



To: Dr. Mike Riggle
From: Lauren S. Fagel *L. Fagel*
Re: GBS German Exchange Program
Date: May 16, 2017

Attached is the formal request from Ms. Lauren Fraser to offer the second student exchange with Klettgau Gymnasium Tiengen and her sixth exchange to Germany. For this trip, approximately 20 Glenbrook South students will travel to Germany for three weeks in June 2018, after the school year has come to an end. This experience provides our students with the opportunity to apply their language skills and to be immersed in German culture. The German students will then visit Glenbrook South during two weeks in October 2018.

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: Lauren Fraser

cc: Danita Fitch
Cameron Muir
Dr. Michael Riggle

Date: Tuesday, May 16, 2017
Subject: GBS German Exchange Program

Exchange Proposal: This proposed student exchange continues the rich tradition of the Glenbrook South German program. This will be the second time the exchange program will visit Klettgau Gymnasium Tiengen, in a small village in the black forest. This will be the sixth student exchange to Germany organized by Lauren Fraser at Glenbrook South. Approximately twenty students will travel with two chaperones to Germany in June of 2018. The families of the GBS students will then reciprocally host German students during a visit to Glenview over two weeks in October of 2018. We are requesting board approval for this exchange.

Rationale: At Glenbrook South, a growing number of students study German language and culture, but rarely get 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 on-going exchange program strengthens the overall German program, by allowing a significant number of GBS students the opportunity to experience German culture first-hand. These students, in turn, are able to share their experiences with other students of German and share the insights they gain with classmates in other courses across the curriculum. The entire school benefits from the opportunity to discuss and share ideas with the German students and their teachers when they visit Glenbrook South.

**The traveling portion for the exchange impacts Glenbrook South in the following ways:
Germany, 2018**

- The trip to Germany will start the week after finals in June. Our tentative departure date is Sunday, June 10, 2018.
- Students will stay with German host families for 21 days. During that time the students will go to school and go on cultural visits. Students and the German teachers will go around to cities within Germany, Switzerland and France.
- The approximate cost will be \$2,800 to go to Germany based on airfare, train tickets, museum and site entrance fees, and hostel costs while in Munich.
- In order to be eligible to participate in the exchange, students must be enrolled in at least second year German during 2017-2018 school year. They must also be enrolled in German during the 2018-2019 school year.
- Lauren Fraser (GBS German teacher) will be working in collaboration with German Teacher, Annette Haidorf, to plan the trip.
- 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 our departure.

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

- The German students will arrive in October, 2018. They will be accompanied by two teachers from Tiengen. They spend approximately two weeks with their host families in Glenview.
- The German visitors will be integrated into various predetermined classes, departments, guest lectures, as well as community organizations during their two-week stay.
- German Teacher (Ms. Fraser) 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 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. Fraser will arrange field trip transportation for the German students during their stay.

History: Seven years ago, in the summer of 2010, Instructional Supervisor Danita Fitch took over the exchange program with Dietrich-Bonhoeffer Gymnasium in Germany. Five years ago, in the summer of 2012, German teacher Lauren Fraser followed the same basic format, for the second exchange, adding and expanding on the opportunities offered to students while in Germany. The 2014 & 2016 exchanges continued the traditions of the exchanges past to create a safe and enriching experience for all participants. All parties involved look at this opportunity as a valuable teaching tool that will have long lasting benefits for the participants, as well as the entire World Language Department. We are looking to duplicate these experiences for the 2018 exchange, while exploring a new area of Germany. Laurie Fraser changed the school because she has personal connections in the town and to the school, as she attended the school on a similar exchange when she was in high school. She has continued deep friendships with members of the community, from teachers, to doctors, to community leaders and mayors. Through these connections, she feels she can help plan an even more robust exchange program for the participating students from GBS.

The School: Klettgau Gymnasium Tiengen is a public college-prep school rich in tradition in the black forest of Germany. The school also has exchanges with Spain and France. It is a school of about six hundred pupils from the fifth through twelfth grades. 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 Americans will be forced to participate in religious courses.

