

# GLENBROOK SOUTH HIGH SCHOOL

Northfield Township High School District 225

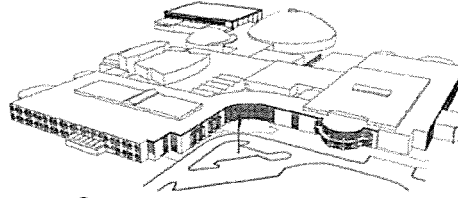
4000 WEST LAKE AVENUE  
GLENVIEW, IL 60026

Web: [www.glenbrook225.org/south](http://www.glenbrook225.org/south)

Telephone: 847.729.2000

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*Office of the Principal*



**To:** Dr. Mike Riggle

**From:** Ms. Lauren Fagel

A handwritten signature in cursive script that reads "L. Fagel".

**Re:** Summer Study Abroad Program in  
Seville, Spain

**Date:** October 19, 2015

Attached is the formal request from Danita Fitch, Instructional Supervisor for World Languages, to take students on a two-week linguistic and cultural experience in Spain. This program is organized through Centro MundoLengua and is supported by the College Board as a program to prepare students for AP Spanish language classes. The trip will take place from June 24, 2016 – July 9, 2016, and it will be chaperoned by Ms. Fitch and Mr. Zamora. The estimated cost per student is \$4300.

This is an Educational Tour covered under Board Policy 7050. This 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

To: Lauren Fagel

From: Danita Fitch

Re: Study Abroad Program in Seville, Spain

Date: October 2, 2015

**Study Abroad Proposal:** The proposed opportunity will provide Glenbrook South students a two-week linguistic and cultural experience in Spain. The language school, Centro MundoLengua, is located in the city of Seville and offers the only Pre-AP study abroad program that is approved by the College Board. In addition to hosting GBS students in the past, Centro MundoLengua has ongoing partnerships with other schools in the area such as Loyola Academy, Marist and Barrington High School. This study abroad program will take place from June 24-July 9, 2016.

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

- 14 days of living with a local Spanish family (with 1-2 other Glenbrook students)
- 10 days of carefully designed instruction in the Spanish language and culture with teachers from Spain; curriculum has been developed to meet the needs and interests of pre-AP students and is supervised by College Board consultants
- 2 excursions to the towns of Huelva and Cádiz in Spain, and Tavira in Portugal (weekend activity)

**Rationale:** There are over 1,000 students who study Spanish language and cultures at Glenbrook South every year, but only a fraction of these have the opportunity to participate in such an enriching cultural and linguistic experience. The GBS Spanish Exchange program can only accept 20 students every other year, which leads to the denial of numerous qualified applications. This 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 meets 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 one or both of the AP Spanish courses in the 2016-2017 school year.

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

- Students would not miss any school days; travel will take place from June 24-July 9, 2016
- Centro MundoLengua is the school in Spain that coordinates most aspects of the program (arrival/departure; classes; cultural excursions; homestay provisions, etc.)
- The approximate cost will be \$4,300 per student; this covers over 30 hours of classroom instruction, international airfare; bus tickets, museum and site 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 Centro MundoLengua.

**Board Approval:** I am seeking board approval for a variety of reasons. This is an educational tour conducted, but not financed, by the District. The Pre-AP study abroad program has direct relevancy to the world language curriculum at Glenbrook South, 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.





