

OFFICE OF THE ASSISTANT SUPERINTENDENT FOR EDUCATIONAL SERVICES

To: Dr. Mike Riggle

From: Rosanne Williamson

Re: Glenbrook Academy Chinese International Trip

Cc: Dr. John Finan, Ms. Lauren Fagel

Date: April 19, 2016

Please find attached the travel request from Ms. Hong Wu, Mandarin Academy Teacher, for an educational trip to China. Academy juniors will travel to Beijing, Nanjing, Suzhou, Hangzhou, Yellow Mountain and Shanghai. Please reference the attached itinerary for detailed arrangements. The trip would start tentatively on June 11 by flying to Beijing and finish on June 23 returning from Shanghai. The parameters of this trip are similar to past trips taken by the Academy and World Language Departments.

This is an Educational Tour covered under Board Policy 7050. This Educational Tour is conducted by the district, but not financed by the district and requires approval from the principal, superintendent and Board. I support this request.

To: Ms. Lauren S. Fagel
John Finan
Rosanne Williamson

From: Hong Wu

Cc: Matthew Whipple
Danita Fitch
Cameron Muir
Ryan Bretag
Dr. Michael Riggle

Date: Wednesday, March 22, 2016

Subject: Glenbrook Academy Chinese International Trip

Trip proposal: This proposed trip will be a new opportunity for current juniors in the Glenbrook Academy for International Studies. The junior class has been studying the Chinese language and culture for the past 3 years. The proposed trip would give students the opportunity not only to apply their newly acquired language skills in the native country, but also to experience the highlights of authentic Chinese culture and lifestyle. During the 13-day trip, students will visit Beijing, Nanjing, Suzhou, Hangzhou, Yellow Mountain and Shanghai. Please reference the attached itinerary for detailed arrangements. The trip would start tentatively on June 11 by flying to Beijing and finish on June 23 returning from Shanghai.

Rationale: This international travelling experience for the current juniors in the Glenbrook Academy for International Studies aligns with the essential questions behind the guiding instructional purpose of the Academy. The students will gain momentum and confidence, seeing themselves as citizens of the world and capable speakers of a world language. This experience, leading to their senior year of the Academy, will prepare them for their Advanced Placement Chinese Language and Culture exam. Our previous trip to China (3 years ago) resulted in considerable positive feedback.

The logistics of travel would impact current juniors in the Glenbrook Academy for International Studies in the following ways:

- The trip to China will take place during the summer break. Our tentative departure date is Sunday, June 11th, 2017.
- Nexus Holidays is the travel agency that we use to service the trip.

- The approximate cost will be \$3,350 per student; this cost covers international and domestic airfares, visa application fees, train tickets, museum and site entrance fees, and hotel rooms (4 star hotels with double occupancy) throughout the whole trip.
- All students who participate will have Travel Accident Insurance in mainland China with coverage up to RMB200,000.00; USD 1000,000 .00 liability coverage by Nexus Holidays, and extra medical and accident insurance coverage through USA Travelex Insurance Inc.
- Hong Wu (GBS and Academy Chinese teacher) will be working with Academy teachers and Nexus Holidays to finalize the details of the trip.

Board Approval: We are seeking board approval for variety of reasons. This is an educational opportunity approved, but not financed by the district. This trip will provide students with an international experience to inspire intercultural understanding and a lifelong desire to be world citizens in our ever-shrinking global community. Throughout the trip, students will have the opportunity to use their newly acquired language skills to communicate with native Chinese speakers, and to experience a complete different culture and social system, which in return will encourage them to become more confident and open-minded critical thinkers.

