



**To:** Dr. Mike Riggle

**From:** Dr. Lauren Fagel

**Re:** GBS Japan Trip

**Date:** October 27, 2017

A handwritten signature in black ink, appearing to read "L. Fagel", is written over the "From:" and "Re:" lines of the header.

Attached is the formal request from Ms. Danita Fitch and Dr. Yasuko Makita-Discekici to offer an *all-expense paid* trip for 22 students and 3 chaperones to Japan from Monday, March 19, 2018 – Tuesday, March 27, 2018. The Chicago office of the Counsel General of Japan nominated Glenbrook South High School as one of eight high schools in the United States chosen for this prestigious honor. The objective of the program, known as the Kakehashi Project, is to promote deeper mutual understanding among the people of Japan and the United States, enable future leaders of Japan-US exchanges to form networks, and help young people develop wider perspectives to encourage active roles at the global level in the future. Students in the Japanese program at GBS will be selected based on a written application and parent consent. Priority will be given to Juniors and Seniors.

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:** Dr. Lauren Fagel  
**From:** Dr. Yasuko Makita-Discekici  
Mrs. Danita Fitch  
**Date:** Thursday, October 26, 2017  
**Subject:** Kakehashi Project Proposal

**Proposal:**

The Glenbrook South Japanese program has been invited to participate in the Kakehashi Project in March of 2018, which includes an all-expense paid trip to Japan for 22 students and 3 chaperones. We are asking for approval to participate in this project. The Chicago office of the Counsel General of Japan nominated us, and we are one of eight high schools in the United States chosen for this prestigious honor. The travel dates are Monday, March 19 – Tuesday, March 27, 2018, which means that GBS students and chaperones would need to miss the 5 school days prior to spring break.

**Kakehashi Project:**

The objective of the Kakehashi Project is to promote deeper mutual understanding among the people of Japan and the United States, enable future leaders of Japan-US exchanges to form networks, and help young people develop wider perspectives to encourage active roles at the global level in the future. The project is one of several *People to People* exchanges sponsored by the Ministry of Foreign Affairs of Japan, and coordinating agencies include the Consulate General, the Japan Foundation and the Laurasian Institution. The Youth Exchange Division of the Japan International Cooperation Center (JICE) has managed the Kakehashi Project for the past 4 years.

In the project's inaugural year, 2013, Whitney Young Magnet High School in Chicago was selected and 25 students (and chaperones) traveled to Japan. The adult feedback from their experience was extremely positive, and some student comments are as follows:

- My favorite part of the KAKEHASHI Project was the homestay. It was amazing how fast I made a connection with my host family. Although it was difficult at times to communicate, we all got through it... I liked visiting the different shrines because I also noticed how many Japanese participated in the rituals. Even the Japanese youth were synchronized with the steps needed to complete a ritual.
- Japan's strength and attractiveness were mostly the people. The people here are so polite and respectful. I enjoyed all the respect I received and gave.
- For many of us, it was life-changing. It's an experience that can't be duplicated... I'll never forget this and I'll work hard in the future to further these excellent experiences and connections with myself and others.

**Travel to Japan:**

A sample schedule is included with this packet, but some key details are as follows:

- GBS students will depart on Monday, March 19 and will return on Tuesday, March 27, 2018.
- Students will stay in hotels, but will also live with Japanese host families for 3 days.
- Itinerary provides learning experiences in the areas of government, business, education and history; it is not a traditional “tourist” agenda.
- The Kakehashi Project pays all student and chaperone expenses, with the exception of passport fees and personal spending money for souvenirs and/or snacks.

**Board Approval:**

We are seeking board approval for a variety of reasons. This is an educational program, including an educational tour that is conducted, but not financed by the district. This program has direct relevancy to the Japanese curricula at Glenbrook South in that its main objective is the integration of students into authentic cultural settings, including the everyday life of host families, local schools, businesses, and more to provide them with greater intercultural understandings. Finally, board approval is requested because students and chaperones will need to miss five days of school to participate in the project.

**Presentation to the Board of Education:**

We are requesting your assistance in bringing this proposal before the School Board.



# Field Trip Request Form

Revised: December 2016

**\*\* Please attach 2 copies of students involved, including their ID numbers \*\***

## Trip Description

Type of Field Trip:  Instructional / Course  Student Activity / Co-Curricular

School:  Glenbrook North  Glenbrook South  District Administration

Faculty Sponsor(s): Yasuko Makita, Danita Fitch, Cameron Muir Extension: 4525 (Fitch)

Activity / Class Name: Japan Invitational Trip: Kakehashi Project

Description of Trip: Students from the GBS Japanese program will travel to Japan for an all-expense paid experience that is sponsored by the Ministry of Foreign Affairs of Japan.

Date(s) of Trip: Monday, March 19 - Tuesday, March 27, 2018

Number of Chaperones: 3 Number of Students: 22

## Transportation Information

Departing from: GBS to O'Hare Airport at: TBD  AM  PM

Traveling to (complete address): Narita Airport in Japan TBD

Returning from (complete address): Narita Airport in Japan at: TBD  AM  PM

Arriving to: O'Hare Airport to GBS at: TBD  AM  PM

Students released from class (indicate time or blocks): Monday, March 19 (blocks TBD) - Friday, March 23

Permission Waiver Slip Needed?  Yes  No Should the bus remain with the trip?  Yes  No

Cars(s): \_\_\_\_\_ Bus(es): 1 D225 Van(s): \_\_\_\_\_ Other: \_\_\_\_\_

## Financial Information

Does this trip require money to be collected from students? \*  Yes  No  
\* If this trip does not require a collection, please skip the remainder of this section.

If there are multiple trip dates, should multiple rosters be setup?  Yes  No

Begin Collection on: \_\_\_\_\_ End Collection on: \_\_\_\_\_

	Cost per Student	Vendor to be Paid	Payment Method	
			Check	PCard
Admission/Ticket:	\$ _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Meal:	\$ _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Non-School Bus Transportation:	\$ _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Cost:</b>	<b>\$ _____</b>	<b>_____</b>	<input type="checkbox"/>	<input type="checkbox"/>

The bookstore team will work with the department to process any check requests that are needed for instructional/course field trips. The bookstore team will also complete a reconciliation process for all instructional/course field trips, and will communicate with the department regarding total expenses for each trip.