CENTRO MUNDOLENGUA

SAMPLE

**24 hr. Emergency Phones:**

**David: 636.011.998**

**Yaye: 659.633.642**

**Proposed Academic / Cultural Program  
Glenbrook South HS  
from 22.6.14 al 05.7.14  
ML Guide: TBD**

DAY	TIME	CLASS / ACTIVITY / TRIP	MEETING POINT	COMMENTS
Sunday 22.6	TBD	Arrival Seville airport	Café de Indias C/Menéndez Pelayo	Meet host families upon arrival
Monday 23.6	10:00-12:00	Orientation walk around the city	Centro MundoLengua Ribamar C/Fabiola 26	Families accompany students to the meeting point
	15:00	Opening ceremony	Centro MundoLengua	
	16:00-19:30	Classes		
Tuesday 24.6	10:00-15:00	Visit to a food market and demonstration of the cooking of paella	Centro MundoLengua	Students will eat lunch together with the paella
	16:00-19:30	Classes	Centro MundoLengua	
Wednesday 25.6	9:00-11:00	Visit to the Royal Palace	Centro MundoLengua	Bring your student id cards
	16:00-19:30	Classes	Centro MundoLengua	
Thursday 26.6	11:00-13:00	Flamenco dance lessons	Centro MundoLengua	
	16:00-19:30	Classes	Centro MundoLengua	
Friday 27.6	11:30-13:30	Visit of the Cathedral	Centro MundoLengua	
	16:00-19:30	Classes	Centro MundoLengua	
Saturday 28.6	9:00-19:00	Trip to Palos de la Frontera to visit the Christopher Columbus museum + beach day in Tavira, Portugal	Café de Indias C/Menéndez Pelayo	Picnic lunch provided
Sunday 29.6	9:00-19:00	Trip to the beach in Cadiz	Café de Indias C/Menéndez Pelayo	Picnic lunch provided

MundoLengua, Centro Internacional de Español

Tfn: 954.00.42.65

[www.centromundolengua.com](http://www.centromundolengua.com)

\*\*\* THIS WEEK WE SWITCH TO MORNING CLASSES \*\*\*

DAY	TIME	CLASS / ACTIVITY / TRIP	MEETING POINT	COMMENTS
Monday 30.6	10:00-13:30	Classes	Centro MundoLengua	
	18:30-20:30	Literary activity in the Santa Cruz old Jewish Quarter	Centro MundoLengua	
Tuesday 1.7	10:00-13:30	Classes	Centro MundoLengua	
	18:00-21:00	Visit to Plaza Espana and Maria Luisa Park	Centro MundoLengua	
Wednesday 2.7	10:00-13:30	Classes	Centro MundoLengua	
	18:00-20:00	Visit of the Arenal neighborhood	Centro MundoLengua	
Thursday 3.7	10:00-13:30	Classes	Centro MundoLengua	
	13:30-18:00	Isla Magica amusement park	Iremos directamente después de clase	Picnic lunch provided
	TBD	School dance	Centro MundoLengua	
Friday 4.7	10:00-13:30	Classes	Centro MundoLengua	
		Free afternoon		
	18:30	Flamenco show	Centro MundoLengua	
	20:00	Farewell dinner		Dinner with the entire group in a restaurant
Saturday 5.7	TBD	Departure	TBD	

MundoLengua, Centro Internacional de Español  
Tfn: 954.00.42.65  
[www.centromundolengua.com](http://www.centromundolengua.com)

# Proposed NIGHT ACTIVITIES



CENTRO MUNDOLENGUA

DAY	ACTIVITY	COMMENTS
MONDAY 23 JUNE	VISIT TO THE SETAS MONUMENT PLUS ICE CREAM	Tonight, we will explore one of Seville's newest outdoor contemporary artworks, the Setas monument. This has become one of the most popular areas of the city. We will have a chance to go to the top for fantastic views of the city and surroundings. After, we will have some home-made ice cream at a Seville legend, Rayas. Approximate cost of ice cream – 3 euros.
TUESDAY 24 JUNE	THEATER NIGHT	Tonight, we will head to the theater to see a live performance of a play where a group of workers have created their own special language to deal with the bosses (comedy). Free activity.
WEDNESDAY 25 JUNE	DANCING SALSA	With a Cuban professor, we will learn one of the world's most popular dances, salsa. A chance to have fun with your friends, and burn off some calories. Free activity.
THURSDAY 26 JUNE	BULLFIGHTS	Nighttime bullfights. Approximate cost of the activity between 10 and 30 euros.
	SOCCER	Semi-final of the Copa de Confederaciones which is being played in Brazil. Let's go Spain! Free activity.
FRIDAY 27 JUNE	KARAOKE	Tonight, we will head to a local Karaoke bar to sing, sing, sing. Free activity.

