

OFFICE OF THE PRINCIPAL
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Dr. John Finan

Re: GBN Study Abroad Program, Costa Rica

Date: May 1, 2018

Attached is the formal request from Josh Morrel, World Language Instructional Supervisor to put together a two-week linguistic and cultural experience in Costa Rica. This program is organized through Sol Abroad and is supported by the ATESA Spanish language school in Atenas, Costa Rica. The trip will take place from Sunday, June 16 – Sunday, June 30 and it will be chaperoned by Spanish teachers Mrs. Lauren Carranza and Ms. Jennifer Figiel. The estimated cost per student is \$3,250; however, the World Language Department will explore fundraising events.

This is an Educational Tour covered under Board Policy 7050. The Educational Tour is conducted by the District, but not financed by the District. The trip requires approval from the principal, superintendent, and Board.

I support this request and believe this type of experience will enhance the language learning experience.

JF:rp

enc.

To: Dr. John Finan
From: Josh Morrel
Re: Study Abroad Program in Costa Rica
Date: April 22, 2018

Study Abroad Proposal: The proposed opportunity will provide Glenbrook North students a two-week linguistic and cultural experience in Costa Rica. The language school, ATESA Spanish Language School in Atenas, Costa Rica. ATESA has received international students and volunteers from around the world since 2004. The language school was co-founded by Atenas locals Mercedes Arias, a former Peace Corps and high school Spanish teacher, and Diego Barquero, an ESL and Spanish teacher who formerly taught at Hamilton College in New York. The mission of the school is to provide personalized attention and allow high school students to learn Spanish in a relaxed environment, free from tension and stress. The program emphasizes communication with a strong focus on real-life skills in social situations. The school is certified by the Cervantes Institute. All professors have degrees in teaching Spanish as a foreign language.

This study abroad program will take place from June 16 – June 30, 2019.

Student participants will be fully immersed in the language and culture through the following experiences:

- * 14 days of living with a local Costa Rican family (with 1-2 other Glenbrook students)
- * 10 days of carefully designed instruction in the Spanish language and culture with teachers from Costa Rica; the school is certified by the Cervantes Institute. All professors have degrees in teaching Spanish as a foreign language.
- * 1 day excursion to the Arenal Volcano, Hot Springs, Rainforest Zipline, & La Fortuna Waterfall
- * 1 day city tour of Atenas

Rationale: There are over 1,000 students who study Spanish language and culture at Glenbrook North every year, but only a fraction of these have the opportunity to participate in such an enriching cultural and linguistic experience. Glenbrook North Spanish students have had very few chances during the past several years to take advantage of such a program with peers and teachers alike in order to enhance their education; the Sol Abroad trip to Atenas, Costa Rica offers such an opportunity. The proposed study abroad experience shares many goals of the exchange, such as providing students a real-life opportunity to immerse themselves in the language and culture, but also meet the needs of students wanting an experience with planned learning activities to accelerate their skills linguistically and culturally at an even deeper level. In order to

be eligible for participation in this program, students must be enrolled in Spanish levels 363, 373, 463, 473, 563, 573 or 583.

Logistics: The following are logistical details regarding the proposed experience:

* Students would not miss any school days; travel will take place from June 16 – June 30, 2019

* Atesa is the organization and school that coordinates most aspects of the program (arrival/departure; classes; cultural excursions; homestay provisions; etc.)

* The approximate cost of the trip is \$3,250 per student; this covers 36 hours of classroom instruction, international airfare, bus tickets, museum and site/event entrance fees, housing and all meals throughout the trip.

* As per Board Policy 7050, all students who participate will have accident and health insurance coverage. Coverage is provided by Sol Abroad.

Board Approval: I am seeking board approval for a variety of reasons. This is an educational tour supported, but not financed, by the district. The Sol Abroad study program has direct relevancy to the world language curriculum at Glenbrook North, and participation will build on students' cultural knowledge of the Spanish-speaking world while increasing their confidence and ability to successfully communicate in that world. Please reference the attached itinerary for details regarding classes, excursions, evening activities and more.



