

3.8 APPROVAL OF OVERNIGHT FIELD TRIP REQUEST FOR GERMAN STUDENTS TO TRAVEL TO SCHONGAU, GERMANY JUNE 30-JULY 20, 2026

A. SUBJECT

The Board is asked to approve an overnight field trip for German students to travel to Schongau, Germany to participate in an exchange with our partnership school of 16 years.

B. SUGGESTED MOTION

This item will be included as part of the Consent Agenda Motion.

WOODSTOCK COMMUNITY UNIT SCHOOL DISTRICT NO. 200

OVERNIGHT STUDENT TRAVEL REQUEST FORM

Athletic/Club Name: German

Name of Event and Description: German Exchange with our German Partnerschool of 16 year in Schongau, Germany. The Germans (10-20 students and two teachers) will come and stay with WNHS host families for up to 16 days in early April. They will shadow our students, in classes. We will attend their school in the summer from July 3-20 (after layover in Iceland).

Coach/Chaperone Name(German teacher: Anthony Keisling and Mary Keisling (wife and kindergarden teacher).

Date(s) of Activity: June 30th-July 20th, 2026

Location of Activity: Schongau, Germany via Iceland as well as excursions into Austria.

Number of Students: 12

Male: 6 Female: 6 Total: 12

Applicable Costs:	\$3,800/student x 12 students = \$43,200		
Gas/Mileage:		= \$	-
Entry/Reg Fee:		= \$	-
Lodging: _____ per night # of nights _____ # of Rooms _____		= \$	-
Meals: _____ per day # of days _____ # of Students _____		= \$	-
Tolls:		= \$	-
Transportation: (explain) plane, train, and bus		= \$	-
TOTAL			\$ 43,200.00

Detailed Trip Itinerary: see attached tentative calendar

Above Costs to be Paid By (Including % paid by fundraising):

none

Account # (if applicable):

Submitted By: Anthony Keisling

09/09/2025

Approved By:

Principal's Signature

Date

Date

Superintendent's Signature

Date

Board Meeting Approval Date (if applicable)

Appendix A: Tour Proposal and Detailed Itinerary

Trip Leader: Anthony Keisling

Trip Location: Schongau, Germany (via Iceland and possible excursions to Austria)

Trip Name: Woodstock North German Exchange

Trip Dates: June 30th- July 20th

Students: Woodstock North high school students.

Trip Plan: This is the 16th year of our relationship with our partner school in Schongau, (Bavaria) Germany and our 11th exchange. Each spring the students from Germany visit WNHS for about two weeks and we reciprocate with a three-week visit in summer after school gets out. This exchange program relies on families to host students. The students from Germany will be at WNHS for approximately two weeks right after our spring break. They have not yet decided on an exact date, but it looks like it will be around the first two weeks of April.

We will try to match students just before Christmas break. The plan, as of now, is to depart for Germany via Iceland on June 30th and will return on July 20th. We will have a two night stay in Iceland on our way to Germany.

Trip Objectives: Living with host families provides an immersive cultural experience, and allows students to improve language skills and form lifelong friendships. All of the World Language standards of: Communication, Culture, Connections, Comparisons and Communities are covered.

What is the per-student cost? \$3,600

- **What is Included?** All travel, housing, daily meals, entrance fees, travel protection.
- **What is Not Included?** Cost of Passport, souvenirs, extra (optional) individual outings with host families such as concerts, extra snacks.

Describe your Travel Protections Plan (Insurance): Travel Insurance GAPP - Student Exchange USA:

- Worldwide travel cover
- Multiple awards
- Favourable premiums
- Unique insurance benefits
- 70 years of experience

<https://www.bernhard-travel-insurance.com/gapp-travel-insurance/>

Detailed Itinerary: See tentative Calendar GAPP 2026

Appendix B: Frequently Asked Questions

TRIP DETAILS

When will I receive our final itinerary?

It will be available on our website WNGX.net and continually updated.

Can I change my reservation (room occupancy, etc.)? NA

How many adults or chaperones will travel with my child? Two

Are parents allowed to attend a tour? No.

What if the weather is inclement? We will bring rain gear if appropriate or make changes to schedule.

EMERGENCIES

What happens if my child has a medical emergency while on tour? We will notify Parents and as necessary, take the child to see appropriate medical personnel for care.

What if I have an emergency and need to reach my child? You can communicate with them through their personal cell phones or through the use of the Chaperone's cell phones.