<b>DAY</b>	<b>ACTIVITY</b>	<b>COMMENTS</b>
<b>SATURDAY 28 JUNE</b>	<b>STREET THEATER</b>	In Plaza Salvador, we will have a chance to see the nighttime theater entitled “La venganza de Don Mendo” (“The revenge of Don Mendo”). Free activity.
<b>MONDAY 30 JUNE</b>	<b>SOCCER CHALLENGE</b>	We will have a tournament among the MundoLengua students in teams of 6 playing soccer. Free activity.
<b>TUESDAY 1 JULY</b>	<b>TAPAS AT 100 MONTADITOS RESTAURANT</b>	There is nothing more traditional than eating tapas in Seville. Tonight, we will focus on the montadito (small sandwiches) at 100 Montaditos restaurant. Each student will pay their own tapas.
<b>WEDNESDAY 2 JULY</b>	<b>SUMMER MOVIES OUTDOORS</b>	We will watch the movie “El Orfanato” (“The Orphanage”) in one of Seville’s outdoor patios with people from all over the city. Free activity.
<b>THURSDAY 3 JULY</b>	<b>SCHOOL DANCE</b>	<b>We will have a final school dance which is supervised by MundoLengua in a local disco. Free activity.</b>
<b>FRIDAY 4 JULY</b>	<b>FAREWELL DINNER</b>	<b>Tonight, we will have our group farewell dinner with all of our friends in a local restaurant.</b>

**TIMES TO BE CONFIRMED EACH DAY IN CLASS**



MAPFRE FAMILIAR Compañía de Seguros y Reaseguros, S.A.  
Domicilio Social: Ctra. de Pozuelo, 50 - TF: 902 36 19 94  
28222 MAJADAHONDA (MADRID) - C.I.F.: A/28141935

POLICY HOLDER: CENTRO INTERNACIONAL DE ESPAÑOL MUNDOLENGUA			
ADDRESS: CUESTA DEL ROSARIO 8, CASA 1 - 4ª		PHONE: 954004265	
TOWN/CITY: SEVILLA	P.C.: 41004	PROVINCE: SEVILLA	
ACTING AS: POLICY HOLDER	D.N.I. or N.I.F.: B91474908		

POLICY Nº:	SITUATION
653/45	5
NET PREMIUM UNIT	NUMBER OF INSURED
	P.H. Communications

PERIOD OF COVERAGE		PERIOD OF COVERAGE - RENOVABLE	AMOUNT OF INSURANCE	
START DATE FROM 00:00 HOURS	EXPIRY DATE UNTIL 00:00 HOURS	PAYMENT METHOD: BANK	NET PREMIUM:	0.00
01/01/2016	12/31/2016	PAYMENT FREQUENCY: ANNUAL	CLEA:	0.00
PAYMENT ADDRESS			IPS:	0.00
BARCLAYS BANK 0065/0034/**/*****717			CONSORTIUM:	0.00
BRANCH: MULTIRAMO			TOTAL:	0.00
TRAVEL ASSISTANCE TELEPHONE: National: 902361994 International: 34915811823				
BRANCH: 653 SEGURVIAJE BUSINESS - - PLAN DE 500 DIAS				
TERRITORIAL SCOPE: WORLDWIDE			INTERVENTION: (41) 0413322 MOLINA LOBO, JOSE MARIA	
15 KM		INSURED DATA:		