**Financial Information (Continued)**

Accounting Details

Instructional / Course Field Trip

Student Activity / Co-Curricular Field Trip

Account Number: GBN:  10L200 4850 0000 00 000000  
GBS:  10L300 4850 0000 00 000000

\_\_\_\_\_  
Please write account number above.

For Business Services Department Use

Bank Cash Account:  Cash Receipts  Student Activities

Eligible for Board-Paid Financial Aid?\*  Yes  No

Board-Paid Financial Aid Account: GBN:  10E200 1130 3915 00 001001  
GBS:  10E300 1130 3915 00 001001

Eligible for School-Paid Financial Aid?  Yes  No

School-Paid Financial Aid Account: \_\_\_\_\_  
Please write account number above.

\* Board Policy #230 outlines the financial assistance program. As part of the policy, course fees and student trip fees for instructional field trips and extended classroom opportunities within the State of Illinois, not requiring an overnight stay, will be supported through a District expense account.

**Approval**

Requestor: Yasuko Makita Date: October 25, 2017  
Instructional Supervisor or Assistant Principal\*: Danita Fitch *Danita Fitch* Date: October 25, 2017  
~~Associate~~ Principal: Lauren Joffe *Lauren Joffe* Date: 10/25/17

\* Instructional field trips require the signature of an Instruction Supervisor; Student Activity field trips require the signature of the Assistant Principal.

For School Office Use

Date Request Received: \_\_\_\_\_  
Date Trip Approved: \_\_\_\_\_  
Date Bus Ordered: \_\_\_\_\_  
Date D225 Van Reserved: \_\_\_\_\_  
Cost of Transportation: \_\_\_\_\_  
Request Sent to Business Services Department: GBN:  gbnfeessetup@glenbrook225.org Date: \_\_\_\_\_  
GBS:  gbsfeessetup@glenbrook225.org

For Business Services Department Use

Fee Setup Activities:  Master Fee Roster  PowerSchool  e-Funds for Schools  
 Notice to Bookstore  Notice to Faculty Sponsor and Department Assistant



KAKEHASHI Project



Reg.No.

# Entry Form for KAKEHASHI Project

## 1. Personal Information

Photo  
(taken within 3  
months)

\* Please type or fill out in BLOCK LETTERS.  
\* Send this form back in Excel format.

Surname	First Name	Middle Name
YAMADA	DAVID	TARO

Such as Beth, Tom or fill in how you like to be called during the program.

Dave

Preferred Name	Age (as of the day of the flight to Japan)	Sex
	21	<input checked="" type="checkbox"/> M <input type="checkbox"/> F

Date of Birth	Nationality
25-Jul-1996	United States of America

Religion (optional)	Type of Passport
<input checked="" type="checkbox"/> Buddhist <input type="checkbox"/> Christian ( <input type="checkbox"/> Roman Catholic <input type="checkbox"/> Protestant <input type="checkbox"/> Other) <input type="checkbox"/> Not Applicable <input type="checkbox"/> Hindu <input type="checkbox"/> Muslim <input type="checkbox"/> Others ( )	<input checked="" type="checkbox"/> Private <input type="checkbox"/> Diplomat <input type="checkbox"/> Official

Passport	Date of Expiration
123456789	15-Mar-2020

Social Media User Account(s) (on a voluntary basis)	Instagram	Twitter	others
	david.yamada	tarodavid	david@taro

※Your postings may be used in the program report or website which will be open to the public.  
Address :

SAMPLE



reason)	<input type="checkbox"/> fish <input type="checkbox"/> egg <input checked="" type="checkbox"/> nuts <input type="checkbox"/> others ( )
<b>Food Allergy symptoms, severity, treatment method</b>	fill in anything you need JICE to know about your allergy (especially when serious). <b>I can't have any nuts. Ok to have someone eat nuts beside me.</b>
<b>Food Restriction</b> (for religious or personal reasons)	<input type="checkbox"/> none <input checked="" type="checkbox"/> pork <input checked="" type="checkbox"/> beef <input type="checkbox"/> chicken <input type="checkbox"/> mutton/lamb <input type="checkbox"/> shrimp <input type="checkbox"/> crab <input type="checkbox"/> shellfish <input type="checkbox"/> fish <input type="checkbox"/> egg <input type="checkbox"/> nuts <input type="checkbox"/> others ( ) Meals during the program may not meet all the requests or restrictions.
<b>Other Allergies and Restrictions</b>	<input checked="" type="checkbox"/> none <input type="checkbox"/> dogs <input type="checkbox"/> cats <input type="checkbox"/> house dust <input type="checkbox"/> others ( )
<b>Smoking Habit</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No ※Smoking under 20 is prohibited by Japanese Law. This information may be used for homestay arrangement.
<b>3. Academic Details/Organization</b>	
	* Please type or fill out in BLOCK LETTERS.
<b>Name of School / Organization</b>	<b>Location (city/county and state)</b>
<b>○○○ International Business College</b>	<b>Los Angeles, CA</b>
<b>School / Organization</b>	<b>Field of Study / Business or Name of Faculty / Department</b>
	<b>International Trade</b>
<b>Grade/School Year:</b> (for students)	<b>Phone: 123-456-7890</b>
<b>Job Title / Position:</b> (for working youths)	<b>Fax: 123-456-7890</b>
<b>Level of Japanese</b>	
Speaking : <input type="checkbox"/> High <input type="checkbox"/> Middle <input checked="" type="checkbox"/> Low	
Writing : <input type="checkbox"/> High <input type="checkbox"/> Middle <input checked="" type="checkbox"/> Low	
Reading : <input type="checkbox"/> High <input type="checkbox"/> Middle <input checked="" type="checkbox"/> Low	
<b>Other Languages:</b>	<b>Japanese Learning Experience</b>
<b>None</b>	<b>Year(s) / Month(s)</b> <b>3 months</b>





