

GLENBROOK SOUTH HIGH SCHOOL

Northfield Township High School District 225

4000 WEST LAKE AVENUE
GLENVIEW, IL 60026

Web: www.glenbrook225.org/south

Telephone: 847.729.2000

Fax: 847.486.4462

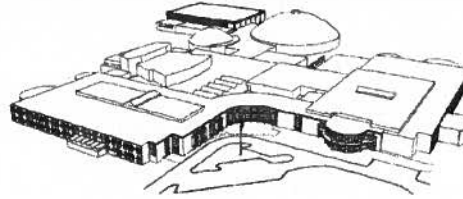
Office of the Principal

To: Dr. Mike Riggle

From: Brian K. Wegley *BKW*

Re: GBS Japanese Student Exchange

Date: November 30, 2012



Attached is a travel request from Dr. Yasuko Makita-Discekici, our Japanese teacher. For the past four years Dr. Makita-Discekici has coordinated the visitation of Japanese students from Kokusai Joho High School, which is located about 2 hours outside of Tokyo and is a high-performing public school. The visits have proven to be valuable experiences for our students, families and visitors.

Dr. Makita-Discekici has successfully arranged an exchange opportunity with Kokusai Joho High School for our students to visit Japan. Instead of using a travel agency as is sometimes done with student tours, Dr. Makita-Discekici will lead the travel arrangements as she did with the last Japanese exchange. As a bonus to our Japanese students, Dr. Makita-Discekici has applied for and been awarded a \$5,000 grant from the Japanese Chamber of Commerce of Chicago that can be used to offset costs for students participating in this trip.

Students from Kokusai Joho High School will visit GBS this March. The GBS student visitation to Japan is projected to begin the week following the end of school from June 11, 2013 through June 24, 2013. As defined in the attached Board Policy 7050, this will be an Educational Tour, which is travel that is conducted, but not financed, by the district.

This exchange mirrors those currently occurring in Spain, France and Germany. I am thankful for this opportunity for our families and students and I support the approval of this tour.

Please let me know if you need any additional information.

To: Dr. Brian Wegley
From: Dr. Yasuko Makita-Discekici

cc: Danita Fitch
Cameron Muir
Dr. Michael Riggle

Date: Monday, November 26, 2012

Subject: Japanese Exchange Program

Exchange Proposal: This proposed student exchange is an exciting development for the GBS Japanese program. Glenbrook South has been invited to participate in an exchange with Kokusai Joho High School in Niigata, Japan. This invitation is a direct result of the positive relationship that GBS has cultivated by generously and enthusiastically hosting 25 students from Kokusai Joho annually for the past 5 years. Again in March 2013, 25 students from Kokusai Joho will visit Glenbrook South and will stay with host families. For the second time, GBS students have the opportunity to visit Japan during June of 2013, after the school year. This proposal requests board approval for this exchange, since the inclusion of a travel portion is being sought.

The School: Kokusai Joho High School (KJ) is a public, coeducational school located in Niigata Prefecture, which is located on the main [*Honshuu*] island on the coast of the Sea of Japan. It is approximately two hours by super express train [*shinkansen*] from Tokyo. Niigata Prefecture has a partnership with the State of Illinois.

- 160 highly selective students are enrolled in each grade (three years of high school);
- Every year about 90 % of the seniors are successfully admitted to universities through rigorous entrance examinations;
- The curriculum for the 11th and 12th year consists of International Culture Courses or Information Science Courses;
- The school goal is to help students develop international and organization skills so that they might play an active part in a rapidly internationalizing and information oriented world.

Rationale: 87 students are currently studying Japanese language and culture in the Japanese program at Glenbrook South. Many aspects of the culture as well as linguistic situations are difficult, if not impossible, to replicate in the classroom. An on-going exchange program strengthens the overall Japanese program, by allowing a significant number of GBS students the opportunity to experience Japanese culture first-hand. These students, in turn, are able to share their experiences with other students of Japanese, and share the insights they gain with classmates in other courses across the curriculum. The entire school benefits from the opportunity to discuss and share ideas with the Japanese students and their teachers when they visit Glenbrook South.

As in the past, the hosting portion for the exchange impacts Glenbrook South in the following ways:

- The Japanese students will arrive March 16-24, 2013. The Japanese students will be accompanied by a teacher from Kokusai Joho. They will spend approximately 9 days with their host families in Glenview.
- The Japanese visitors will be integrated into various predetermined classes, departments and will shadow their host GBS student to classes.