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

I. School GBN X GBS X GBE _____ GBOC _____ District _____
 II. Initiator HONG WU / MATT WHIPPLE Phone 8474864273
 Position Chinese & Academy Teacher Date of Submission 03/22/2016

III. Dates and Times of Leave/Return
 Total Number of School Days Missed per Person 0
 Departure Date/Time 06/11/2017 Return Date/Time 06/23/2017

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)
 Teachers and Staff HONG WU / MATT WHIPPLE
 Students _____

V. Description, Destination, and Reason for Trip
International trip to china. Academy juniors will travel together to Beijing Nanjing, Suzhou, Hangzhou, Yellow Mountain, Shanghai

VI. Cost of Trip
 Was this trip included in your Dept. _____ Bldg. _____ District _____ Budget?

	Total Amount	Per Person	Account #
Registration	<u>0</u>	<u>0</u>	
Lodging	<u>Package</u>		
Meals (Advance)	<u>Package</u>		
Judging	<u>0</u>	N/A	
Substitute Teacher	<u>0</u>	N/A	
Transportation			
Air	<u>Package</u>		
Bus/Car	<u>Package</u>		
District Total	<u>0</u>	N/A	N/A
Cost to Student	<u>TBA</u>	<u>\$3,350/student</u>	N/A

VII. Approval
Matthew Whipple Supervisor Lauren O'Neil Principal _____ Superintendent _____
4/5/16 Date 4/5/16 Date _____ Date _____

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



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Glenview South High School Student Trip to China 13 Days 2017 Summer school holiday period

Splendid China 13 Days

Beijing-Nanjing-Suzhou-Hangzhou-Mt. Yellow Mountain & Shanghai

Tour Code: NHF-A-17006XX

Tentative Tour Itinerary

✧ Meal Code: B=Breakfast, L=Lunch, SL=Special Lunch, D =Dinner, SD=Special Dinner

DAY	DATE	TRANS	ITINERARY DETAILS
01		Flight	Chicago-Beijing You'll depart from Chicago to Beijing.
02		Coach	Beijing SD Arrive in Beijing. Your tour guide will meet you at the airport, and then you'll be transferred to your hotel. <i>Welcome Dinner will be arranged at a local restaurant by Nexus Holidays.</i> <u>Happy Landing:</u> 1) After claiming your baggage and going through the custom, please meet your tour guide at the airport arrival lobby. Nexus Holidays tour guide will holding a red greeting board with "Nexus Holidays" on it. 2) Please wear the "Nexus Holidays" badge upon arrival in order for your tour guide to recognize you easily. 3) Just in case you do not see your tour guide there, our China Domestic Toll Free Number: 400-498-9826 . Please refer to attached emergency contact list for other contact information regarding your trip. Hotel in Beijing: Jade Palace Hotel or similar (3 nights) Web: http://www.jadepalace.com.cn/en/ Add: 76 Zhichun Rd, Haidian, Beijing, China Tel: 86-10-6262 8888
03		Coach	Beijing B, L, SD Breakfast at hotel. Tour to the Tian-an-men Square and Forbidden City . Lunch at a local restaurant. Tour to the Summer Palace with a

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			boat tour on the Kunming Lake if weather permits, and the renovated Qian-men Street . Enjoy the Peking Roast Duck Dinner at famed Quan-ju-de Restaurant.
04		Coach	Beijing B, SL, D Breakfast at hotel. Tour to the Temple of Heaven where Ming and Qing Emperors prayed for good harvests and peace. Watch, learn and practice Chinese Taichi with a Taichi master . Visit the national stadiums built for 2008 summer Olympic to have an inside tour of the Bird Nest and outside view of the Water Cube . Lunch at a local restaurant Visit Tongren Tang to learn about the culture of traditional Chinese medicine, which has existed for thousands of years. Continue to visit the local market, Xiushui Street Silk Market to experience local people’s real life and have some free time at the Wang-fu-jing Pedestrian Street . Dinner at a local restaurant and then watch an authentic Chinese Kung-fu Show, “The Legend of Kung-fu” .
05		Coach / Train	Beijing  Nanjing B, L, D Breakfast at hotel. Climb the Great Wall this morning at its Juyong Pass! Lunch at a local restaurant. Watch skilled artisans at work at a Cloisonné factory following lunch. Tour to the Sacred Path of the Ming Tomb . You’ll also have an opportunity to shop at one of the largest Jade center of Asia. Enjoy evening speedy train to Nanjing (4 hours). Upon arrival, transfer to hotel for the rest. Hotel in Nanjing: Dingding International Hotel or similar Web: http://www.dingdinghotel.cn/US.html Add: 9 Xinglong Rd, Pukou, Nanjing, Jiangsu, China Tel: 86 25 6810 6666
06		Coach	Nanjing  Suzhou B, L, D Breakfast at hotel. Transfer to Suzhou. Suzhou has been praised as the “Paradise on the Earth” since ancient times and is an extraordinarily delicate and elegant city. Known as “Venice of the East”, Suzhou is built around the Grand Canal. Because of its many excellent classical gardens, Suzhou has been entitled the “Garden City”. Our sightseeing includes the boat tour on the Grand Canal and The Lingering Garden (Liu’s Garden). Tour to the Tiger Hill and then visit Suzhou Silk spin mill to learn silk production procedures and then enjoy a Silk Fashion Show. Lunch and Dinner at local restaurants. Hotel in Suzhou: Howard Johnson Wujiang Hotel or similar http://bcclubwuzhong.hojochina.com/wuzhong-sz-home.html