Board Approval: We are seeking board approval for a variety of reasons. This is an educational exchange conducted, but not financed by the district. This exchange has direct relevancy 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 host schools to provide them with a coherent intercultural experience to inspire intercultural 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.

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

I. School GBN _____ GBS X GBE _____ GBOC _____ District _____

II. Initiator Lauren Fraser Phone 847-486-4515

Position Teacher Date of Submission 5/15/17

III. Dates and Times of Leave/Return

Total Number of School Days Missed per Person 0

Departure Date/Time Approx. June 10 2018 Return Date/Time Approx. July 2 2018

IV. Individuals Participating in Tour: 20 students in German 2 & 3 (sophomores & juniors)

Teachers and Staff (Identified) Lauren Fraser Renate Toth

Number of Students (Identity to be provided to the Principal) Approx. 20

V. Description, Destination, and Reason for Trip

Please see attached proposal

VI. Cost of Trip

Was the trip included in your Dept. _____ Bldg. _____ District _____ Budget? No

	Total Amount	Per Person	Account #
Registration	_____	<u>0</u>	_____
Lodging	_____	<u>400.00</u>	_____
Meals (Advance)	_____	<u>400.00</u>	_____
Judging	_____	<u>N/A</u>	_____
Substitute Teacher Entrance fees	_____	<u>N/A 200.00</u>	_____
Transportation	_____	_____	_____
Air	_____	<u>1400.00</u>	_____
Train/Bus/Car	_____	<u>400.00</u>	_____
District Total	_____	<u>N/A</u>	<u>N/A</u>
Cost to Student	_____	<u>2800.00</u>	<u>N/A</u>

VII. Approval

Danuta Lich _____
Supervisor Principal Superintendent

5-16-17 _____
Date Date Date

Reminder: No purchases or expenses allowed prior to Board of Education approval.
Form approved by Board of Education

**Acknowledgment Form for Sponsoring Agent Regarding
Educational Travel**

(name of person or agency sponsoring program)

(destination)

(dates)

Your signature below constitutes and is evidence of:

- (1) your acknowledgment that Northfield Township High School District No. 225 is in no way involved in the sponsorship of this trip and that the trip is not a district-sponsored activity, but rather, is sponsored solely by _____;
- (2) your acknowledgment that Northfield Township High School District No. 225 assumes no responsibility for any trip preparation, arrangements for any supervision of students while participating in the trip, and transportation to and from the above-named destination; or legal or financial responsibility or liability in the event of trip cancellation, postponement, or other change, or trip financial default.
- (3) your agreement to release, indemnify and hold harmless Northfield Township High School District No. 225, its Board of Education, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries, including reasonable attorney's fees and costs expended in defense thereof, incurred or resulting from any student or employee's participation in this trip and transportation to and therefrom; or legal or financial responsibility or liability in the event of trip cancellation, postponement, or other change, or trip financial default.
- (4) your acknowledgment, if a district employee, that your sponsorship of this program is not within the scope of your employment with Northfield Township High School District No. 225; and is, in fact, strictly outside the scope of your employment; provided however, that your conduct remains governed by all rules of conduct to which employees of the district are subject while engaged in employment by the district.
- (5) your acknowledgment that you are not being paid by Northfield Township High School District No. 225 to sponsor this program.
- (6) if an employee of the district, please state any consideration or benefits having any monetary value that you have received or will receive from the party conducting the trip in consideration for participating in the trip: _____

Signature of person or director of agency sponsoring program

Date

Sample

in Deutschland 2016

Datum	Uhrzeit	Aktivität	Notizen
June 10	12:00 3:25pm	Meeting Point: O'Hare Terminal 3 AirBerlin AirBerlin Flight #7421 to Berlin	
June 11	07:00 08:35 10:00 ~11:00	Arrival in Berlin Departure to Zürich AirBerlin Flight #8562 Arrival in Zürich Meet Exchange Families - go home	
June 12		Time with host families	
June 13		Time with host families	
June 14	07:45	School! Feldberg/St. Blasien	
June 15	07:45	School! Pfahlbauten Unteruhldingen Meersburg/Schloss	
June 16	07:45	School! Tiengen Tour	
June 17	07:45	School! Luzern Rigi	
June 18	07:45	School! Time with the families	
June 19	WE	Time with the families	
June 20	WE	Time with the families	
June 21	07:45	School! Tour the nuclear power plant - Leibstadt	
June 22	07:45 11:00 18:00	School! Straßbourg Tour the EU Parliament Stay overnight in TeePees at EuropaPark	
June 23	07:45	School! EuropaPark	