<p><b>6. Visit to Japan</b></p>	<p style="text-align: right;">* Please type or fill out in BLOCK LETTERS.</p>
<p>Have you been to Japan before?</p>	<p><input checked="" type="checkbox"/> Yes ↓    <input type="checkbox"/> No → No need to fill in below.</p>
<p>If Yes, who paid for your visit ?</p>	<p> <input checked="" type="checkbox"/> Yourself/Your Family    <input type="checkbox"/> Japanese government    <input type="checkbox"/> JICA  <input type="checkbox"/> Japan Foundation    <input type="checkbox"/> JOCA    <input type="checkbox"/> Others (    ) </p>
<p>If Yes, how long did you stay in Japan ?</p>	<p>Year(s) / Month(s) / Week(s) / Day(s)  <b>2 weeks</b> </p>

# **Application Guidelines for KAKEHASHI Project**

## **Japan's Friendship Ties Programs (USA)**

### **High School Students the 1<sup>st</sup> Slot**

### **High School Students the 2<sup>nd</sup> Slot**

## **1. Project Overview**

The Ministry of Foreign Affairs of Japan has launched “Japan’s Friendship Ties Programs” which promote people-to-people exchanges between Japan and the various nations of the Asia-Pacific, North America, Europe, Latin America, and the Caribbean, and encourage an understanding of Japan’s economy, society, history, diverse culture, politics and diplomatic relations among participants. This program will include approximately 5,600 people who will be sent to or from Japan and the Asia-Pacific, North America, Europe, Latin America, and the Caribbean in a year. The North American regional component of this exchange program is called “KAKEHASHI Project”. Participants are expected to proactively disseminate information on Japan’s attractions and contribute to promoting sustained attention to Japan.

### **<Objectives of Program>**

- (1) To promote mutual trust and understanding among the people of Japan and the USA to build a basis for future friendship and cooperation.
- (2) To promote a global understanding of Japan’s economy, society, history, diverse culture, politics and foreign policy.
- (3) To disseminate information on Japan’s attractions through communication devices including social media.

## **2. Outlines of Program**

- (1) Program Dates: **1<sup>st</sup> Slot : 19<sup>th</sup> February, 2018 – 27<sup>th</sup> February, 2018**  
**2<sup>nd</sup> Slot : 19<sup>th</sup> March, 2018 – 27<sup>th</sup> March, 2018**
- (2) Place: Tokyo & a local city
- (3) Total number of participants:  
**1<sup>st</sup> Slot : 75 participants (23 students and 2 supervisors from each school)**  
**2<sup>nd</sup> Slot : 100 participants (23 students and 2 supervisors from each school)**
- (4) Contents :
  - To attend a key note lecture and obtain a better understanding of Japan.
  - To visit educational institutions, high-tech and traditional industries, world heritage sites, government offices; and participating in cultural events, workshops, and discussions with local students / people.
  - To experience home-stays, home-visits or cultural arts events.
  - To convey / spread information about Japan’s attractions by Social Media and post-program action plans followed by a questionnaire 3 months after the program.

### 3. Qualifications for Participation

Applicants should meet the entire criteria as follows.

**【All Participants (Both Students and Supervisors)】**

- (1) Applicants must understand the aims of this program and be capable to disseminate information on Japan's attractions through communication devices such as social media and /or submitting their writing for publication.
- (2) Applicants who have visited Japan through any invitation program organized by the Japanese Government are not eligible. Applicants who have already had the experience of staying in Japan for a long period may not be eligible. \*
- (3) Applicants must have U.S. nationality or permanent residencies in the USA. Applicants who have Japanese nationality are not eligible to participate basically. \*  
(\* In case the applicants who are considered indispensable to participate in the program and not comply with the above criteria(2)(3), the applicants are required to submit the necessary documents such as photocopy of their permanent residency card to be examined by the Ministry of Foreign Affairs, Japan)
- (4) After completing the program, applicants must answer the questionnaires which will be delivered two times; at the end of the program and three months later.
- (5) Applicants must be in good health conditions.  
On the departure day, if the participant has one of the following symptoms, the supervisor decides whether he/she travel to Japan (in consultation with doctor if necessary).
  - Feeling feverish or chilly
  - Sore throat
  - Cough
  - Stuffy or runny nose
  - Headache or muscle ache

**Anyone with a body temperature over 38.0°C (100.4°F) shall not travel to Japan.**

- (6) The following applicants are given priority.
  - Those who have been involved in study, research or activity in Japan or Japanese language / culture over 1 year

**【For Students】**

- (7) Applicants must be high school students.
- (8) Applicants must commit to sharing and disseminating their experiences and attraction of Japan after returning to the USA.

**【For Supervisor】**

- (7) Applicants must supervise participants as an educator for the smooth implementation of the program. \*\*
- (8) Applicants must cooperate with the Embassy of Japan, the Japanese Government and JICE for the follow-up of the program, after returning to the USA.

\*\*See Annex 1 for the roles of supervisor. Further details of the roles of the supervisors are explained upon arrival in Japan by JICE staff.

## 4. Implementation Agency

JICE (Japan International Cooperation Center) is an official agent for KAKEHASHI Project which has undertaken all the necessary arrangements for this program, such as travel procedures and the whole schedule of events in Japan.

## 5. Procedure for Application

All of the following application documents should be submitted to JICE by the due date (See below chart).

(1) **“(Annex3) [2017] Entry Form”** …attached form

Applicants fill out the form with necessary information and answers with data.

**Deadline : 1<sup>st</sup> Slot : 19<sup>th</sup> December, 2017**

**2<sup>nd</sup> Slot : 19<sup>th</sup> January, 2018**

(2) **Photocopy of the Applicant’s passport**

Submit a photocopy of the photo page of the applicant’s passport.

If an applicant does not have a valid passport, he/she must immediately obtain his/her passport and submit the photocopy of the passport as soon as it is determined.

