



To: Dr. Charles Johns  
From: Dr. Lauren S. Fagel  
RE: Glenbrook Academy German Exchange  
Date: November 18, 2019

Attached is the formal request from Ms. Laurie Haugh to offer an Academy German Exchange for Junior students in 2020. This is the third Academy group that Ms. Haugh will be taking to Germany. For this trip, approximately 20 Glenbrook Academy juniors will travel to Germany with two chaperones after final exams in June of 2020. For approximately 14 days, they will stay outside of Hamburg with host families from the Erich Kästner Gemeinschaftsschule, immersed in German culture and applying their language skills, while going to school and on cultural visits. Then, in October of 2020, the families of the Academy students will reciprocally host approximately 20 German students who will visit the Glenbrooks for a two-week period.

This is an Educational Tour covered under Board Policy 7050, which is attached. This Educational Tour is conducted by the District, but not financed by the District, and it requires approval from the principal, superintendent, and Board. I support this request and believe these types of experiences greatly enhance our World Languages and Academy programs.

To: Dr. Lauren Fagel, Dr. Charles Johns

From: Lauren Haugh

cc: Matthew Whipple

Cameron Muir

Date: Tuesday, October 29, 2019

Subject: Academy German Exchange Trip

**Exchange Proposal:** This proposed student exchange enriches the Academy experience of junior Academy students. The group of students has been studying German together for three years in the Academy of International Studies. This trip will take students to host families from the Erich Kästner Gemeinschaftsschule in a suburb of Hamburg, Germany. This will be the eighth student exchange to Germany organized by Lauren Haugh at Glenbrook South. Approximately 20 students will travel with two chaperones to Germany in June of 2020. The families of the Academy students will then reciprocally host German students during a visit to Glenview and Northbrook over two weeks in October of 2020. We are requesting board approval for this exchange.

**Rationale:** The junior class of the Academy of International Studies has been learning about the German language and culture in the classroom for the past three years, but rarely gets 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 exchange program strengthens not only the proficiencies of the students, but also gives them an opportunity to better understand the perspectives and intricacies of the culture, by allowing the students to experience German culture firsthand. While in Germany, students will be required to do an “action research” project, meaning they will have a question that they will try to become “experts” on with minimal help from the Internet. They will be interviewing and surveying Germans and using their museum and cultural visits for the enrichment of their research. Hopefully, these projects will then be presented in and filmed in a TED talks manner upon return to the USA.

**The traveling portion for the exchange impacts the Academy students in the following ways:**

**Germany, 2020**

- The trip to Germany will start after finals in June.

- Students will stay with German host families for approximately 14 days. During that time the students will go to school and go on cultural visits. Students and the German teachers will go to cities near Hamburg, Germany.
- The approximate cost will be \$2,500 to go to Germany based on current airfare, train tickets, museum and site entrance fees, as well as costs to host in the fall.
- In order to be eligible to participate in the exchange, students must be in the German class of the Academy.
- Lauren Haugh will be working in collaboration with the teacher from the school in Hamburg.
- As in years past, the travel portion of the exchange will be registered with the State Department and all Center for Disease Control warnings will be carefully noted and communicated to parents before departure.

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

- The German students will arrive in October, 2020. They will be accompanied by two teachers from Hamburg. They spend approximately two weeks with their host families in Glenview and Northbrook.
- The German visitors will be integrated into various predetermined classes, departments, guest lectures, as well as community organizations during their two-week stay.
- The German Teacher (Ms. Haugh) 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 Dean's Office will allow for approximately 20 extra students to eat lunch in the cafeteria during the time of the German exchange.
- The District Office will be contacted if bus passes are needed.
- Ms. Haugh will arrange field trip transportation for the German students during their stay.

**History:** This is the third academy group that Ms. Haugh will be taking to Germany. Four years ago, the group took part in a very similar reciprocal exchange. As the academy group travels only once every four years, the school that is visited changes each time. The connection to the new school in Hamburg was established through a personal connection Ms. Haugh has with a teacher at that school.

**The School:** Erich Kästner Gemeinschaftsschule is a public college-prep school in the north of Germany. The school also has had exchanges with many countries, such as Australia, France, and Nicaragua. The majority of students participating in the program

are in the tenth grade. All students in Germany have to attend a religion or an ethics course, however no GBS students will be forced to participate in religious courses.

**Board Approval:** We are seeking board approval for this venture. This is an educational exchange conducted, but not financed by the district. It has direct relevance 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 the host school. It will provide them with a coherent intercultural experience to inspire 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.