HOTEL/ACCOMMODATIONS

How many students will be in each hotel room on overnight tours? 4 to 5: one person per bed.

Who determines the hotel rooming arrangements? Anthony Keisling

INSURANCE

What is the Optional Travel Protection Plan?

Travel Insurance GAPP - Student Exchange USA:

<https://www.bernhard-travel-insurance.com/gapp-travel-insurance/>

PAYMENT AND REGISTRATION

How do I make payment for my child's trip? WNHS: German Exchange

Is it ok if my payment is late? No

Do you send out payment reminders? Yes

How do I register for a tour? Contact Anthony Keisling, German Teacher- Rm 249

How do I complete the Permission for Medical Treatment form? Fill it out with your Doctor.

What happens if not enough participants sign up for the tour by the initial deposit date? All money will be refunded.

If my school is fundraising, how will I know how much my child has earned? N/A

Appendix B: Frequently Asked Questions

Can I make subsequent payments online if I have mailed in the first deposit? No.

Can I pay with a credit card over the phone? Once the Board of Education approves the trip, there will be a link on the website WNGX.net: "Pay for 2026 WNHS GERMAN TRIP" to use a credit card through the district's e-Funds account.

CANCELLATIONS

How do I cancel my child from a tour? Contact Anthony Keisling, German Teacher- Rm 249

MEDICATIONS AND SPECIAL NEEDS

What if my child has medications or allergies or is on a special diet?

Make this information known on required medical forms as well as Contact Anthony Keisling, German Teacher- Rm 249

What if my child has special needs?

Make this information known on required medical forms as well as Contact Anthony Keisling, German Teacher- Rm 249

PACKING

Is my child allowed to bring a cell phone or other electronic devices? Yes.

How much money will my child need to bring on the tour? Depending on the Child's spending habits, desire for souvenirs or gifts and desire for extra snacks. \$200-400 should be enough.

Appendix C: Payment Plans

(If applicable, provide details as to when and how payments will be made.)

Payment Information

PLEASE DO YOUR BEST TO MAKE TIMELY PAYMENTS.

Total Cost: \$3600

Payment Schedule:

October 1st - deposit of \$600

March 6th - 2nd payment of \$1500

May 15th - Final payment of \$1500

Make Checks Payable to: "**Woodstock North H.S.**" (with : "**German Exchange**" in the "for" at bottom of the check).

In the case that a student needs to cancel and will not be able to go on the exchange, I will refund as much of the cost as I am able to. Please understand that the following caveats apply:

- Prior to April 7th, all individual payments should be able to be refunded. We have always returned 100% of our deposits for individuals who cancel: even during COVID.
- After April 7th, the airline charges \$100 for each cancellation so any cancellations after that date would lose that \$100.
- No refunds will be given by the airline for cancellations received within 14 days prior to departure. Airline ticket cost is \$2009.61, so that would be nonrefundable after June 15th.
- Any name changes after May 19th, 2026 will incur an additional \$200 fee. The ticket name must match the passport name exactly.
- Trip cancellation insurance can be purchased, (additionally) if desired.

Appendix D: Fundraising Opportunities

(If applicable, list the fundraising opportunities provided to students to offset the cost of the trip.)

No Fundraising

Appendix E: Travel Protection Information

(Describe the student travel insurance, cancelation policy, and cost per student.)

Travel Insurance GAPP - Student Exchange USA

Standard Travel Protections **are included in the cost of trip** and additional coverage options are available on request for additional fees.

Worldwide travel cover

Multiple awards

Favourable premiums

Unique insurance benefits

70 years of experience

<https://www.bernhard-travel-insurance.com/gapp-travel-insurance/>

Appendix F: Woodstock District 200 Field Trip Chaperone Expectations

CHAPERONE DUTIES AND EXPECTATIONS WILL INCLUDE BUT ARE NOT LIMITED TO:

1. Responsible for an assigned group of students throughout the planning and execution of the trip.
2. Attendance at any pre-trip chaperone meetings and meetings during the trip will be expected.
3. Compile an emergency contact list and communication plan for the assigned group.
4. Required to attend all planned functions during the trip.
5. Responsible for getting assigned groups to specific locations on time.
6. Responsible for assuring students have all the required items needed for the day's events.
7. Work in shifts with other chaperones including supervision during all daytime activities as well as potential nighttime hotel hallway/room monitoring.
8. Assist with bus loading and attendance.
9. Assist with equipment loading, unloading, and handling as needed.
10. Assist with any snack and meal preparation, serving, and clean-up as necessary.
11. **NO CHAPERONE WILL ISSUE DISCIPLINE TO A STUDENT.**
12. Report all problems to the Lead Staff Chaperone.
13. **NO SMOKING, CONSUMPTION OF ALCOHOL OR USE OF ILLEGAL SUBSTANCES WILL BE ALLOWED BY ANY CHAPERONE DURING THE TRIP.**