**The applicant who does not hold US passport must submit a copy of his/her permanent residency card (Green Card) together with the photocopy of the passport.**

**Deadline : 1<sup>st</sup> Slot : 19<sup>th</sup> December, 2017**

**2<sup>nd</sup> Slot : 19<sup>th</sup> January, 2018**

(3) **“(Annex4) [2017] Letter of Understanding”** …attached form

Each applicant is requested to read carefully the conditions described in the “Letter of Understanding” before applying to the program. “The Letter of Understanding” signed by the applicant (or Parent/Guardian for the participant under the age of 18) is to be sent electronically to JICE first and **the hardcopy should be submitted upon arrival in Japan.**

**Deadline : 1<sup>st</sup> Slot : 19<sup>th</sup> December, 2017**

**2<sup>nd</sup> Slot : 19<sup>th</sup> January, 2018**

## KAKEHASHI Project

### LETTER OF UNDERSTANDING

In consideration of my acceptance and participation in the Japan's Friendship Ties Programs "KAKEHASHI Project", hereafter referred to as the Program, I,

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agree and consent to the following:

- I have read and fully understand the document entitled Application Guidelines paying special attention to the sections of Qualifications for Participants, Terms and Conditions, and Handling of Personal Information.
- I have read and certify that the statements made by me in the Entry Form are true and correct to the best of my knowledge.
- The Ministry of Foreign Affairs of Japan, JICE, and associated Subcontractors will not be held liable for any of the actions or negligence of any third parties including, but not limited to: commercial airlines, hotels, and restaurants.
- I am fully responsible for the arrangement, expenses, methods, and safety of transportation to/from my residence to/from the designated International Airport to be used for the Program, and it is not considered the responsibility of The Ministry of Foreign Affairs of Japan, JICE, or associated Subcontractors whatsoever.
- The Ministry of Foreign Affairs of Japan, JICE, its subcontractors, and the host organizations are not and will not be held liable for any injury, accident, illness, loss of personal property or other contingencies, which may ensue during, or in connection with, my participation in this program except that such injury, accident, illness, loss of personal property or other contingencies are related to or arising from JICE's gross negligence, bad faith or willful misconduct.
- Any and all debts incurred by me during this program including, but not limited to: medical, dental, hospital bills (over and above the provided traveler insurance coverage), replacing a lost passport, and personal expenses (e.g. long distance calls) are my own responsibility and will not be paid by the Ministry of Foreign Affairs of Japan, JICE, or its subcontractors.
- The Ministry of Foreign Affairs of Japan, JICE, and its subcontractors reserve the right to change or alter travel, lodging, or other arrangements without notice or reason.
- The Ministry of Foreign Affairs of Japan and JICE may remove me from the program at any time for reasons staff deems sufficient including, but not limited to, my attitude, or behavior. Expenses incurred for such removal are my responsibility and must be paid by me immediately upon demand.
- I am fully responsible for costs associated with cancellations or changes, initiated by me, due to any reason other than a medical or personal emergency.
- All costs that are not explicitly included in the program are my own responsibility.

- Photos taken of me during the course of the tour may be uploaded to the Program website and used in promotional materials.
- I understand that family members who are not participants in the Program are not allowed to accompany me or my group.
- I will abide by and adhere to Japanese laws and rules.
- I will share my experiences on the program after returning the U.S. and to fill out a questionnaire about them. The Program administrators may contact me for follow-up survey 6 months after the end of the program. These entities may also contact me to share announcements about nearby programs on Japan or invite me to Japan-related events.
- I will provide a copy of my valid passport or a copy of my expedited passport application to the organizing staff *as soon as possible*.
- If I am not an American citizen, I will provide a copy of the green card to the organizing staff *as soon as possible*.
- If my citizenship requires visa to enter Japan, I am responsible for physically retrieving the visa from the closest Japanese consulate to my residence. (Note: JICE will give notice to the corresponding person when he/she is required to go to the Japanese Embassy / Japanese Consulate General to take the necessary procedure.)

By signing this Form, and agreeing to participate in the Kakehashi Project, I, the participant, have read the foregoing and consent and agree to its contents. I am also agreeing to release JICE (including its employees and agents) of and from any and all claims, liabilities, actions and causes of action arising from or relating to my participation in the Kakehashi Project, except for gross negligence of JICE.

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian  
(If the Participant is under the age of 18)

\_\_\_\_\_  
Date

### Submission Due of Application Documents

·A person in charge of the group (school) will collect all the necessary documents from the applicants and send them to JICE by the due date.  
 ·Filling out with typing is recommended.

\*#1 to 4 are the attachment.

Attachment #	Document	Person needed to hand in	Submission Due (file format)	Instruction
1	Application Guideline	All applicants should review	( do not submit )	·To be reviewed by the applying students
2	(Annex3) Entry Form	All participants (including supervisors)	<b>by 2 months before the program date</b> [Send in Excel format by E-mail/DropBox/Google Drive ]	<ul style="list-style-type: none"> <li>·See "SAMPLE-sheet" and fill out carefully.</li> <li>·"Medicine"-- It is to check the import prohibited drugs for the convenience of the participants.</li> <li>·"Food Allergy/Rstriction"-- It is necessary for the arrangement of meals during the program.</li> <li>·A Photograph of the participant should be handed in either pasted on the form or separately.</li> </ul>
3	(Annex4) Letter of Understanding		<b>by 2 months before the program date</b> [Send with PDF/JPG data by E-mail/DropBox/Google Drive])	<ul style="list-style-type: none"> <li>·Only a hand-sighed one is accepted.</li> <li>Send it with data first and hand in the original hard copy upon arrival at Japan.</li> </ul>
	PASSPORT copy		<b>by 2 months before the program date</b> [Send with PDF/JPG data by E-mail/DropBox/Google Drive]	<ul style="list-style-type: none"> <li>·A passport copy is necessary for the flight reservation.</li> <li>·Person who do not have his/her passport must obtain it immediately.</li> </ul>
4	Participant List	Person in charge of the group/school will make the List and submit to JICA	<b>by 2 months before the program date</b> [Send in Excel format by E-mail]	<ul style="list-style-type: none"> <li>·"<b>Name</b>"-- It should be exactly the same with his/her passport name. (spelling and order)</li> <li>· If a participant does not have his passport at this moment, we book flight based on the name in this list.</li> <li>·Filling in alphabetical order of the participant's name is preferable.</li> </ul> <p><b>"Major International Airport closest to your residence"</b>: -- Travel Agent will arrange the flight from and to the airport written here.</p> <ul style="list-style-type: none"> <li>·"<b>Nationality</b>": --When Participant have a nationality of a third country other than US, he/she need to submit photocopy of his/her <b>Green Card</b> together with the Passport copy.</li> </ul>