- The Dean's office will provide student ID cards for all Japanese visitors.
- The district office will be contacted if bus passes are needed.
- The Dean's office will allow for 25 extra students to eat lunch in the cafeteria during the time of the Japanese exchange.

Japan, 2013

- The trip to Japan will start the week after finals; June 11, 2013 and return June 24, 2013.
- Students will stay with Japanese host families for 5 days in Niigata, and will shadow their partners' at Kokusai Joho High School.
- Students will depart Niigata, and fly to Osaka and visit the ancient cities of Kyoto and Nara.
- Two nights will be spent in Kyoto and three nights will be spent in Tokyo where students will visit Mitsubishi Motors in Marunouchi; Asakusa (downtown Tokyo); Akihabara (electronic shops); Harajuku (fashion district); Shibuya (NHK public broadcasting station), Meiji Shrine, and Tokyuu Hands (for souvenirs).
- The approximate cost will be \$4,081 including airfare, trains, ferries, hotels, entrance fees, meals, and some souvenirs. (The GBS Japanese program was fortunate to have been awarded a \$5,000 grant from the Japanese Chamber of Commerce of Chicago. These funds were awarded to offset the costs of the travel portion of the exchange. If 8 students travel, for example, the price per student will be reduced by \$625. Instead of \$4,081, the price would be \$3456.)

Board Approval: I am seeking board approval for a variety of reasons. This is an educational exchange conducted, but not financed by the district. This exchange has direct relevancy to the Japanese curriculum at Glenbrook South in that its main objective is the integration of students into the everyday life of exchange host families and into the classroom activities of host schools to provide them with greater intercultural understandings. GBS parents have also been strong advocates for this type of opportunity for their children studying Japanese.

Presentation to the Board of Education: I am requesting your assistance in bringing this proposal before the School Board.

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

I. School GBN GBS ✓ GBE GBOC District
 II. Initiator Yasuko Makita-Discekici Phone 4276
 Position Japanese teacher Date of Submission 11-26-12

III. Dates and Times of Leave/Return
 Total Number of School Days Missed per Person 0
 Departure Date/Time 6/11/2013 Return Date/Time 6/24/2013

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)
 Teachers and Staff Yasuko Makita-Discekici
 Students students enrolled in Japanese and/or Pacific Rim.

V. Description, Destination, and Reason for Trip
Travel to Japan to visit KJ high school, which is our exchange school of 5 years. Itinerary is included in this request

VI. Cost of Trip
 Was this trip included in your Dept. Bldg. District Budget? NO

Admission Fees, Trip Insurance, etc	Total Amount	Per Person	Account #
Registration		444.00	
Lodging		656.00	
Meals (Advance)		400.00	
Judging		N/A	
Substitute Teacher		N/A	
Transportation			
Air		2,020.00	
Train/Bus/Car		561.00	
District Total	<u>N/A</u>	N/A	N/A
Cost to Student		4081.00	N/A
		<u>625.00</u>	

VII. Approval
Denise Itoh Dr. K. Nye Free subsidy per student
 Supervisor Principal Superintendent
11-26-12 11-26-2012
 Date Date Date

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

2013 Summer Trip to Japan - Itinerary

Day 1: 6/11 (T)

10:50am - Leave Chicago O'Hare, by American Airlines

Day 2: 6/12 (W):

1:45pm - Arrive at Tokyo International (Narita) Airport; Go to Hotel & check in: Stay at Hotel in Narita, shopping & dinner at Mall (shuttle bus services)

Day 3: 6/13 (Th):

Breakfast included at hotel

8:00am - Leave hotel;

9:45am - Arrive at Tokyo International (Narita) Airport by shuttle (15 minutes)

10:44am - Go to Tokyo Station by Narita Express & transfer to Shikansen

11:12 am - Leave Tokyo station for Niigata (Urasa)

12:42pm - Arrive at Urasa Station *Afternoon: Visit Kokusai Joho (KJ) High School & meet with KJ families*

Day 4 - 6/14 (F): Home stay with KJ families and attend classes at KJ

Day 5 - 6/15 (Sat): Home stay with KJ families

Day 6 - 6/16 (S): Home stay with KJ families

Day 7 - 6/17 (M): Home stay with KJ families and attend classes at KJ

Day 8 - 6/18 (T):