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			<p>Add: 1109 WuZhong Boulevard, Jiangsu Province, Suzhou, 215104 CN</p> <p>Tel: 86-512- 8099 1888</p>
07		Coach	<p>Suzhou 𨋖 Hangzhou (B, L, D)</p> <p>Travel to Hangzhou by coach in the morning. Take a relaxing cruise on the magnificent West Lake. In the afternoon, tour to Flower Harbor Park. Taste the well-known Dragon Well Tea before enjoying the special West Lake flavored dinner. Visit Qinghefang Street in the evening. Qinghefang Ancient Street is a section of Hefang Street which is located at the northern foot of Wu Shan Hill in Hangzhou.</p> <p>Hotel in Hangzhou: Baima Lake Jianguo Hotel or similar http://www.hzjianguohotel.com/cn/index.html</p> <p>Add: NO.336 South Changjiang Road, Hangzhou, China</p> <p>Tel: 86- 571 8139 6666</p>
08		Coach	<p>Hangzhou B, L, SD</p> <p>Continue travel at Hangzhou. Visit Lingyin Temple. The temple's name is commonly literally translated as Temple of the Soul's Retreat. It is one of the largest and wealthiest Buddhist temples in China, and contains numerous pagodas and Buddhist grottoes. After, tour to Nine Greeks Meandering Through a Misty Forest, this attraction features waters and wooded hills. With serene rustic charms, it remains as natural as ever. It will be a good choice to make a walking tour of this attraction along the path in the valley. The final stop today is Bamboo Lined Path at Yunqi, this attraction locates southwest to the West Lake, on the North Bank of Qiantang River and in Wuyun Hill Yunqi Village. "Yunqi" means clouds lingering. It is said that some auspicious color clouds came flying from the nearby Color Clouds Hill and lingered on here, hence the name. Tonight, you will enjoy Hangzhou local delicious dinners.</p> <p>Hotel in Hangzhou: Baima Lake Jianguo Hotel or similar http://www.hzjianguohotel.com/cn/index.html</p> <p>Add: NO.336 South Changjiang Road, Hangzhou, China</p> <p>Tel: 86- 571 8139 6666</p>
09		Coach	<p>Hangzhou 𨋖 Thousand Island 𨋖 Hangzhou B, L, D</p> <p>Hangzhou Thousand Islands Lake is located in Chun An County, west of Hangzhou. This Attraction is now one of the first-class national scenic spots and is the largest national forest park. Water and soil conservation has produced an environment of green mountains, flourishing woods, fresh air and clean lake. Take a boat cruising on</p>