## 6. Notification of the Flight and Pre-departure Preparation

After receiving all the above application documents, flight will be arranged. Travel Agent under contract with JICE will directly contact you (or the person in charge of the group/school) to arrange the convenient flight and will sent to you the E-ticket together with the flight information when it is decided. And the Participants' Handbook for KAKEHASHI Project will be sent to the participants by email. This handbook contains information about the outline of the Project, the program schedule, travel information, travel tips on how to stay in Japan, and others. The participants are requested to read the handbook carefully so that they can sufficiently prepare for the participation in the program.



## 7. Terms and Conditions

### (1) The following arrangements and expenses are covered by the program

- Round trip international air tickets from/to the USA, to/from Japan by Economy class  
Note: Two or three major airports in U.S. will be designated by JICE considering the request or the convenience of the participant. The travel expense between a local airport and the designated airport should be covered by the participant. Excess baggage, if any, shall be paid by the participant.
- Overseas travel accident insurance  
\* Please note that chronic diseases, dental diseases and pregnancy are NOT covered. Insurance company may disapprove some other cases where the participant shall be responsible for his/her own medical cost. Any loss of or damage to the personal belongings are NOT covered, either.

Insurance	Coverage	Amount (10,000 JPY)
Accident	Death Benefit	1,000
	Physical Impediment Benefit	1,000
	Medical Expense	1,000
Sickness	Medical Expense	1,000
Rescuer's Expense		300
Personal Liability		5,000

Sompo Japan Nipponkoa Insurance Inc.

- Accommodation, transportation and meals within the program in Japan
- Admission fees for scheduled activities in Japan  
\* Participants shall pay their personal expenses, including passport fee, fees for vaccination, excess baggage charge, travel expenses between their home and the airport, fees for accommodation and meals in the USA, and purchasing souvenirs/ personal goods before or during the program.

### (2) Cancellation Policy

All the participants are fully responsible for costs associated with cancellation initiated by themselves excluding medical problems and other emergency issues. Medical certificate is required to be submitted for the cancellation by medical reason.

**Please note that the cancellation fee will be charged the participants once accepted his/her application and the flight is booked.**

### (3) The following are not permitted.

- ✓ To remain in Japan after the program;
- ✓ To change the flight designated by the program;
- ✓ To change accommodation designated by the program;
- ✓ To skip the official program including scheduled meals or visits for personal reasons such as meeting with someone (relative, friend in Japan, or anybody)
- ✓ To be accompanied by someone; or
- ✓ To travel to the third countries on the way to Japan or back to the USA

#### **(4) Condition in Japan**

- All the participants including supervisors must attend all the scheduled programs and follow the rules/guidelines/directions given by JICE.
- Participants that cause hindrance to the program may be dismissed and is responsible for leaving Japan at their own expense.
- Participants except supervisors are to share either twin or triple rooms at accommodation.
- JICE will try to prepare the followings when necessary for religious reasons; however, they may not be always provided depending on situations.
  - \*time and place for prayers
  - \*meals suitable for food restriction for religious reasons

#### **(5) Photos/Videos Taken During the Program**

The participants must agree to grant permission to JICE and organizations participating in the program the right to use his/her voice and likeness in any writings, photographs, films, and recordings collected during the program. The participant authorizes the publication of, for all purposes, the participant's name, his/her pictures in film or electronic (video) form, sound and video recordings of his/her voice, and printed and electronic copy of the information described above in any and all media including, without limitation, cable and broadcast television and the internet, and for promotion, advertising, meetings, educational conferences and in brochures and other print media. This permission extends to all languages, media or formats now or hereafter devised and shall continue forever unless the participant revokes the permission in writing to JICE.

#### **(6) Respect for Japanese Law and Regulations**

During the stay in Japan, participants must respect the laws and regulations of Japan, and offenders are subject to penalties under the Japanese law. Any dispute arising out of the application and admission of, or relating to, this program between the participants and The Japanese Government or JICE should be governed by and construed in accordance with the domestic laws of Japan, without regard to principles of conflicts of laws, and should be subject to the exclusive jurisdiction of the applicable courts in Japan.

#### **(7) The attribution of responsibility during the program**

All participants are agreeing to release JICE (including its employees and agents) of and from any and all claims, demands, damages, losses, liabilities and expenses including, without limitation, reasonable attorneys' fees and expenses (collectively, "Claims") arising from or relating to a participant's participation in the KAKEHASHI Project; provided, however, that this release shall not apply to any Claims related to or arising from JICE's gross negligence, bad faith or wilful misconduct. Finally, all participants should agree to indemnify JICE (including its employees and agents), and hold it harmless, of and from any and all Claims arising from or relating to their breach of the terms and conditions of this Application Guideline.

## **(8) Post-Program Activities and Questionnaires (Obligation)**

The questionnaire will be sent to each participant about three month after the program. All the participants are requested to fill and return it to JICE. In addition, participants are highly expected to share their findings and experiences with family, friends, schools and communities by delivering presentation, disseminating information on Japan's attractions through the media or other communication devices. It is highly requested that they report their port-program activities and continue exchanging opinions and information with Japanese people through online community sites of Ministry of Foreign Affairs of Japan (MOFA)\* and JICE\*\*.

\*Facebook of Youth Exchange Program of MOFA:

<https://www.facebook.com/youthexchange.mofa>

\*\* JICE Youth Exchange Program (KAKEHASHI Project / JENESYS 2017)

<http://sv2.jice.org/exchange/e>

## **8. Personal Information Protection Law (See Annex 2)**

Personal information collected under KAKEHASHI Project shall be treated in compliance with the Personal Information Protection Law. JICE ensures the appropriate handling of personal information.

