Lodging	_____	_____	_____
Meals (Advance)	_____	_____	_____
Judging	_____	N/A	_____
Substitute Teacher	_____	N/A	_____
Transportation	_____	_____	_____
Air	_____	_____	_____
Bus/Car	_____	_____	_____
District Total	_____	N/A	N/A
Cost to Student	_____	_____	N/A

VII. Approval

_____ Supervisor	_____ Principal	_____ Superintendent
_____ Date	_____ Date	_____ Date

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

PROCEDURES FOR IMPLEMENTING BOARD POLICY: EDUCATIONAL TRAVEL EXPERIENCES 7050

**Acknowledgment Form for Sponsoring Agent Regarding
Educational Travel**

(name of person or agency sponsoring program)

(destination)

(dates)

Your signature below constitutes and is evidence of:

- (1) your acknowledgment that Northfield Township High School District No. 225 is in no way involved in the sponsorship of this trip and that the trip is not a school-sponsored activity, but rather, is sponsored solely by _____;
- (2) your acknowledgment that Northfield Township High School District No. 225 assumes no responsibility for any trip preparation, arrangements for any supervision of students while participating in the trip, and transportation to and from the above-named destination;
- (3) your agreement to release, indemnify and hold harmless Northfield Township High School District No. 225, its Board of Education, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries, including reasonable attorney's fees and costs expended in defense thereof, incurred or resulting from any student or employee's participation in this trip and transportation to and therefrom;
- (4) your acknowledgment, if an employee, that your sponsorship of this program is not within the scope of your employment with Northfield Township High School District No. 225; and is, in fact, strictly outside the scope of your employment;
- (5) your acknowledgment that you are not being paid by Northfield Township High School District No. 225 to sponsor this program.

Signature of person or director of agency sponsoring program

Date

**Acknowledgment and Waiver Form
Regarding Educational Travel**

Your child, _____, has been offered the opportunity to participate in a trip to _____ on the following dates _____.

This trip is not sponsored by Northfield Township High School District No. 225. It is being sponsored solely by _____.

Northfield Township High School District No. 225 assumes no responsibility for any trip preparation, arrangements for any supervision of students while participating in the trip, and transportation to and from the above-named destination.

Your signature below constitutes and is evidence of:

- (1) your acknowledgment that Northfield Township High School District No. 225 is in no way involved in the sponsorship of this trip and that the trip is not a school-sponsored activity, but rather, is sponsored solely by _____;
- (2) your agreement to release, indemnify and hold harmless Northfield Township High School District No. 225, its Board of Education, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries, including or resulting from your child's participation in this trip and transportation to and therefrom.

Signature of Parent or Guardian

Date

Adopted: October 28, 1996
Revised: November 27, 2000