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			<p>the lake. Have lunch on boat. The scenic area can be classified into six districts - Southeast Lake District, Central Lake District, Southwest Lake District, Northeast Lake District, Northwest Lake District and Fuxi Stone Forest. Each district has its each own unique and featuring landscapes. Visit to the most beautiful Five Dragon Island, Strange Stone Island, Dragon Mountain Island or Magic Dragon Island and then, back to Hangzhou in the evening.</p> <p>Hotel in Hangzhou: Baima Lake Jianguo Hotel or similar http://www.hzjianguohotel.com/cn/index.html Add: NO.336 South Changjiang Road, Hangzhou, China Tel: 86- 571 8139 6666</p>
10		Coach	<p>Hangzhou 杭州 Mt. Yellow Mountain 黄山 B, L, D</p> <p>Breakfast at hotel then transferred to Mt. Yellow Mountain. Known as "the loveliest mountain of China", Mt. Yellow Mountain is famous for its magnificent scenery made up of many granite peaks and rocks emerging out of clouds. Take cable car up to Mt. Yellow Mountain from Yungu station. Vist Xihai sea scenic area, Dream scenic area, Flying-over stone, Bright Summit. Visit Beihai sea scenic area, begin-to-believe-it peak. Then we will take cable car down Mt. Yellow Mountain. Enjoy sun-set if the weather is fine.</p> <p>Hotel in Mt. Yellow Mountain: International Hotel or similar http://www.ihuangshanhotel.com/ Add: 31 Huashan Street, Tunxi District, Huangshan, Anhui Province Tel: 86-0559-2565678</p>
11		Coach	<p>Mt. Yellow Mountain 黄山 Shanghai 上海 B, L, D</p> <p>Breakfast at hotel then transferred to Tunxi. Enjoy Tunxi Ancient Street. Located in the center of the Huangshan City, the Ancient Street was built 700 years ago in the Song dynasty. Its total length is about 1.5 km and the sides of the street are laid with slab stones. Drive to Shanghai in the afternoon and check in hotel when arrival. Enjoy authentic Shanghai cuisines for your farewell dinner and then watch an exciting traditional Chinese Acrobatic Show.</p> <p>Hotel in Shanghai: Minya Hotel or similar http://www.minyahotels.com/en/reservation.html Add: 500 Gushan Road, Pudong District, Shanghai Tel: 86- 21-5093 3333</p>
12		Coach	<p>Shanghai 上海 (B, L, D)</p> <p>Breakfast at hotel. Start your city tour starts by walking along the famous Bund, a mile-long stretch along the Huangpu River. Lined by</p>

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			<p>the colonial architectures of European design, this area is the best place to capture the western influences of the old days. Continue on to visit the Ming Dynasty Yuyuan Garden which is considered to be one of the four greatest Chinese gardens. Our final stop will be the bustling shopping district, Nanjing Road. After dinner, enjoy the Night Cruise on the Huangpu River tour.</p> <p>Hotel in Shanghai: Minya Hotel or similar http://www.minyahotels.com/en/reservation.html Add: 500 Gushan Road, Pudong District, Shanghai Tel: 86- 21-5093 3333</p>
13		Flight	<p>Shanghai → Chicago (B, L)</p> <p>Pack and checkout your hotel. Breakfast at hotel. Half day tour in Shanghai. Tour to the Global Financial Center and Mo-gan-shan Art District. Visit the Shanghai Museum to see the ancient Chinese art, furniture and jade. Then transfer to airport and fly back home.</p>

Emergency Contact

Name	Tel (Cell Phone)	Tel (Office)	Memo
Mr. Eric Mok	312-823-6081 (24 Hours)	1-800-7938856 (9am to 6pm, CT., Mon-Fri)	Manager Chicago, USA

Weather Information *(in Fahrenheit, average high and low in March)

City	High	Low
Beijing	70	52
Xi'an	72	54
Shanghai	80	56

Tipping

Suggest **\$10.00** per day per person for local guide and driver.

Other Notes



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Please be advised that your tour will be executed following above itinerary. However, our China offices and local handling agencies in China reserve the right to make alterations or adjustment in the itinerary as to the order of sightseeing, meals and culture programs should they think are necessary to make your trip run more smoothly. Thanks for choosing Nexus Holidays Chicago and have a safe and pleasant trip!