JICE may provide personal information to travel agencies, publishers, cooperation organization, schools, host families, and so on in order to operate and report the program by means of post, fax or E-mail, and to send new information of JICE project. Personal information will not be used for any other purposes than operating and reporting the program, and sending new information of JICE project.

### Annex

- 1- The Roles of Supervisors for KAKEHASHI Project
- 2- Handling of Personal Information
- 3- Entry Form
- 4- Letter of Understanding
- 5- Tentative Program Schedule



### The Roles of the Supervisors / Leaders for KAKEHASHI Project

Close cooperation between supervisors/leaders and JICE staff is necessary and highly appreciated for smooth and safe operation of the program.

★Terms and condition for the Supervisors \*Basic composition: 2 supervisors/leaders per group consisting of 25 participants

- The supervisor/leader is in a responsible position to protect and guide the participants, and must take care of and be accountable for the participant's sickness, injury, or any other instance where assistance is necessary.
- The supervisor/leader must accompany the participants throughout the duration of the program. There is no time for the supervisor/leader to go out independently or spend free time by himself/herself.
- No reward nor cash will be provided.
- Single rooms will be arranged for the Supervisors in general.
- If homestay is part of the program, the Supervisors will not participate in the homestay and will stay in the hotel. However, in case of emergency during the homestay, the Supervisors must immediately attend to the matter. the Supervisors will have the same role as the coordinators and will not be provided with transportation or a set schedule during homestay.

\*A cellphone will be lent to one Supervisor during the stay.

#### 1. Supervision during the visit to Japan and the return from Japan

Supervisors shall responsively lead the participants to travel to, throughout, and from Japan. (Neither JICE staff nor a travel agent will accompany the travel.) Check the health condition of participants, especially before travelling to Japan. If anyone has a fever or feels sick, the supervisors/leaders are responsible for the decision as to whether he/she can travel to Japan. If any trouble occurs, handle it in an appropriate manner.

<p>(1) Departure to Japan</p>	<ul style="list-style-type: none"> <li>①Gather all of the participants and roll call.</li> <li>②Confirm the passport, tickets, embarkation/disembarkation cards, etc. of the participants.</li> <li>③Have a pre-travel health check of participants.             <ul style="list-style-type: none"> <li>•Make participants fill in the Medical Interview Sheet and check what they have written. (<u>Give the Medical Interview Sheets to JICE staff upon arrival in Japan.</u>)</li> <li>•Check participants' body temperature.                 <ul style="list-style-type: none"> <li>⇒If anyone has a health problem, make the <u>decision as to whether he/she can travel to Japan.*</u></li> </ul> </li> </ul> </li> <li>④Correct the Letter of Understanding from all participants and give the forms to JICE staff upon arrival.</li> <li>⑤Help participants with their departure formalities including transit procedures, find the boarding gate, and make sure all the participants get onboard.</li> <li>⑥Help participants with Japan immigration procedures.</li> </ul>
<p>(2) Trip from Japan to home country</p>	<ul style="list-style-type: none"> <li>①Check the return route of each participant.</li> <li>②Help participants with their departure formalities including transit procedures, find the boarding gate, and make sure all the participants get onboard.</li> <li>④Help participants with immigration procedures of the applicable country.</li> <li>⑤See off the participants at the airport.</li> </ul>

\*Any participant with health hindering aspects such as temperature over 38.0C (100.4°F) or any other health conditions is not allowed to travel.

If you are unable to make the decision, or more than 10% of the group is deemed unfit for the travel, contact JICE through the travel agency.

## 2. During the stay in Japan

During the stay, the supervisors/leaders shall share duties with JICE staff and the coordinators as shown below, and cooperate together for smooth operation. Main duty of the supervisors/leaders is to take an overview of the participants and report/discuss the status to the JICE staff/coordinators.

	Supervisors/Leaders	JICE Program Coordinators (Guide)	JICE Staff
(1) Orientation	① Explain safety management to the participants (*1) ② Distribute SOS card (*2)		
(2) During the program	① Rollcall before leaving all sites  ② Check for items left behind  ③ Make sure everybody is aware of the meeting time  ④ Reminder of the rules and bans  ⑤ Arrangement of speech by group representative for the visit/observation. ⑥ Watch participants' health condition ⑦ Help participants with questions on the religion and cultural habits. ⑧ Assist during coverage by the media. ⑨ Checkup visit and responding to emergencies during the homestay. ⑩ Collect pictures/data of postings or uploads related to the program by the participants through social media etc., and pass them on to the coordinator.	① Oversight of the schedule ② Explanation of the outline of visiting places/observation sites, and the aim of the program  ③ Guidance  ④ Translation  ⑤ Addition of extra information pertaining to the subject  ⑥ Aid in encouragement of participant's further awareness ⑦ Advice for living in Japan during the stay. ⑧ Checkup call during the homestay (*3)  ⑨ Checkup visit during the homestay responding to emergencies during the homestay	① Program planning ② Arrangement between the visiting places and observation sites ③ Communication between supervisors/leaders, the coordinator and the travel agency ④ Checkup visit during the homestay responding to emergencies during the homestay
(3) Hotel	① Preliminary check of the emergency routes in the hotels and the venues ② Check and record participant's body temperature and health condition every morning and report to the coordinator when any participant has the temperature of higher than 37.5 °C (99.5°F). ③ Relay the rules of going out; give permission ④ Make sure that all participants who go out are back safe. (*4)	② Explanation of rules in the hotel  ③ Reminder of the meeting time and the schedule	

(\*1) Safety management lecture given at the orientation

• Prevention of transmitting sickness (taking the body temperature in the morning, washing hands and throat, usage of masks and hand sanitizers, not sharing food and drinks with others.)

• Procedures when going to the hospital

• Emergency situations such as robbery, lost items, incidents and accidents  
 • Procedures if a natural disaster (especially an earthquake) occurs  
 • Check for allergies, the cause of allergic reactions, necessary procedures to take if the student gets sick, and the name of the medication the participant takes regularly.