Field Trip Request for Overnight Trips

Revised: December 2017

Trip Description

Type of Field Trip: Instructional Student Activity / Co-Curricular

School: Glenbrook North Glenbrook South Other: _____

Sponsor(s): _____ Extension: _____

Activity / Class Name: _____

Description: _____

Date(s) of Trip: _____

Number of Chaperones: _____ Number of Students: _____

Names of Chaperones: _____

Transportation Information

Departing from: _____ date: _____ at: _____ AM PM

Traveling to (complete address): _____

Returning from (complete address): _____ date: _____ at: _____ AM PM

Returning to: _____ date: _____ at: _____ AM PM

Students released from class (indicate time or blocks): _____

Permission Slip Needed? Yes No Waiver Slip Needed? Yes No Should the bus remain with the trip? Yes No

Car(s): _____ Bus(es): _____ D225 Van(s): _____ Other: _____

Financial Information

Does this trip require money to be collected from students? Yes No

Begin Collection on: _____ End Collection on: _____

Cost Per Student

Cost per Student*: \$ _____

* See attached cost allocation worksheet for additional expense detail.

Accounting Details

Instructional / Course Field Trip Student Activity / Co-Curricular Field Trip

Account Number: GBN: 10L200 4850 0000 00 000000 _____

GBS: 10L300 4850 0000 00 000000 Please write account number above.

For Business Services Department Use

Bank Cash Account: Cash Receipts Agency Fund

Approval

Requestor: _____ Date: _____
Instructional Supervisor _____ Date: _____
or Assistant Principal*: _____
Associate Principal: _____ Date: _____

* Instructional field trips require the signature of an Instructional Supervisor; Student Activity field trips require the signature of the Assistant Principal.

Superintendent and Board of Education Approval *

Principal: _____ Date: _____
Superintendent: _____ Date: _____
Board of Education: _____ Date: _____

* Board Policies 7050 (Educational Travel Experiences) and 7230 (Student Trips) require the recommendation of the Principal and approval of the Superintendent for all overnight student trips. Approval of the Board of Education is required for all student trips conducted outside of the State of Illinois or adjacent states, as well as educational tours requiring one day or more of student absence.

For School Office Use

Date Request Received: _____
Date Trip Approved: _____
Date Bus Ordered: _____
Date D225 Van Reserved: _____
Cost of Transportation: _____
Request Sent to Business Services Department: GBN: gbnfeesetup@glenbrook225.org Date: _____
GBS: gbsfeesetup@glenbrook225.org

For Business Services Department Use

Fee Setup Activities: Master Fee Roster PowerSchool e~Funds for Schools
 Notice to Bookstore Notice to Faculty Sponsor and Department Assistant

Trip Information

Trip Description: Pre AP, AP, Year 5, 4, 3 Spanish study abroad program in Costa Rica.

Staff Expenses

Number of Staff: 2-3

<u>Per Staff Member</u>	<u>Total Staff Expenses</u>
Meals: \$ No cost for staff members	Meals: \$ 0.00
Transportation:	Transportation:
Air \$ _____	Air \$ 0.00
Bus / Car \$ _____	Bus / Car \$ 0.00
Lodging: \$ _____	Lodging: \$ 0.00
Total Cost: \$ 0.00	Total Cost: \$ 0.00

<u>Meal Per Diem Maximum Reimbursement Rates</u>	
Breakfast \$	4.00
Lunch \$	8.00
Dinner \$	20.00
<i>Per Day</i> \$	<u>32.00</u>

Student Expenses

Number of Students: 15-18

<u>Per Student</u>	<u>Total Student Expenses</u>
Meals: \$ _____	Meals: \$ 0.00
Transportation:	Transportation:
Air \$ _____	Air \$ 0.00
Bus / Car \$ _____	Bus / Car \$ 0.00
Lodging: \$ _____	Lodging: \$ 0.00
Total Cost: \$ _____	Total Cost: \$ 0.00

\$3,250 - includes tuition, homestay, activities, flight, local transportation and insurance.