### INCLUDED GUARANTEES

#### PERSONAL ASSISTANCE COVERAGE

- 1 TRANSFER OR MEDICAL REPATRIATION, IN THE EVENT OF ILLNESS OR ACCIDENT SUFFERED BY THE INSURED ON A TRIP
- 2 TRANSFER OR REPATRIATION OF INSURED PERSONS ACCOMPANYING THE INSURED WHO SUFFERS AN ILLNESS OR ACCIDENT - DUE THE ILLNESS OR ACCIDENT SUFFERED BY ONE OF THE INSURED - MAXIMUM LIMIT 5 PERSONS
- 3 TRANSFER OR REPATRIATION OF INSURED MINORS OR DISABLED PERSONS ACCOMPANYING THE INSURED WHO SUFFERS AN ILLNESS OR ACCIDENT - DUE THE ILLNESS OR ACCIDENT SUFFERED BY ONE OF THE INSURED
- 4 MEDICAL ASSISTANCE FOR ILLNESS OR ACCIDENT BEFALLING THE INSURED WHILE TRAVELLING WITHIN THEIR HABITUAL COUNTRY OF RESIDENCE - IN THEIR HABITUAL COUNTRY OF RESIDENCE (LIMIT 600' EUROS)
- 5 MEDICAL ASSISTANCE FOR ILLNESS OR ACCIDENT BEFALLING THE INSURED WHILE TRAVELLING OUTSIDE THEIR HABITUAL COUNTRY OF RESIDENCE - OUTSIDE THEIR HABITUAL COUNTRY OF RESIDENCE (LIMIT 60000' EUROS)
- 6 EXTENSION OF THE INSURED'S STAY AS A RESULT OF ILLNESS OR ACCIDENT - UP TO 90 EUR/DAY (LIMIT 900' EUROS)
- 7 TRANSFER OR REPATRIATION OF DEATH INSURED
- 8 TRANSPORTATION FOR A PERSON TO ACCOMPANY THE INSURED WHILE HOSPITALISED - DUE INSURED'S HOSPITALISATION, DUE TO AN ACCIDENT OR ILLNESS COVERED BY THE POLICY, SHOULD BE FORECAST TO LAST OVER FIVE DAYS - DUE INSURED'S DEATH
- 9 ACCOMMODATION FOR A PERSON TO ACCOMPANY THE INSURED - UP TO 90 EUR/DAY (LIMIT 900' EUROS)
- 10 MEDICAL ASSISTANCE OF THE COMPANION OF THE HOSPITALIZED OR DECEASED INSURED (LIMIT 60000' EUROS)
- 11 TRANSFER OR REPATRIATION OF INSURED PERSONS ACCOMPANYING THE DECEASED INSURED PARTY
- 12 URGENT RETURN OF THE INSURED DUE TO THE DEATH OF A RELATIVE - UP TO SECOND GRADE
- 13 URGENT RETURN DUE TO A SERIOUS INCIDENT AT THEIR HABITUAL RESIDENCE OR BUSINESS PREMISES
- 14 SHIPMENT OF MEDICAMENTS
- 15 TRANSMISSION OF URGENT MESSAGES
- 16 SIMULTANEOUS TRANSLATION SERVICE PHONE ABROAD
- 17 REPLACEMENT OF THE INSURED FOLLOWING REPATRIATION - DUE INSURED'S HOSPITALISATION, DUE TO AN ACCIDENT OR ILLNESS COVERED BY THE POLICY, SHOULD BE FORECAST TO LAST OVER FIVE DAYS
- 18 GENERAL INFORMATION
- 19 TRANSPORTATION FOR THE INSURED IN ORDER TO OBTAIN A PASSPORT WHILE OUTSIDE THEIR HABITUAL COUNTRY OF RESIDENCE
- 20 ACCOMMODATION FOR THE INSURED IN ORDER TO OBTAIN A PASSPORT WHILE OUTSIDE THEIR HABITUAL COUNTRY OF RESIDENCE - UP TO 60 EUR/DAY (LIMIT 300' EUROS)
- 21 ARRANGING DELIVERY OF CASH ABROAD (LIMIT 1500' EUROS)
- 22 AID TO RELATIVES OF THE INSURED
- 23 DELIVERY OF PRESS WHILE ABROAD

#### TRAVEL DELAY COVERAGE

- 24 DELAY IN THE DEPARTURE OF THE AERIAL MEANS OF TRANSPORT - UP TO 30 EUR/BY A MINIMUM OF SIX HOURS (LIMIT 120' EUROS)
- 25 DELAYED DEPARTURE DUE TO OVERBOOKING FOR AERIAL TRANSPORT (LIMIT 30' EUROS)
- 26 MISSED FLIGHT CONNECTIONS - CERTIFICATE FROM THE CARRIER THAT REFLECTS THE ACTUAL DEPARTURE TIME AND THE CAUSE OF THE DELAY, AND ORIGINAL INVOICES FOR THE ADDITIONAL EXPENSES INCURRED AS A RESULT OF THE SAID MISSED FLIGHT CONNECTION (LIMIT 60' EUROS)

