



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, April 10, 2023

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

Recommendation

It is recommended that the Board of Education authorize the overnight trip for Glenbrook Academy students to participate in a study abroad program in Germany from Thursday, June 6, 2024, through Thursday, June 27, 2024, in Germany.

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 Ms. Haugh shares in her memo, the proposed exchange will be the fourth between our district and Klettgau Gymnasium Tiengen. It is the tenth exchange organized by German teacher, Lauren Haugh. This is the third academy exchange that Ms. Haugh is organizing. The students from Germany will be visiting Glenbrook during October of 2023. The families of the GBS and GBN students participating in the exchange will provide lodging and meals. Glenbrook students will visit Germany during the first weeks of summer break in June of 2024. We are requesting board approval for this exchange now, as the planning and matching of participating students is ideally completed before we break for summer.

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

Condition or Parameter	Summary
Number of Staff	3
Number of Students (estimate)	29
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	Bookstore
Amount Paid by Each Student	\$2,251.03
Remaining Trip Costs Paid by District	\$0.00



To: Dr. Barbara Georges
From: Lauren Haugh

Exchange Proposal: The proposed exchange will be the fourth between our district and Klettgau Gymnasium Tiengen. It is the tenth exchange organized by German teacher, Lauren Haugh. This is the third academy exchange that Ms. Haugh is organizing. The students from Germany will be visiting Glenbrook during October of 2023. The families of the GBS and GBN students participating in the exchange will provide lodging and meals. Glenbrook students will visit Germany during the first weeks of summer break in June of 2024. We are requesting board approval for this exchange now, as the planning and matching of participating students is ideally completed before we break for summer.

In the Glenbrook Academy of International Studies, the students who study German language and cultures rarely get the chance to visit a German-speaking country. Many aspects of cultures as well linguistic situations are difficult, if not impossible, to replicate in the classroom. These students have had an ongoing pen-pal friendship with students from this school in Germany and look forward to interacting with them in person. Both school benefits from the opportunity to discuss and share ideas with the German students and their teachers when they visit Glenbrook South and Glenbrook North.

See attached proposed itinerary.

German Exchange Hosting Calendar

1	<u>German students Arrive at ORD</u>
2	School day - welcome and Shadow your exchange partner
3	School day – Shadow your exchange partner
4	<i>Family Time</i>
5	<i>Family Time</i>
6	<u>Chicago Fieldtrip - just Germans</u>
7	School day - Shadow exchange partners / explore electives
8	Corn Maze, Gurnee Mills – <u>WITH THE AMERICANS</u>
9	<u>Chicago Fieldtrip - just Germans</u>
10	Bike the shoreline – Lincoln Park Zoo to Soldier Field. Navy Pier. - Just Germans
11	<i>Family Time</i>
12	<i>Family Time</i>
13	B’ahai Temple, Northwestern University, Evanston.
14	School day - Shadow exchange partners / explore electives <u>FAREWELL POTLUCK</u>
15	Germans depart from O’Hare

German Exchange Travel Calendar

1	Fly ORD - ZRH
2	Arrive ZRH - pick up by bus and taken to school Meeting and orientation at school
3	School day - shadow exchange partners
4	<i>Family Time</i>
5	<i>Family Time</i>
6	Hike the Alps/Luzern
7	School day - shadow exchange partners
8	Straßbourg
9	Schwarzwald/Black Forest
10	Konstanz
11	<i>Family Time</i>
12	<i>Family Time</i>
13	Europa Park
14	School day <u>Farewell Dinner</u>
15	Fly ZRH - ORD

Part 1. Trip Description

School: Glenbrook North Glenbrook South Other: _____

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: Travel to exchange students' homes and visit the school as well as other cultural and historical sites in Germany, France and Switzerland

Student Group Eligible for Trip: Glenbrook Academy of International Studies class of 2025

Departure Date: Thursday, June 6, 2024 Return Date: Thursday, June 27, 2024

Days/Blocks Missed by Students: _____ 0

Number of Staff: 3 Number of Other Chaperones: 0 Number of Students: 29 Total: 32