Other Expenses

Registration: \$ _____
Judging: \$ _____
Officiating: \$ _____
Total Cost: \$ 0.00

Total Trip Expenses

Staff Expenses: \$ 0.00	\$3,250 - includes tuition, homestay, activities, flight, local transportation and insurance.
Student Expenses: \$ 0.00	
Other Expenses \$ 0.00	
Total Cost: \$ 0.00	

Payment Responsibility

Paid by Students: \$ <u>Total Cost</u>	Per Student Cost: \$ <u>\$3250</u>
Paid by District: \$ 0.00	

<u>Description of Expenses Paid by Students</u>

Glenbrook North High School & Sol Abroad - Program Calendar
Atenas, Costa Rica - June 16 – 30, 2019 (15 days)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						JUNE 15
16	17	18	19	20	21	22
<p>PROGRAM BEGINS</p> <p>Southwest Airlines #4097 Depart AUS at 12:50 PM Arrive in HOU at 01:45 PM</p> <p>Southwest Airlines #112 Depart HOU at 05:10 PM Arrive SJO at 07:40 PM</p> <p>Airport Pickup Meet your host family!</p> <p>DINNER W/ HOST FAMILY</p>	<p>BREAKFAST W/ FAMILY</p> <p>EXCURSION: Carara National Park & Jacó Beach</p> <p>Meet: 9:00 AM ATESA - 10:00 Stop at Tarcoles Bridge to see crocodiles - 10:30 AM Carara National Park & Hike - 11:30 AM Leave for Jacó Beach - 12:00 PM Jacó Beach Picnic lunch at the beach and free time 3:00 PM Return to Atenas (departure time is flexible)</p> <p>DINNER W/ HOST FAMILY</p>	<p>BREAKFAST W/ FAMILY</p> <p>CULTURAL ACTIVITY: City Tour: Atenas</p> <p>Meet: 7:30 AM Your host Family Walk to Atenas Downtown with your directors</p> <p>SCHOOL ORIENTATION</p> <p>10:00 AM ATESA 10:15 AM Snack 10:30 - 11:00 AM Welcome Session 11:00 AM - 12:30 PM Spanish Interviews & Placements</p> <p>LUNCH W/ HOST FAMILY 12:00 PM - 2:00 PM</p> <p>SPANISH LANGUAGE & CULTURE CLASSES 2:30 - 4:30 PM</p> <p>DINNER W/ HOST FAMILY</p>	<p>BREAKFAST W/ FAMILY</p> <p>SPANISH LANGUAGE & CULTURE CLASSES</p> <p>8:00 AM Classes 10:00 AM Snacks & Break 10:20 AM - 12:00 Classes</p> <p>LUNCH W/ HOST FAMILY 12:00 PM - 1:00 PPM</p> <p>CULTURAL ACTIVITY : Soccer</p> <p>Meet: 2:00 PM ATESA's entrance (Calle El Tanque)</p> <p>DINNER W/ HOST FAMILY</p>	<p>BREAKFAST W/ FAMILY</p> <p>SPANISH LANGUAGE & CULTURE CLASSES</p> <p>8:00 AM Classes 10:00 AM Snacks & Break 10:20 AM - 12:00 Classes</p> <p>LUNCH W/ HOST FAMILY 12:00 PM - 1:00 PPM</p> <p>CULTURAL ACTIVITY : Soccer</p> <p>Meet: 2:00 PM ATESA's entrance (Calle El Tanque)</p> <p>DINNER W/ HOST FAMILY</p>	<p>BREAKFAST W/ FAMILY</p> <p>SPANISH LANGUAGE & CULTURE CLASSES</p> <p>8:00 AM Classes 10:00 AM Snacks & Break 10:20 AM - 12:00 Classes</p> <p>LUNCH W/ HOST FAMILY 12:00 PM - 1:00 PM</p> <p>VOLUNTEER ACTIVITY: Teaching English to Children (GROUP A)</p> <p>Meet: 3:00 PM Biblioteca Publica de Atenas</p> <p>DINNER W/ HOST FAMILY</p>	<p>BREAKFAST W/ FAMILY</p> <p>SPANISH LANGUAGE & CULTURE CLASSES 8:00 AM - 11:45 AM</p> <p>CULTURAL ACTIVITY: Market Day</p> <p>LUNCH W/ HOST FAMILY 12:00 PM - 2:00 PM</p> <p>CULTURAL ACTIVITY: Art Class "Máscaras Indígenas"</p> <p>Meet: 3:50 PM Biblioteca Publica de Atenas</p> <p>DINNER W/ HOST FAMILY</p>