in Deutschland 2016

June 24	07:45	School!	
June 25	09:05 12:34 1:20	Leave for Munich Arrival at Hostel (Haus International) Go to Olympic Park for Group Viewing of EU soccer match Germany v. Poland	
June 26	08:08 10:00 13:00 16:00	Go to downtown Munich Freetime for Lunch and shopping Walking Tour of Munich Dinner in Munich Olympic Tower	
June 27	6:00 8:00	Leave the hostel Mikes Bike's tour leaves on bus to Füssen Bike tour around Schwansee, Tour of Neuschwanstein, Lunch Dinner at the Hofbräuhaus	
June 28	07:30	School Trip to Zürich	
June 29	7:30	School	
June 30	7:30	School World's Largest Cocoo Clock	
July 1	6:00	Going away party	
July 2	6:00	Leave for Airport	

Sample

Germans in America

Date	Morning	Afternoon	Evening
Wednesday, October 16 th		Arrival at O'hare 6:05pm (welcome committee?)	Go straight to Youth Hostel in Chicago
Thursday, October 17 th	Millennium Park, Mag-Mile	Lunch - Signature Room Navy Pier	Walk back to hostel - cook dinner together
Friday, October 18 th	Museum morning 2 groups (they choose between 2)	Walking tour of Chicago after lunch	
Saturday, October 19 th	Sear's tower	Lunch with group -students transport selves- Explore/shop with partner?	Evening meet at Navy Pier, grab dinner - Night time architectural boat tour.
Sunday, October 20 th	Willow Creek Church service downtown	Germans arrive at Glen of N. Glenview Train Station 3:15pm	<i>Family Time</i>
Monday, October 21 st	School intro - IDs etc. - tour - Shadow periods 3-7. Per 8 HR		6:30 Welcome Dinner Hackneys
Tuesday, October 22 nd	Homeroom 1 st period - shadow students	No after school group plans	<i>Family Time</i>
Wednesday, October 23 rd	Akademie - then shadow	3:30 - group goes bowling in Mount Prospect	6:15 back from bowling
Thursday, October 24 th	Richardson Farm 7:30-11:00	12:00 Gurnee Mills lunch and shopping - no after school plans	<i>Family Time</i>
Friday, October 25 th	Day at School - Rent-a-German" day (freshmen sign up to have a German shadow them)	7:00pm Last home football game of the year. (optional)	<i>Family Time</i>

Germans in America

<i>Saturday, October 26th</i>	<i>Family Time</i>	<i>Family Time</i>	<i>Family Time</i>
<i>Sunday, October 27th</i>	<i>Family Time</i>	<i>Family Time</i>	<i>Family Time</i>
<i>Monday, October 28th</i>	Day at School – Presentations – Shadowing	3:30 Pumpkin Carving (with German club – bring pumpkins!)	<i>Family Time</i>
<i>Tuesday, October 29th</i>	School and presentations	No after school group plans <i>Family Time</i>	<i>Family Time</i>
<i>Wednesday, October 30th</i>	School and presentations	3:30 Whirly Ball (Germans and Americans)	7:15pm back from Whirly ball
<i>Thursday, October 31st</i> Halloween	School and presentations		Halloween Party (organizer Burke)
<i>Friday, November 1st</i>	School and presentations	6:00 Potluck farewell party	8:00 Gym Jam
<i>Saturday, November 2nd</i>	Meet at GBS – Germans bus to O'Hare together		

BOARD POLICY: EDUCATIONAL TRAVEL EXPERIENCES

7050

Page 1 of 3 pages

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