Appendix G: D200 Field Trip Medication Form

Woodstock Community Unit School District 200

Dear Parent/Guardian,

If your student will need to take prescription or over-the-counter medication during the international/overnight field trip, please complete the **D200 Field Trip Medication Form** with your student's physician. A physician's order is required for all prescription or over-the-counter medication that your student may need during the trip (ie. if your student has a headache, the **D200 Field Trip Medication Form** is required before medication can be administered). The **D200 Field Trip Medication Form** needs to be turned in to the trip sponsor four weeks before departure for the trip. It will be held by the trip sponsor during the trip for safety purposes. Students may carry and self-administer a prescribed asthma inhaler or epinephrine auto-injector device if the permission to self-carry is indicated by your physician. The **D200 Field Trip Medication Form** is below for your reference. If you have any questions, please call the trip sponsor or your School Nurse.

Sincerely,

District 200 Health Services

D200 Field Trip Medication Form

Health Services

Guidelines for the administration of prescription or non-prescription medication to students attending a school-sponsored activity or field trip (including overnight trips) will follow District 200 Board Policy 7:270, *Administering Medicines to Students*. As the school nurse does not usually accompany students on trips, the student's teacher or other designated school employee will be responsible for medication storage and administration. Illinois School Code (105 ILCS 5/22-30) and District 200 Board Policy permits students to carry and self-administer specific medication deemed necessary for life-threatening conditions provided the student's parent has completed and submitted the appropriate Request for Self-Administration of Medication** form in addition to this form. (Medications that can be carried and self-administered include asthma inhalers and epinephrine). **Students may NOT carry or self-administer medications other than asthma inhalers and/or epinephrine.**

The parent must complete and submit this form to the school health office prior to departure of the trip. Medication must be provided in the original container clearly labeled with the child's name, name of medication, dosage, and possible side effects. Medication supply should coincide with the number of doses needed for the duration of the trip and **must** be dropped off to the school health office by a parent or other responsible adult.

Student's Name (Please Print) Birthdate Grade Teacher or Activity Sponsor's Name (Please Print)

MEDICATION(S) AND INSTRUCTIONS: The following medication(s) will be stored and administered by the student's teacher or other designated school employee. *For emergency medications (inhalers, EpiPens), please clearly write out specific instructions on when to administer, how to administer, and what to do after administration.

Prescription Medication xNon-Prescription Medication Student to Carry / Self-Administer**

Name of Medication: _____

Dosage: _____ Time(s) to Be Given: _____

*Emergency Medication Instructions: _____

Prescription Medication Non-Prescription Medication Student to Carry /Self-Administer

Name of Medication: _____

Dosage: _____ Time(s) to Be Given: _____

*Emergency Medication Instructions: _____

Name of Physician (Please print): _____ Phone Number: _____

Address: _____

Physician's Signature

Date

I authorize Woodstock Community Unit School District 200 and its employees and agents, to administer the above medication(s) or to permit my child to carry and self administer** as directed by the physician. I agree to indemnify and hold harmless Woodstock Community Unit School District 200 and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of medication to my child **and/or** my child's self administration of medication. I also give my permission to Woodstock Community Unit School District 200 and its employees and agents, to contact the physician in regard to any medication questions or concerns.

Parent's Name (Please Print): _____ Relationship: _____

Parent's Signature

Work / Cell Phone: _____

Date _____

Appendix H: WCUSD200 Student Field Trip Permission Form

Woodstock Community Unit School District 200 - Woodstock, IL 60098

Student Name: _____ DOB: _____

Address: _____ Phone: _____

Father: _____ Phone: _____

Mother: _____ Phone: _____

Family Doctor: _____ Phone: _____

Date of last tetanus booster: _____

Student Health Insurance coverage for accident and/or medical is provided by:

Company: _____ Policy Number: _____

Allergies/Health Concerns: _____

Current Medication (indicate medication, dosage, and times to be taken): _____

Release and Waiver, Affidavit of Insurance Coverage, and Agreement regarding Student Conduct on Educational Tour/Field Trip

I/We _____, the parents or legal guardians of _____, a minor in Woodstock Community Unit School District No. 200 (hereafter "School District"), McHenry County, Illinois (hereafter "student"), in consideration of the agreement by the School District to permit the student to participate in the educational tour/field trip (hereafter "trip") to take place from _____ to _____, 20____, do hereby swear and affirm that there is accident and health insurance coverage for our student that will cover him/her while participating in the said trip, and that we agree to maintain such coverage in full force and effect for the duration of the trip.