23	24	25	26	27	28	29
<p>BREAKFAST W/ FAMILY</p> <p>EXCURSION: Arenal Volcano, Hot Springs, Rainforest Zipline, & La Fortuna Waterfall</p> <p>Meet: 8:00 AM Park 8:10 AM ATESA</p> <p>- Zip line Canopy San Luis And lunch (included) Hotel check in - Enjoy of the hotel's swimming pool & green areas - Swimming Pool, Relax, Explore the grounds around the hotel. - Baldi Hot Springs - Dinner at Hot Springs (included) Hotel Magic Mountain</p>	<p>EXCURSION: Arenal Volcano, Hot Springs, Rainforest Zipline, & La Fortuna Waterfall</p> <p>Meet: 8:45 AM Lobby of hotel</p> <p>- 9:00 Breakfast at hotel (included) - 10:00 La Fortuna Waterfall hike - 12:30 PM Lunch in La Fortuna (on your own) - 3:00 PM Leave for Atenas</p> <p>DINNER W/ HOST FAMILY</p>	<p>BREAKFAST W/ FAMILY</p> <p>SPANISH LANGUAGE & CULTURE CLASSES</p> <p>8:00 AM Classes 10:00 AM Snacks & Break 10:20 AM - 12:00 Classes</p> <p>LUNCH W/ HOST FAMILY</p> <p>CULTURAL ACTIVITY: Traditional Costa Rican Cooking Class</p> <p>Meet: 4:45 pm Plaza de Deportes de Atenas Bring an appetite! (will be dinner)</p>	<p>BREAKFAST W/ FAMILY</p> <p>SPANISH LANGUAGE & CULTURE CLASSES</p> <p>8:00 AM Classes 10:00 AM Snacks & Break 10:20 AM - 12:00 Classes</p> <p>LUNCH W/ HOST FAMILY</p> <p>VOLUNTEER ACTIVITY: Teaching English to Children (GROUP B)</p> <p>Meet: 3:00 PM Biblioteca Publica de Atenas</p> <p>DINNER W/ HOST FAMILY</p>	<p>BREAKFAST W/ FAMILY</p> <p>SPANISH LANGUAGE & CULTURE CLASSES</p> <p>8:00 AM Classes 10:00 AM Snacks & Break 10:20 AM - 11:00 Classes</p> <p>LUNCH W/ HOST FAMILY</p> <p>CULTURAL ACTIVITY: Movie afternoon</p> <p>Meet: 1:20 PM Park 1:30 PM ATESA's entrance (Calle El Tanque)</p> <p>DINNER W/ HOST FAMILY</p>	<p>BREAKFAST W/ FAMILY</p> <p>SPANISH LANGUAGE & CULTURE CLASSES</p> <p>8:00 AM Classes 10:00 AM Snacks & Break 10:20 AM - 12:00 Classes</p> <p>LUNCH W/ HOST FAMILY</p> <p>FREE AFTERNOON</p> <p>DINNER W/ HOST FAMILY</p>	<p>BREAKFAST W/ FAMILY</p> <p>SPANISH LANGUAGE & CULTURE CLASSES & GRADUATION</p> <p>8:00 AM Classes 10:00 AM Break 10:20 AM - 11:00 Classes</p> <p>CULTURAL ACTIVITY: FAREWELL EVENT Pool Day</p> <p>Meet: 11:15 AM in front of MAXI PALI LUNCH AT THE POOL!!</p> <p>STUDENT EVALUATIONS</p> <p>Meet: 3:50 PM church in town (after activity)</p> <p>DINNER W/ HOST FAMILY</p>

30						
<p>BREAKFAST W/ FAMILY</p> <p>PROGRAM ENDS Airport Dropoff</p> <p>Southwest #1203 Depart SJO at 08:00 AM Arrive in HOU at 12:45 PM</p> <p>Southwest Airlines #3838 Depart HOU at 03:05 PM Arrive in AUS at 03:55 PM</p> <p>ARRIVE IN THE USA</p>						

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