(\*2) Includes the coordinator's emergency phone number

(\*3) A cellphone will be provided to the participants by JICE during the homestay (one cellphone per family)

(\*4) Check where they are going and make sure that they return by 10:00 PM for high school students (11:00 PM for university students). The students must go out together with one or more students.

### 3. Post-Program Report

It is vital for the supervisors/leaders to inform JICE regarding the implementation of the proposed action plan. The feedback from participating schools will determine the result of the project and ultimately, its continuation.

(1) Action Plan Implementation Summary	Please submit this form to JICE as a summary of the implemented action plan. The form will be provided by data to you by JICE. Please send it by email to <a href="mailto:jicekakehashi@jice.org">jicekakehashi@jice.org</a> .
(2) Individual Dissemination by Participants	Please remind the students during and after the program to inform you about any new dissemination regarding KAKEHASHI (including social media). Please provide a copy or link to it upon receipt, or send them with (1) Action Plan Implementation Summary.

### 4. Emergency Protocol

In case of an emergency, supervisors/leaders and JICE coordinators closely and quickly communicate with each other, and make an initial report to JICE staff.

If a participant becomes ill, one supervisor/leader must accompany the sick participant with the coordinator to the hospital.

Emergency Protocol	Supervisor	JICE	
		Coordinator (CDN) (Guide)	JICE Staff
1 Sickness/Injury	(1) Bad Physical Condition (Fatigue, loss of appetite, car sick, homesick, etc.)	① Discuss the level of rest needed between the Supervisor and the CDN, and make the participant take a rest at the hotel if needed.	
	(2) Illness (including mental) - Injury	① Take the participant to the hospital [an absolute must for a fever over 38 celc.deg. (100.4°F)] ※ Quarantine inspection is needed to any suspicion of infectious sickness such as the influenza ※ If bitten by a dog, vaccinate for rabies (even if rabies virus is not present, tetanus vaccination may still be required)	
		② Use the Supervisor's cell phone if the sick participant wants to contact his/her family (minimal usage of the cell phone is permitted).	② Provide food for the participant if he/she is eating separately from the group ③ Observe and record the status
		③ If the participant must go back to his/her country early or must stay in Japan to recuperate, one Supervisor must accompany him/her generally.	④ If the participant stays at the hotel instead of joining the program, the coordinator generally accompanies him/her.
※ If more than one participant has been affected by an infectious sickness such the influenza, or if there seems to be a forecast of an epidemic, add the following protocols as well: · The body temperature must be checked before breakfast, lunch and dinner (a total of 3 times a day) for all participants and accompanying adults. · Distribute enough masks during the stay to the participants and the accompanying adults, enforce its usage · Make sure everybody uses the hand sanitizer before a meal		· Change the place and the time for meals between groups	
※ If it is an infectious disease (including malaria/dengue fever that was in incubation period but showed symptoms after arrival in Japan), obey Japan's "Act on School Health Ordinance" or the quarantine period under "Act on Prevention of Infectious Diseases and Medical Care for Patients Suffering Infectious Diseases".			
(3) Allergic Reaction	① Assist the participant wash out the allergen, regurgitate, and administer the appropriate medicine if necessary.		
	② Manage according to the symptoms [Mild case] → Make the participant rest, check the symptoms (when it occurred, detailed symptoms), check the cause of the allergic reaction (what it is, the amount), follow-up [Severe case] → Take the participant to the hospital with the coordinator. According to severity, he/she must be transported by the ambulance ③ All other necessary action falls under category (2) Illness/Injury.		
(4) Chronic Diseases (same as (2) in general, but descriptions on the right may be applicable.)	① Discuss between the coordinator and the Supervisor, check with the participant his/her symptoms, medicines to be taken, and if regular hospital visits are necessary.		Change of hotel, meal cancellation, arrangement of the return flight
	② All other necessary action falls under category (2) Illness/Injury. However, generally the participant is liable. Explanation as below: - Costs such as examination fee, medicine fee, taxi, any extra fee pertaining to early leave (handling fee and cancellation fee), hotel/meal/JICE staff cost that pertains to staying longer in Japan are all liable to the participant (they are not included in the oversea insurance)		
2 Incidents	(1) Loss or theft of valuables and baggage	① Get detailed information from the participant involved, understand the situation fully and relay to the coordinator.	① Turn in the "notification of lost property" paperwork to the nearest police station to where the program was held.
	(2) Loss or theft of the passport		① Receive the proof of submission of the "notification of lost property" by the police ② Accompany the participant to the embassy of his/her own country to submit paperworks necessary to return to their home country. ③ Receive ② (same day or the next day)
		(3) Traffic Accident (bus/train/plane)	① Use the Supervisor's cell phone if the participant wants to contact his/her family (minimal usage of the cell phone is permitted) ② Safety management and psychological care for the participants
3 Natural Disaster	Earthquake/ Tsunami (over seismic level of low 5)	① Follow instructions of the hotel/venue, guide the participants by the emergency exit.	
		② Rollcall at the safe zone Confirm participant's safety. * Do not go back to the hotel/venue even if participants are missing (the rooms will be checked by the hotel) * The Supervisor must report to his/her employer the participant's safety status	
		③ Safety management and psychological care for the participants	③ Collect information (emergency radio, television, radio, internet)
		④ Use the Supervisor's cell phone if the participant wants to contact his/her family (minimal usage of the cell phone is permitted.)	④ Report the situation immediately, summarize the situation and report again
			⑤ If an emergency alarm rings, halt the program and wait where you are or at the hotel ⑥ If there is an evacuation warning, go to the designated evacuation area ⑦ Confirm the route to the nearest airport
		⑤ Guidance during the return (including the transit area)	⑧ Confirm all participants are onboard the return flight, and that it leaves Japan

Attention to: All the KAKEHASHI Participants

Secretary General  
Personal Information Administrator  
Japan International Cooperation Center (JICE)

## Handling of Personal Information

JICE has been making every effort to handle appropriately all personal information it receives. We hope that you will understand the matters stipulated below and agree to provide the requested personal information.