10:30am - Leave KJ for Urasa Station for Niigata

11:15am - Arrive at Urasa Station

11:41am - Board train for Niigata

12:46pm - Arrive at Niigata Station & transfer to bus for airport

1:11pm - Arrive at Niigata Airport, then CKIN Japan

2:30pm - Leave Niigata for Osaka

3:45pm - Arrive at Osaka/ Itami Airport, then transfer to Bus for Kyoto

2:15pm - Leave Itami for Kyoto

3:30pm - Arrive at Kyoto Bus Terminal, then transfer to Hotel Shuttle leaving from Kyoto Hachijo Hotel Shuttle Station

4:00pm - Arrive at **Kyoto**; Kyoto Hachijo Hotel *Late afternoon: Sightseeing in Kyoto*

Day 9 - 6/19(W): All day sightseeing in Kyoto- (Golden pavilion, Kiyomizu temple, etc.)

Day 10 - 6/20(Th): Program in Kyoto

Day 11- 6/21(F):

9:15am - Hotel shuttle to Kyoto Station

9:30am - Arrive at Kyoto Station

10:02am - Leave Kyoto for Tokyo

12:23pm - Arrive at Tokyo, then transfer to subway (Marunouchi-Line)

12:40pm - Leave Tokyo for Akasaka-mitsuke

12:49pm - Arrive at Akasaka-mitsuke

1:00pm - Check in at hotel in Tokyo

Day 12 - 6/22 (Sat): Program in Tokyo

Day 13 - 6/23 (S): Program in Tokyo

Day 14 - 6/24 (M):

7:00am - Leave hotel by Limousine Bus

8:00am - Arrive at Terminal 1 at Narita Airport

10:45am - Leave Narita for Chicago by American Airlines

8:20am - Arrive at Chicago O'Hare Airport at Terminal 5

**Your Application for 2013 summer trip to Japan is
due by Tuesday, January 22nd, 2013**

Include a check of \$300.00 made out to Glenbrook South High School (non-refundable deposit except when the trip is cancelled due to the few # of participants).

Total cost - \$4,081.25 (including airfare, domestic transportation, accommodation with breakfast, insurance, gratitude for host family, admission fees, and estimated meals). * *\$5,000 grant from Japanese Chamber of*

At least eight participants are required for this cost.

Payment schedule:

- January 22nd: a check of \$400.00 (for deposit) made out to GBS
- March 22nd: \$1,200.00 (a check made out to Kintetsu International or credit cards accepted); Please submit a copy of the child's passport (1st page of the passport) to Mrs. Makita-Discekici.
- May 10th: \$2,181.25 (a check made out to Kintetsu International or credit cards accepted)

Commerce of Chicago will lower the price per student up to \$1625.

Note: Please request the complete application materials from Mrs. Makita-Discekici if you are interested in the 2013 summer trip to Japan.

Hosting a Japanese Student in March 2013 Survey Form

GBS Student Name _____

Parent Name _____

Home/Cell Telephone _____

Email _____

	YES	NO	
Are you interested in hosting a Japanese high school student?			
Would you be able to host a student from Saturday, March 16 until Sunday, March 24?			If no, please indicate availability.
Would you be able to pick the student up at GBS on the afternoon of Saturday, March 16?			
Would you be able to give the student a ride to GBS around the noon on Sunday, March 24?			
Do you have a gender preference?			If yes, please indicate: MALE FEMALE
Are you able to host more than one student?			

Thank you very much!

Please return this form to Japanese Teacher Makita-Discekici in the World Languages Department ASAP.