I/We do further agree to release, indemnify, protect, and hold harmless said School District, its Board members, officers, supervisors, agents, servants, employees, and all private persons or organizations volunteering services without charge to supervise or chaperone students while on the trip from any claim or liability whatsoever, including, but not limited to, personal injury, property damage, court costs, attorneys' fees, and interest, whosoever caused, as a result of the student participating in the above-described trip.

I/We do further agree that the Board of Education, its officers, agents, and/or employees reserve the right to terminate the participation of the student for failure to behave and act in accordance with the School District Regulations on Conduct, for failure to follow the instructions and directions of the tour supervisor(s) and/or chaperones, or for failure of the student to act or conduct him/herself in a manner that is compatible with the interest, harmony, comfort or welfare of the trip as a whole as determined by said Board, its officers, agents and/or employees. If the student's participation is terminated, I/we understand that the cost of the trip may not be refunded, and the student will be sent home at our expense.

I/We do further agree that in the event of an accident or illness to our son/daughter/ward occurring from the commencement to the end of the trip. If we cannot be immediately contacted, we hereby authorize the School District personnel to arrange for the transportation of our son/daughter/ward, whether by ambulance or otherwise, to a proper facility where emergency medical treatment would normally be administered including, but not limited to the emergency room of a hospital, doctor's office, or medical clinic. We further authorized such personnel to sign releases as may be required to obtain immediate medical or surgical treatment as is required in the judgment of medical authorities at said facilities.

Appendix H: WCUSD200 Student Field Trip Permission Form

Student medication during an international/overnight field trip is kept under the supervision of the District 200 lead staff chaperone. Student medication will be administered by the District 200 lead staff chaperone according to the physician's order(s) that is documented on the District 200 overnight trip medication authorization form that is submitted by the parent/guardian. All medications to be taken during the educational tour/field trip must be brought to the School Nurse at least two weeks before the trip's departure, along with the overnight trip medication authorization form completed by the parent/guardian and physician.

I hereby request and grant permission for District #200 school personnel to dispense medication to my student, according to Doctor (name) _____ instructions during the field trip. I further waive any claims against the School District, its employees, and agents arising out of the administration of said medication and agree to hold harmless and indemnify the School District, its employees, and agents, either jointly or severally, from and against any and all liability, claims, demands, damages, or causes of action or injuries, costs, and expenses including attorney's fees, resulting from or arising out of the administration of medication.

SUBSCRIBED and SWORN to before me this _____ day of _____, 20_____.

Parent or Legal Guardian

Notary

Notary Seal

Appendix I: Parent Letter

(Write a letter to parents describing the field trip.)

Woodstock North German Exchange

The German American Partnership Program

WNGX.net

This is the 16th year of our relationship with our partner school in Schongau, (Bavaria) Germany and our 11th exchange. Each spring the students from Germany visit WNHS for about two weeks and we reciprocate with a three-week visit in summer after school gets out. This exchange program relies on families to host students. Living with host families provides an immersive cultural experience, and allows students to improve language skills and form lifelong friendships. American students will be staying with host families in Germany and are therefore expected to host a German student. Students at all levels may attend but must demonstrate outstanding character in order to be able to participate.

The students from Germany will be at WNHS for approximately two weeks right after our spring break. They have not yet decided on an exact date, but it looks like it will be around the first two weeks of April.

We will try to match students just before Christmas break. The plan, as of now, is to depart for Germany via Iceland on June 30th and will return on July 20th. We will have a two night stay in Iceland on our way to Germany.

In most years there are more Germans coming to WNHS than we have going, thus, there is often a need for additional host families (or even one family hosting a second student). You can host even if you are NOT going this year.

More information about this will be available as the date of their arrival nears.

\$5-\$6,000 worth of scholarships are available! (Individual scholarships in the amount of \$1,000.)

Appendix I: Parent Letter

(Write a letter to parents describing the field trip.)