Tour Cost

Tour Package Cost: \$3350 /each person

- * Price above is based on double occupancy. Single Hotel rooms supplement is \$420 / each.
- * Price above is based on at least 10 students
- * One (1) chaperon travel free with **6** students.

What's Included and Booking Information

1. International Air tickets:

- 1) for departure from Chicago, IL to Beijing and return from Shanghai on coach class, all tax and fuel surcharges included.
- 2) Airfare is based on current airline promotion and seats availabilities. Seats are non-upgradeable. For business class or upgradeable airfares, please check with us separately.

2. Land Portion Tour Cost Includes:

- 1) Eight (11) nights 4-5 star hotel accommodations for itinerary above and are all based on double occupancy (twin-share basis); Three (3) persons occupancy in one hotel room can be arranged by adding one extra bed in the room. No hotel room cost deductions for triple occupancies.
- 2) Most of meals as listed above. Meals per day or as indicated; Chinese-American Buffet Breakfasts at hotel restaurant every day; Lunch or Dinner are basically Chinese Style and will be arranged in local restaurants designated by China National Tourist Beau. American Style fast foods lunch and dinner such as McDonalds, Pizza Huts and KFC can also be arranged per requests without extra charges.
- 3) Admissions to all sightseeing and culture programs above;
- 4) Land transportation for itinerary listed above.
- 5) English Speaking Local tour guide for arrival and departure transfer, sightseeing and culture exploration time.
- 6) Travel Accident Insurance in mainland China with coverage up to RMB200, 000.00; Travel agency USD 1 Million Liability Insurance. **We will provide an extra medical & accident insurance coverage through USA Travelex Insurance Inc (<http://www.travelexinsurance.com/>) for our group**
- 7) Unlimited Bottled water during sightseeing.
- 8) China Visa Application Fee [CTS can take care of it at **\$160** for individual Visa for standard service]. Detailed instructions will be provided after tour confirmations.

3. Land Portion Tour Cost DOES NOT Include:



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- 1) All personal related expenses, such as phone bills, laundry, Postage, baggage over-weight charge, beverages etc.;
- 2) Gratuities for local tour guide, coach driver and national tour guide. US\$10 per day per tour member is recommended
- 3) All expenses not mentioned.

4. Cancellation Policy:

Cancellation Notice in letter or fax must be received by CTS (Nexus Holidays). The following cancellation fee applies:

- 1) 45 or more days prior to departure: \$500 per person will be assessed.
- 2) 30-44 days prior to departure: \$700 per person will be assessed.
- 3) 14-29 days prior to departure: \$900 per person will be assessed.
- 4) 4-13 days prior to departure: \$1500 per person will be assessed.
- 5) Less than 3 days or nonappearance: 100% of total charge.
- 6) Besides the cancellation fee from CTS (Nexus Holidays), Penalties from Airlines or Train Companies apply if air or train tickets have been issued.

5. Remark:

- 1) The price is based on at least 10 people and subject to change till \$500 per person deposit is received for reservation. No Free of Charge for either land portion or international air tickets.
- 2) Current exchange rate is 1: 6.15; we reserve the right to change prices due to exchange increase. But the cost will not change after receiving the tour deposit.
- 3) Please be advised that your tour will be executed following above itinerary. However, our China offices and local handling agencies in China reserve the right to make alterations or adjustment in the itinerary as to the order of sightseeing, hotels, meals and culture programs should they think are necessary to make your trip run more smoothly.

Reservation and Payment

Reservation

Please provide a valid travel document (passport copy) or your valid passport names to make reservations. For Group Reservation, name list is not required when sending deposit, but name list must be provided at least 2 months before departure.

Deposit:

\$500 deposit per person is required when making reservation. The booking becomes a contract at the time you put deposit.

Final Payment:

Final payment must be received no later than 45 days prior to departure. If CTS doesn't receive your final payment 45 days before departure, we reserve the right to cancel your reservation and charge cancellation fees accordingly. If the booking is made less than 45 days before departure, full amount should be paid when booking.

Thanks for choosing CTS Chicago (Nexus Holidays)

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