# 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: \_\_\_\_\_

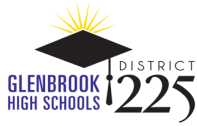
\* Board Policies 7050 (Educational Travel Experiences) and 7230 (Student Trips) require the recommendation of the Principal and approval of the Superintendent for all overnight student trips. Approval of the Board of Education is required for all student trips conducted outside of the State of Illinois 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



## Cost Allocation Worksheet for Overnight Trips

Revised: December 2017

### Trip Information

Trip Description: Academy German Exchange 2020

### Staff Expenses

Number of Staff: 2

	<u>Per Staff Member</u>		<u>Total Staff Expenses</u>
Meals:	\$ 0.00	Meals:	\$ 0.00
Transportation:		Transportation:	
Air	\$ 1200.00	Air	\$ 2400.00
Bus / Car	\$ 100.00	Bus / Car	\$ 200.00
Lodging:	\$ 972.73	Lodging:	\$ 1945.46
<b>Total Cost:</b>	<b>\$ 2272.73</b>	<b>Total Cost:</b>	<b>\$ 4545.46</b>

<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: 20

	<u>Per Student</u>		<u>Total Student Expenses</u>
Meals:	\$ 400.00	Meals:	\$ 8000.00
Transportation:		Transportation:	
Air	\$ 1200.00	Air	\$ 24000.00
Bus / Car	\$ 100.00	Bus / Car	\$ 2000.00
Lodging:	\$ 572.73	Lodging:	\$ 11454.60
<b>Total Cost:</b>	<b>\$ 2272.73</b>	<b>Total Cost:</b>	<b>\$ 45454.60</b>

### Other Expenses

Registration:	\$ _____
Judging:	\$ _____
Officiating:	\$ _____
<b>Total Cost:</b>	<b>\$ 0.00</b>

### Total Trip Expenses

Staff Expenses:	\$ 4545.46
Student Expenses:	\$ 45454.60
Other Expenses	\$ 0.00
<b>Total Cost:</b>	<b>\$ 50000.06</b>

### Payment Responsibility

Paid by Students:	\$ 50000.06	Per Student Cost:	\$ 2500.00
Paid by District:	\$ 0.00		

Description of Expenses Paid by Students

Price includes all transportation for travel, homestay, entrance fees, and cultural activities in Germany and during hosting.

**BOARD POLICY: EDUCATIONAL TRAVEL EXPERIENCES**

**7050**

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**Section A - Introduction**

The Board of Education believes that structured learning should not be limited to the classroom. Valuable experiences for Glenbrook students exist within and outside the boundaries of District #225. The Board also realizes that additional responsibilities can arise when students are taken from the school premises. Staff, parents, and students should be aware of these responsibilities and the necessity for reasonable administrative procedures. The physical welfare of our students and staff must be paramount in our considerations and judgment. 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 involving an overnight stay prior to submission to the Board for approval.
3. No student may participate in an educational tour unless he or she has accident and health insurance coverage protecting against bodily injury or death while participating in the tour. Cost of said insurance, when not otherwise existing, shall be assumed by the organization conducting the tour. Demonstration of satisfactory insurance coverage shall be made in writing to the assistant superintendent of business affairs as a condition of and prior to Board approval.
4. The Board of Education is not authorized to use district funds for any expenditures incurred on such a tour for meals, lodging, or transportation costs. However, the Board may authorize the compensation of necessary personnel while on tour if the personnel are performing duties in the ordinary course of their employment.
5. All school rules and regulations regarding student and employee conduct shall apply for students and employees participating in educational tours.
6. The Board of Education reserves the right in its sole discretion to cancel any previously approved trip whenever it believes that the safety of the participants may be at risk. Should a trip be cancelled, the Board of Education will assume no legal responsibility or financial liability for monetary losses or other damages incurred by the participants. Participants should be aware that travel insurance may be available at the participant's expense through the sponsoring agency or another insurance source.



**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 an employee or a private agency that have been recommended for approval by the principal, to use school facilities without rental charge to inform students and parents of educational travel programs within any of the fifty United States or any foreign country that, 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, supported, or conducted 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 employee or agency in publicizing the program must contain a statement to this effect, the language of which has been approved in advance by the superintendent. These same materials must also carry the name, address and phone number of the sponsoring employee or agency.
  
2. No student may participate in educational travel unless he or she has accident and health insurance coverage protecting against bodily injury or death while participating in the educational travel. Cost of said insurance when not otherwise existing shall be assumed by the student or private agency financing the educational travel. Demonstration of satisfactory insurance coverage shall be made in writing to the assistant superintendent of business affairs as a condition of and prior to superintendent approval.

**Section D - Use of Equipment, Materials, or Supplies to Promote Educational Travel**

District equipment, materials or supplies, including stationery, shall be used for educational tours under Section B of this policy only, and shall not be used for any educational travel that is not district sponsored.

**Section E - Student Trips Exclusion**

Student trips as outlined in Board Policy #7230 are not included within the provisions of this policy.

**Section F – Parameters for Vendors**

All vendors seeking consideration as an educational tour provider must work with the Director of Operations to provide proper documentation and agree to parameters developed by the district administration as outlined in this policy and its procedures. The monetary values of the student insurance requirements as listed in the student travel parameters in the procedures to this policy may be adjusted as necessary by the Superintendent without further action by the Board of Education.

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  
Revised: January 25, 2016