Payment Information

PLEASE DO YOUR BEST TO MAKE TIMELY PAYMENTS.

Total Cost: \$3600

Payment Schedule:

October 1st - deposit of \$600

March 6th - 2nd payment of \$1500

May 15th - Final payment of \$1500

Make Checks Payable to: "**Woodstock North H.S.**" (with : "**German Exchange**" in the "for" at bottom of the check).

In the case that a student needs to cancel and will not be able to go on the exchange, I will refund as much of the cost as I am able to. Please understand that the following caveats apply:

- Prior to April 7th, all individual payments should be able to be refunded. (We have never not: SO, we have always returned 100% of our deposits for individuals who cancel: even during COVID.
- After April 7th, the airline charges \$100 for each cancellation so any cancellations after that date would lose that \$100.
- No refunds will be given by the airline for cancellations received within 14 days prior to departure. Airline ticket cost is \$2009.61, so that would be nonrefundable after June 15th.
- Trip cancellation insurance can be purchased, (additionally) if desired.
- Any name changes after May 19th, 2026 will incur an additional \$200 fee. The ticket name must match the passport name exactly.

Print Parent Name

Sign Name

Date

Appendix I: Parent Letter

(Write a letter to parents describing the field trip.)

German American Partnership Program (GAPP)

Woodstock North High School

Welfen-Gymnasiums Schongau, Germany

We are looking for host families! The Germans have 30+ students who want to come and we only have maybe 11 students going. We would like to tell them that they can bring 20.

It is that time and we need to determine which families are willing to host a German student. If you are going to Germany, you are expected to host (they, in turn, will be hosting you). Because we have more German students coming than we are sending, we are also seeking other volunteer families to host.

Thank you!

Dates: approx. 16 days: first two weeks of April

Please indicate where appropriate:

Name of Student: _____

Check one of the Following:

- I am for sure (100%) going to Germany this year: _____
- I hope to go this year (better than 50% that I will find a way) _____
- Not going but want to host _____
- Maybe in 2028 (the next trip) year _____

I am willing to host a student _____ (more than one _____)

Gender of German Student staying with you (Check one of the Following):

_____ Girl only

_____ Boy only

_____ Boy or Girl (Opposite gender pairings obviously requires providing an extra room—as opposed to sharing one. This is sometimes necessary because the genders of students coming do not always match those going. I **highly** encourage those going to pair with the same gender, if possible).

X _____ (Parent signature to ensure they approve)

_____ (Print Parent/Guardian Name- Printed)

Appendix I: Parent Letter

(Write a letter to parents describing the field trip.)



GAPP 2026 Tentative Calendar

*German students should arrive around the first two weeks of April. Definitive dates coming soon.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		June 30 Leave for Europe (Icelandair)	July 1 Arrive Iceland – Laugardalslaug, Reykjavik tour and check into Hostel	July 2 Pingvellir, Geysir, Gullfoss, und Secret Lagoon	July 3 Leave Iceland– Arrive in Munich and then bus to Schongau	July 4 Weekend with host family
July 5 Weekend with host family	July 6 School with Germans; Tour of Schongau and Scavenger hunt; Spaghettieis	July 7 School with Germans; Field Trip to Dachau Concentration Camp & Munich	July 8 School with Germans; Field Trip – Neuschwanstein Castle	July 9 School with Germans; Kletterwald, Eckbauerbahn, Partnachklamm	July 10 School with Germans; Zugspitze and Eibsee	July 11 Weekend with host family
July 12 Weekend with host family	July 13 School with Germans	July 14 Field Trip to Herrenchiemsee Salzbergwerk and Berchtesgaden	July 15 Field Trip to Boat tour on Koenigssee, Hiking to Obersee	July 16 Field Trip to Salzburg, Return to Schongau and School with Germans	July 17 School with Germans and evening Goodbye Party	July 18 Weekend with Host Family
July 19 Weekend with Host Family WORLD CUP FINAL!	July 20 Morning school with Germans. Weißwurstfrühstück Leave for Chicago – arrive home					

** Dates subject to change based on host school**

Appendix I: Parent Letter

(Write a letter to parents describing the field trip.)

Guardian's Name: _____

Relation to student: _____

Student's Name: _____

Planning to Host a German for two weeks in April ? : Y/N__

Planning to go to Germany this summer 2026?:_____

Please provide me with any information that will help me
in my planning.

Any other information or questions you might have?
