

# GLENBROOK SOUTH HIGH SCHOOL

Northfield Township High School District 225

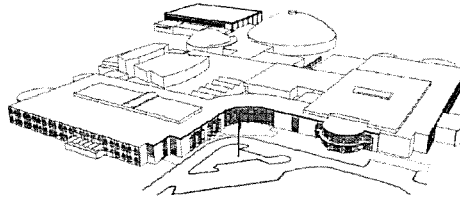
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*Office of the Principal*



**To:** Dr. Mike Riggle

**From:** Dr. Brian Wegley *BW*

**Re:** Spanish Exchange Memo

**Date:** February 3, 2014

Attached is the formal request from Mr. Matt Johlle and Mr. Mark Bauman for their sixth 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.

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 suit. Following District 225's parameters for Spring Break, it will occur from Monday, March 30, 2015 through Friday, April 3, 2015. One challenge facing this exchange is that their partner school in Spain will begin a break of their own on Monday, March 30, 2015. Therefore, this travel request includes students missing two days of school for this exchange. Although students involved in the 2013 exchange missed three days, other years have required only one day; they are proposing missing two school days to allow the exchange to include two days within their exchange school. I support this change; after talking it through with Ms. Fitch, this avenue preserves the educational component of the trip.

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

To: Brian Wegley  
From: Matt Johlie, Mark Bauman  
Re: Spanish Exchange Program  
Date: January 21, 2014

Exchange Proposal: The proposed exchange will be the sixth 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 Glenbrook during Homecoming week of 2014. The families of GBS students participating in the exchange will provide lodging and meals. Glenbrook students will visit Spain during spring break 2015. We are requesting board approval for this exchange.

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

- The Spanish students will arrive during October and spend approximately 12 days with their host families.
- GBS students and teachers (Mr. Johlie, Mr. Bauman and another chaperone) 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 I.D. 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, 2015

- For the trip to Spain in the spring of 2015, we are requesting Board approval for release from school the two days preceding spring break. This request is the result of the Spanish schools beginning a three-week vacation starting on Friday 3/27/15 and the benefit of GBS students attending classes in Spain on 3/26 and 3/27.
- We anticipate that GBS students will pay approximately \$1,800.00 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 cultures as well 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 first-hand. These students, in-turn, are able to share their experiences with other students in Spanish 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 Johlle 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 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 Johlle serving as chaperones. The exchange was repeated during the 2005-2006, 2007-2008, 2009-2010 and 2011-2012 school years 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 2014-2015 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

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

I. School    GBN \_\_\_\_\_ GBS X    GBE \_\_\_\_\_    GBOC \_\_\_\_\_    District \_\_\_\_\_

II. Initiator    Mark Bauman, Matt Johlle    Phone x. 4811  
 Position    Spanish Teacher    Date of Submission    1/29/14

III. Dates and Times of Leave/Return  
 Total Number of School Days Missed per Person    2  
 Departure Date/Time    3/25/15    Return Date/Time    4/4/15

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)  
 Teachers and Staff    Mark Bauman    Matt Johlle  
 Students    31 juniors and seniors to be selected after application process

V. Description, Destination, and Reason for Trip  
-attached-

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	<u>\$1800.00</u>	_____	N/A

VII. Approval

Danilo Jotta    Dr. R. Hegley    \_\_\_\_\_  
 Supervisor    Principal    Superintendent  
1/29/2014    1/30/2014    \_\_\_\_\_  
 Date    Date    Date

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

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