Part 2. Transportation Information

Departing from: Chicago O'hare Date: June 2024 Time: TBA

Building: Terminal 5 Door: _____

Traveling to: Zürich International Airport

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

If flying, complete the details below:

Flight to Destination:

Airport: O'hare (ORD)

Airline: Swiss Flight Number: TBA Destination Airport: Zürich (ZRH) Departure Time: TBA

Transportation After Arrival

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

Flight from Destination:

Airport: Zürich (ZRH)

Airline: Swiss Flight Number: TBA Destination Airport: O'hare (ORD) Departure Time: TBA

Returning from: Zürich International Airport Date: June 2024 Time: TBA

Traveling to: O'Hare ORD

Building: International Terminal Door: _____

Transportation: Coach Bus School Bus Activity Bus Rental Car Number of Vehicles: _____
 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: May 2023 End Collection on: June 2024

Cost per Student*: 2250 Can the Student Pay in Installments? Yes No

* See attached cost allocation worksheet for additional expense detail.

Account Number for Student Fees Collected:

10L300 4920 0000 30 001033

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:

\$13.00

Lunch:

\$15.00

Dinner:

\$26.00

Total Cost Per Staff Member: **\$0.00**

Part 5. Approval

Requestor:

Lauren Haugh

Date:

2/21/23

Instructional Supervisor or
Assistant Principal:

Date:

Part 1. Trip Information

Trip Description: Travel to exchange students' homes and visit the school as well as other cultural and historical sites in Germany, France and S

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:	\$6,120.00
Judging:	\$0.00	0%	Judging:	\$0.00	The district will pay:	\$0.00
Officiating:	\$0.00	0%	Officiating:	\$0.00	Total Cost:	\$6,120.00
Bus/Car Expense:	\$0.00	0%	Bus/Car Expense:	\$0.00		
Other*:	\$0.00	0%	Other*:	\$0.00		
Staff Expenses (Paid by Students):	\$6,120.00	n/a	Staff Expenses (Paid by Students):	\$6,120.00		
Total Cost:	\$6,120.00		Total Cost:	\$6,120.00		

* Other Description:

Part 3. Staff Expenses

Number of Staff: 3						
<u>Per Staff Member</u>			<u>Total Staff Expenses</u>		<u>Expense Reconciliation</u>	
		% Covered by District				
Registration:	\$300.00	0%	Registration:	\$900.00	Proportionally paid by students:	\$6,120.00
Meals:	\$0.00	0%	Meals:	\$0.00	The district will pay:	\$0.00
Air Fare:	\$1,300.00	0%	Air Fare:	\$3,900.00	Total Cost:	\$6,120.00
Lodging:	\$325.00	0%	Lodging:	\$975.00		
Trip Insurance:	\$115.00	0%	Trip Insurance:	\$345.00		
Total Cost:	\$2,040.00		Total Cost:	\$6,120.00		

Part 4. Student Expenses

Number of Students: 29						
<u>Per Student</u>			<u>Total Student Expenses</u>		<u>Expense Reconciliation</u>	
		% Covered by District				
General Expenses:	\$211.03	n/a	General Expenses:	\$6,120.00	Each student will pay:	\$2,251.03
Registration:	\$300.00	0%	Registration:	\$8,700.00	The district will pay:	\$0.00
Meals:	\$0.00	0%	Meals:	\$0.00	Total Cost:	\$65,280.00
Air Fare:	\$1,300.00	0%	Air Fare:	\$37,700.00		
Lodging:	\$325.00	0%	Lodging:	\$9,425.00		
Trip Insurance:	\$115.00	0%	Trip Insurance:	\$3,335.00		
Total Cost:	\$2,251.03		Total Cost:	\$65,280.00		

Part 5. Payment Responsibility Summary

Paid by Students:	\$65,280.00		
Paid by Fundraising:	\$0.00	Account(s):	
Each Student Will Pay:	\$2,251.03	Method:	
Paid by District:	\$0.00	Account(s):	
Total Cost:	\$65,280.00		