#### LUGGAGE COVERAGE

- 27 INDEMNITY FOR THE DEFINITIVE LOSS, ROBBERY OR EXTERNAL DAMAGE OF LUGGAGE CHECKED-IN FOR A FLIGHT - FINAL SETTLEMENT LETTER FROM THE AIRLINE COMPANY CERTIFYING THE DEFINITIVE LOSS OF THE LUGGAGE CHECKED-IN FOR A FLIGHT (LIMIT 900' EUROS)
  - 28 INDEMNITY FOR DELAYED DELIVERY OF CHECKED-IN LUGGAGE - MINIMUM OF SIX HOURS - CERTIFICATE FROM THE CARRIER THAT REFLECTS THE ACTUAL DEPARTURE TIME AND THE CAUSE OF THE DELAY, AND ORIGINAL INVOICES FOR THE ADDITIONAL EXPENSES INCURRED AS A RESULT OF THE SAID MISSED FLIGHT CONNECTION (LIMIT 120' EUROS)
- LOCATION AND FORWARDING OF LUGGAGE AND PERSONAL BELONGINGS

By signing this document, the Policyholder expressly agrees to the provision limiting the rights of the Insured, which are reflected

The Policy Holder

MAPFRE FAMILIAR S.A.,  
P.P.

Madrid, 28 of September, 2015



Francisco J. Marco Arenas  
Consejero Delegado MAPFRE FAMILIAR



MAPFRE FAMILIAR Compañía de Seguros y Reaseguros, S.A.  
Domicilio Social: Ctra. de Pozuelo, 50 - TF.: 902 36 19 94  
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TOWN/CITY: SEVILLA	PROVINCE: SEVILLA	D.N.I. or N.I.F.: B91474908
ACTING AS: POLICY HOLDER		

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01/01/2016	12/31/2016	PAYMENT FREQUENCY: ANNUAL	CLEA:	0.00
PAYMENT ADDRESS			IPS:	0.00
BARCLAYS BANK 0065/0034/**/*****717			CONSORTIUM:	0.00
BRANCH: MULTIRAMO			TOTAL:	0.00
TRAVEL ASSISTANCE TELEPHONE: National: 902361994 International: 34915811823				
BRANCH: 653 SEGURVIAJE BUSINESS - - PLAN DE 500 DIAS				
TERRITORIAL SCOPE: WORLDWIDE			INTERVENTION (41) 0413322 MOLINA LOBO, JOSE MARIA	
15 KM	INSURED DATA			
INCLUDED GUARANTEES				
<b>LUGGAGE COVERAGE</b>				
29				
<b>TRAVEL CANCELLATION COVERAGE</b>				
30 TRAVEL CANCELLATION EXPENSES (LIMIT 600' EUROS)				
<b>PERSONAL ACCIDENT COVERAGE</b>				
31 INDEMNITY FOR THE ACCIDENTAL DEATH OF THE INSURED WHILE TRAVELLING (LIMIT 30000' EUROS)				
32 INDEMNITY FOR PERMANENT DISABLEMENT OF THE INSURED WHILE TRAVELLING, ACCORDING TO THE SCALE (LIMIT 30000' EUROS)				
Se garantiza un límite máximo de indemnización en caso de siniestro de 3000000 euros				
<b>CIVIL LIABILITY COVERAGE</b>				
33 CIVIL LIABILITY COVERAGE (LIMIT 60000' EUROS)				
This policy is subject to General Conditions Mod. 520100SGGEN0109 which are attached.				

MAPFRE FAMILIAR Compañía de Seguros y Reaseguros S.A. registered in Registro Mercantil de Madrid Tome 487, Sheet 166, M-9333, Incription 121, CIF A28141935

POLICY HOLDER COPY

By signing this document, the Policyholder expressly agrees to the provision limiting the rights of the Insured, which are reflected

The Policy Holder

MAPFRE FAMILIAR S.A.,  
P.P.

Madrid, 28 of September, 2015



Francisco J. Marco Crenes  
Consejero Delegado MAPFRE FAMILIAR

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