We are acquiring personal information for the purpose of conducting the following business matters. Your personal information will not be used for any other purposes.

(1) Implementation of KAKEHASHI Project

(2) Others: provision of information on JICE's activities, such as support for management of international training programs and overseas students programs, international exchange programs, social integration, support for development education, convention and seminar services, etc.

The personal information you provide to JICE includes Nationality, Religion, Health Condition, Medicine, Pregnancy, Food Allergies, Hobbies, Photos including your face taken during the program and attached in Entry Form, Reports or Presentation documents you prepare etc...and will be used only for such purposes as smooth implementation of the program.

JICE may pass on the personal information you provide to the related companies to which JICE contracts its business for the purpose of printing, translation and disposing the documents.

In addition, JICE may provide the organizations specified below with the personal information JICE obtains from you for the implementation of KAKEHASHI Project. The attribution, the purposes of the provision of the information by JICE, and the information items are as stipulated below:

- a) The organizations to be provided with your personal information  
Host families, Japanese schools and the related organizations or facilities.
- b) The purpose(s) of the provision  
To arrange the program properly.
- c) Personal information items to be provided  
Name, Age, Sex, Health Condition, Food Allergies, Passport, Smoking Habit, Information of your School/Organization, Mother's Tongue, Hobbies, Academic Awards, Photos including your face taken during the program and attached in Entry Form and Reports or Presentation documents you prepare etc...

The provision of personal information to JICE is left to your discretion. However, in cases where some personal information is not provided, it may not be possible for JICE to make an appropriate judgment regarding implementation of KAKEHASHI Project.

JICE will ask you filling in a questionnaire during/after your participation in KAKEHASHI Project. JICE may use what you have written in the questionnaire for the purpose of promoting its public relations or enhancing its business performance.

In addition, JICE will keep your personal information as well as your written questionnaire for years in order to follow up/analyse its business activities.

In regards to the personal information provided to JICE, you have the right to request notification of the purpose of the utilization of the information, disclosure of the information, amendments to the information, additions or deletions of information, complete elimination or the stopping of utilization of the personal information itself, and the suspension of the provision of the information. If you wish to request any of the above, please contact the following department.

Personal information liaison, General Affairs Department, JICE TEL: 03-6838-2702      E-mail: <a href="mailto:privacy@jice.org">privacy@jice.org</a>
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**KAKEHASHI Project**  
**Sample Schedule for US Participants**

16-Aug-2017

№	Program	Purpose
Day 1, Mon	Assembly & Departure from US Airport	
Day 2, Tue	AM Arrival in Japan (Narita / Haneda Airport)	
	PM <b>【Orientation】</b> <b>【Briefing for Supervisors】</b>	Understand the aims of the program and enhance awareness/motivation. Will be informed of the safety/health care management. Confirm supervisors' roles especially when instructing students in emergency.
Day 3, Wed	AM <b>【Lecture on Japan / Key Note Lecture】</b> Ministry of Foreign Affairs	Lecture on Japanese politics, economy, society, culture, history and diplomatic policy. Learn differences from the United States and deepen understanding of Japan.
	PM <b>【Observation】</b> (ex.) The Diet Building / Tokyo Metropolitan Government Office / Imperial Palace	Learn Japanese parliamentary system, roles of central/local governments and comparison with the US government system. Know the challenges that Japanese government is facing.
Day 4, Thu	AM Travel to a Local City/Area by Shinkansen or by Air (ex.) Kyoto/Osaka, Nagoya, Hiroshima, Kyushu, Tohoku, Hokkaido	Witness the high technology of public transportation system, safety management, protection of handicapped/small/elderly people and environmental consideration.
	PM <b>【Courtesy Call &amp; Lecture/Discussion at Local Government】</b> City/Prefectural Government Office	Learn the role of government and its local characteristics, and meet and discuss issues with young government officers.
Day 5, Fri	AM <b>【Cutting-edge Technology/ Traditional Industry】*</b> (ex.) Auto Company, Sake Brewery, Electronic Industry	*Visit the leading Japanese companies/industries and learn the high technologies of Japanese manufacturing as well as the real voices of Japanese business needs towards abroad.
	<b>【Observation of Historical Sites / Landmarks】**</b> (ex.) Castle, Temple, Shrine, Museum, Peace Memorial Park, Disaster Reconstruction Site, etc	**Have more interest in Japanese history and culture so that they know charms/attraction of Japan and spread it in their SNS networks.
	PM <b>【School Exchange】</b> Local School* or Research Institute**	*Meet Japanese students and join classes, discussions or club activities (Relationship begins with the school and will accept Japanese students to their own school.)  **Learn Japanese science and technology and “Monozukuri (manufacturing)” spirit, and know its difference from the United States having a chance for future exchange.
	<b>【Meeting with Host Family】</b>	
Day 6, Sat	AM <b>【Home Stay or Farm Stay】</b>	Meet and stay with real Japanese people and see their ordinary life not known in the internet or media. Will build mutual trust and enjoy attachment to the host family.
Day 7, Sun	AM <b>【Farewell Party with Host Family】</b>	
	PM <b>【Culture Experience】</b> (ex.) Tea Ceremony, Japanese Drums/Dance, Sushi Making, Kimono, etc.	Come in touch with Japanese traditional features and have more interest in Japanese history and culture.
	<b>【Workshop】</b>	Wrap up their findings in Japan and prepare a group presentation.
Day 8, Mon	AM Travel back to Tokyo by Shinkansen or by Air	
	PM <b>【Reporting Session】</b>	Presentation on their achievement and post program action plans when they go back home. Audience from MOFA, host schools and program staff.
	<b>【Observation of Historical Sites / Landmarks】</b> (ex.) Asakusa/Sensoji Temple, Meiji Jingu Shrine	Have more interest in Japanese history and culture so that they know charms/attraction of Japan and spread it in their SNS networks.
Day 9, Tue	Leaving for USA (at Narita / Haneda Airport)	



**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  
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