Date	Time	Carrier	City	Remarks	
11-Jun-13	AM 10:50	ANA 11	Chicago O'Hare	Boarding flight to Tokyo/Narita	
International Date Line (+1)					
12-Jun-13	PM 13:45		Narita Airport	Arriving at Narita	
	14:30			Transfer to Hotel	
	Night	Hotel in Narita	Narita	Free at your leisure	
13-Jun-13	AM 8:00			CK out hotel and transfer to Narita Airport Station. Upon arrival at station, be ready for JR	
	9:45	NEX #12	Narita Airport Terminal 2 Station	Take a train to Tokyo Downtown	
	10:44		Tokyo	Arrival at Tokyo Station, then transfer to Shikansen	
	11:12	MAX Toki #319		Leave Tokyo for Urasa	
	12:42		Urasa	Arrival at Urasa-Station	
	PM	TBA		Meet school staff and transfer to school.	
	Night	Home Stay			
14-Jun-13	AM			Niigata Kokusai Joho HS Program	
	PM				
	Night	Home Stay			
15-Jun-13	AM				
	PM				
	Night	Home Stay			
16-Jun-13	AM				
	PM				
	Night	Home Stay			
17-Jun-13	AM				
	PM				
	Night	Home Stay			
18-Jun-13	AM 10:30	TBA	KJHS		Leave KJ for Urasa Station
	11:15		Urasa		Arrival at Urasa Station
	11:41	Max Toki #317			Boarding a train for Niigata
	12:18		Niigata	Arrival at Niigata Station, then transfer to BUS for Airport.	
	12:46	Bus		Leave Niigata for Airport	
	13:11		Niigata Airport	Arrival at Niigata Airport, then CKIN Japan	
	14:30	ANA1662		Leave Niigata for Osaka	
	15:45		Osaka/Itami	Arrival at Osaka/Itami Airport, then transfer to BUS for Kyoto.	
	14:15	Bus		Leave Itami for Kyoto	
	15:30		Kyoto	Arrival at Kyoto Bus Terminal, then transfer Hotel Shuttle leaving from Kyoto Hachijo Hotel Shuttle Station.	
Night	16:00	Hotel in Kyoto			
19-Jun-13	AM			Program in Kyoto	
	PM				
	Night	Hotel in Kyoto			
20-Jun-13	AM				
	PM				
	Night	Hotel in Kyoto			
21-Jun-13	AM 9:15	Bus	Hotel in Kyoto	Free Shuttle provided by Hotel	
	9:30		Kyoto-station	Arrival at Kyoto Station.	
	10:02	Nozmi #222		Leave Kyoto for Tokyo	
	12:23		Tokyo-station	Arrival at Kyoto, then transfer to Subway (Marunouchi-Line)	
	12:40	Subway		Leave Tokyo for Akasakamitsuke	
	12:49		Akasaka-Mitsuke	Arrival at Akasaka-mitsuke	
13:00	Walk	Tokyo	Check in Hotel		
Night	Hotel in Tokyo				
22-Jun-13	AM			Program in Tokyo	
	PM				
	Night	Hotel in Tokyo			
23-Jun-13	AM				
	PM				
	Night	Hotel in Tokyo			
24-Jun-13	AM 7:00	Limousine Bus	Tokyo	Leave hotel by Limousine Bus.	
	8:00		Narita Airport	Arrival at Terminal 1	
	10:45	ANA12		Leave Narita for Chicago	
	8:20		Chicago/O'Hare	Arrival at Terminal 5	



Glen Brook South High School Japan Trip 2013

[1] Air Fare

11-Jun-13	Major Airlines (JAL/AA/ANA) Chicago-Tokyo/Niigata-Osaka/Tokyo-Chicago	9 persons	x	\$2,020.00		\$18,180.00
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Sub Total (1) **\$18,180.00**

[2] Accommodations

12-Jun-13	Hote In Narita Airport (Single)	1 persons	x	\$70.00	x	1 nights	\$70.00
	Hote In Narita Airport (Two Beds Room)	8 persons	x	\$47.00	x	1 nights	\$376.00
13-Jun-13	Hotel in Urasa (Single USE)	1 persons	x	\$102.00	x	5 nights	\$510.00
18-Jun-13	Hotel in Kyoto (Single)	1 persons	x	\$87.00	x	3 nights	\$261.00
	Hotel in Kyoto (Two Beds Room)	8 persons	x	\$70.00	x	3 nights	\$1,680.00
21-Jun-13	Hotel in Tokyo (Single)	1 persons	x	\$105.00	x	3 nights	\$315.00
	Hotel in Tokyo (Two beds)	8 persons	x	\$85.00	x	3 nights	\$2,040.00

Sub Total (2) **\$5,252.00**

[3] Lunch & Dinner (Service Charge, Tax and Local Tax Included)

12-Jun-13	Hotel Breakfast	9 persons	x	\$25.00	x	1 time	\$225.00
19-Jun-13	Hotel Breakfast	9 persons	x	\$22.00	x	3 time	\$594.00
22-Jun-13	Hotel Breakfast	9 persons	x	\$28.00	x	3 time	\$756.00
12-Jun-13	Dinner Allowance	9 persons	x	\$15.00	x	12 time	\$1,620.00

