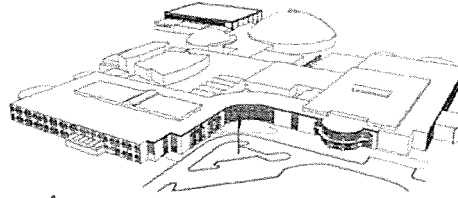


GLENBROOK SOUTH HIGH SCHOOL

Office of the Principal

Northfield Township High School District 225



4000 WEST LAKE AVENUE
GLENVIEW, IL 60026

Web: www.glenbrook225.org/south
Telephone: 847.729.2000
Fax: 847.486.4462

To: Dr. Mike Riggle

From: Ms. Lauren Fagel *L. Fagel*

Re: GBS Spanish Exchange Program

Date: November 3, 2015

Attached is the formal request from Mr. Bauman, Mr. Johlle, and Mr. Franson to offer the seventh Spanish Exchange program. The exchange will take place between Glenbrook South and two schools in the town of Orihuela, Spain. Students from Spain will visit Glenbrook South during Homecoming week of 2016. GBS students will travel to Spain during spring break 2017. This experience provides our students with the opportunity to apply their language skills and to be immersed in Spanish culture.

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 program.

To: Lauren Fagel
From: Mark Bauman, Matt Johlie and DJ Franson
Re: Spanish Exchange Program
Date: November 2, 2015

Proposal: The proposed exchange will be the seventh between Glenbrook South and *Instituto de enseñanza secundaria Gabriel Miró* and *Instituto de enseñanza secundaria Thader*. The students from Spain will be visiting Glenbrook during Homecoming week of 2016. The families of GBS students participating in the exchange will provide lodging and meals. Glenbrook students will visit Spain during spring break 2017. We are requesting board approval for this exchange.

Hosting: October, 2016

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

Travel: Spain March, 2017

- We anticipate that GBS students will pay approximately \$1,700.00 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 and 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 has been repeated every other year since 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 2016-2017 school year.

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 ✓ GBE ___ GBOC ___ District ___

II. Initiator Mr. Mark Bauman Phone 4811

Position Spanish teacher Date of Submission Oct 30, 2015

III. Dates and Times of Leave/Return

Total Number of School Days Missed per Person 0-1 day

Departure Date/Time March 2017 Return Date/Time April 2017

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)

Teachers and Staff Matt Johlle, Mark Bauman, DJ Franson

Students Students studying Spanish 4 or higher in 2016-2017

V. Description, Destination, and Reason for Trip

Spanish Exchange Program - Conducted every other school year since 2003.

VI. Cost of Trip

Was this trip included in your Dept. ___ Bldg. ___ District ___ Budget? NO

	Total Amount	Per Person	Account #
Registration	_____	_____	_____
Lodging	_____	_____	_____
Meals (Advance)	_____	_____	_____
Judging	_____	N/A	_____
Substitute Teacher	_____	N/A	_____
Transportation	_____	_____	_____
Air	_____	~ \$1,550.00	_____
Excursion: Lodging/Bus/Car	_____	~ 150.00	_____
District Total	_____	N/A	N/A
Cost to Student	_____	~ \$1,700.00	N/A

VII. Approval

Danita M. Zick Lauren Orfel _____
Supervisor Principal Superintendent

Oct 30, 2015 11-3-15 _____
Date Date Date

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

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