Sub Total (3) **\$3,195.00**

[4] Transportation

13-Jun-13	JR East Pass Flex 4 Youth	8 item	x	\$215.00		\$1,720.00
13-Jun-13	Point to Point Ticket Narita-Urasa	1 item	x	\$166.00		\$166.00
18-Jun-13	Point to Point Ticket Urasa-Niigata	1 item	x	\$78.00		\$78.00
18-Jun-13	Shuttle Bus Niigata-Niigata Airport	9 item	x	\$7.00		\$63.00
18-Jun-13	Bus Itami-Airport to Kyoto	9 item	x	\$19.00		\$171.00
18-Jun-13	Kyoto Bus Card	9 item	x	\$8.00		\$72.00
21-Jun-13	Point to Point Ticket Kyoto-Tokyo	9 item	x	\$205.00		\$1,845.00
24-Jun-13	Limousine Bus (Hotel to Narita)	9 item	x	\$42.00		\$378.00

Sub Total (4) **\$4,493.00**

[5] Trave Insurance

Worldwide Trip Protector	9 persons	x	\$170.00	\$1,530.00
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Sub Total (5) **\$1,530.00**

Note:

Sub Total	[1] to [5]	\$32,650.00
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KIE / Kintetsu International
One Pierce Place, Suite 135C
Itasca, IL 60143

**Grand Total		\$32,650.00
**Per Person	8 People	\$4,081.25

Glenbrook High School District #225

BOARD POLICY: EDUCATIONAL TRAVEL EXPERIENCES

7050

Page 1 of 2 pages

Section A - Introduction

The Board of Education of District #225 believes that educational travel experiences can provide significant educational experiences for Glenbrook students. However, it is the policy of the Board of Education that such travel experiences should not be scheduled to conflict with normal student attendance days. Under extraordinary circumstances, the Board may approve exceptions to this policy.

Section B - Educational Tours: Travel Conducted, but Not Financed, by the District

1. The Board of Education is authorized by Illinois statute to conduct educational tours as a supplement to particular courses of instruction, within or without the district, the State of Illinois, or the United States.
2. Recommendation of the principal and approval of the superintendent shall be required for all educational tours. Recommendation of the principal and the superintendent and approval of the Board of Education shall be required for educational tours conducted outside the State of Illinois or adjacent states, and for educational tours that require students to be absent from school for one day or more.
3. No student or employee may participate in an educational tour unless he has accident and health insurance coverage protecting against bodily injury or death and, if he is an employee, disability while participating in the tour. Cost of said insurance shall be assumed by the organization financing the tour. Validation of satisfactory insurance coverage shall be made in writing to the assistant superintendent of business affairs.
4. The Board of Education is not authorized to use school funds for any expenditures incurred on such a tour for meals, lodging, or transportation costs. However, the Board may authorize the payment of salaries of necessary personnel while on tour if the personnel are performing in the ordinary course of their employment.
5. All school rules and regulations regarding student conduct shall apply for students participating in educational tours.

Section C - Educational Travel : Travel Not Sponsored, Supported, or Conducted by the District

1. The Board of Education authorizes the superintendent to approve requests submitted by a school employee or a private agency and which have been recommended for approval by the principal, to use school facilities to inform students of educational travel programs within any of the fifty United States or any foreign country which, in the discretion of the principal and the superintendent, have educational significance for the district's students. Such use may be granted only with the clear understanding that the program is not sponsored or supported by the Board of Education and that the Board of Education assumes no legal responsibility or financial liability related to the program. Further, all materials used by the sponsoring agency in publicizing the program must contain a statement to this effect which has been approved by the superintendent. These same materials must also carry the identification of the sponsoring agency.
2. No student or employee may participate in educational travel unless he has accident and health insurance coverage protecting against bodily injury or death and, if an employee, disability while participating in the educational travel. Cost of said insurance shall be assumed by the employee or private agency financing the educational travel. Validation of satisfactory insurance coverage shall be made in writing to the assistant superintendent of business affairs.

Section D - Use of Equipment, Materials, or Supplies to Promote Educational Travel

Glenbrook equipment, materials or supplies, including stationery, shall be used for school-sponsored activities only, and shall not be used for any educational travel which is not school sponsored.

Section E - Student Trips Exclusion

Student trips are not included within the provisions of this policy.

Approved: April 12, 1971
Revised: February 5, 1973
Revised: December 1, 1975
Revised: February 6, 1978
Revised: January 23, 1984
Revised: September 10, 1984
Reviewed: November 14, 1988
Revised: October 28, 1996
Revised: November 27, 2000