

# GLENBROOK SOUTH HIGH SCHOOL

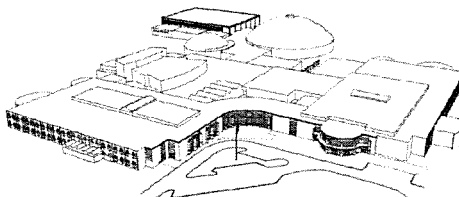
Northfield Township High School District 225

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*Office of the Principal*

**To:** Dr. Mike Riggle

**From:** Brian K. Wegley *BKW*

**Re:** GBS Japanese Student Exchange

**Date:** January 15, 2014

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.

Students from Kokusai Joho High School will visit GBS this March. The GBS student visitation to Japan is projected to begin in the summer from July 1, 2014 through July 12, 2014. 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:** Friday, December 20, 2013

**Subject:** Japanese Hosting and Travel Program

**Proposal:** This proposed program will be very beneficial to GBS students enrolled in our Japanese language and/or Pacific Rim courses. The travel portion of this program involves a 10-day trip to Japan in July of 2014, which includes a 5-night homestay with families from our sister school, Kokusai Joho (KJ) High School in Niigata. KJ and GBS have had a positive reciprocal relationship for the past 6 years, which was cultivated by Glenbrook families generously and enthusiastically hosting KJ students every year. This year, however, the KJ group is not coming to our area due to scheduling conflicts. Therefore, the hosting portion of this proposed program involves another excellent school, Ritsumeikan Senior High School. It is located in Moriama city, Shiga Prefecture (next to Kyoto) in the western part of Japan. Students from this prestigious private school, associated with Ritsumeikan University, will be arriving in March of 2014 and will be staying with Glenbrook host families. There is one day that students will be shadowing their GBS partners, but most week days they will be participating in internships with selected businesses in the Chicago area.

#### Hosting: March 2014

Similar to our exchange programs, the hosting portion of this proposal impacts Glenbrook South in the following ways:

- The Japanese students will be with Glenbrook families from March 4-13, 2014. The Japanese students will be accompanied by a teacher from their institution.
- Transportation to GBS each school day is required by the host family; the district office will be contacted and bus passes will be purchased by the Japanese students if needed.
- The Japanese visitors will depart from GBS each day to attend internship programs; they will shadow their host GBS student one day.
- The Dean's office will provide student ID cards for the visiting Japanese students.

#### Travel: Japan 2014

- GBS students will depart on July 1, 2014 and will return July 12, 2014.
- Students will stay with Japanese host families for 5 days in Niigata, and will shadow their partners at Kokusai Joho High 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.
- In addition to the homestay in Niigata prefecture, Tokyo will be a home base for visits to Asakusa (downtown Tokyo); Akihabara (electronic shops); Harajuku (fashion district); Shibuya (NHK public broadcasting station), Meiji Shrine, and Tokyu Hands (for souvenirs).
- The approximate cost will be \$3,400 including airfare, trains, hotels, entrance fees, meals, and some souvenirs.

**Board Approval:** I am 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 and Pacific Rim curricula at Glenbrook South in that its main objective is the integration of students into the everyday life of host families and into the classroom activities of host schools and communities to provide them with greater intercultural understandings. GBS parents have also been strong advocates for this type of opportunity for their children.

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

## 2014 Summer Trip to Japan – Itinerary

### Day 1 - 7/2 (W):

4:30pm - Leave Chicago O'Hare, by All Nippon Airline

### Day 2 - 7/3 (Th):

Arrive at Narita and check in a hotel in Tokyo

Day 3 - 7/4 (F): Visit Downtown Tokyo – Asakusa and Akihabara

Day 4 - 7/5 (Sat): Visit Kamakura (ancient city) and Yokohama (port city)

Day 5 - 7/6 (S): Visit Harajuku and NHK broadcasting center in Shibuya

Day 6 - 7/7 (M): Visit business district in Tokyo

### Day 7 - 7/8 (T):

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 8 - 7/9(W): Join KJ classes and extra-curricular activities

Day 9 - 7/10(Th): Join KJ classes and extra-curricular activities

Day 10- 7/11(F): Experience Niigata culture - Visit local handicrafts shops and try foods

Day 11 - 7/12 (Sat): Spend time with host families

Day 12 - 7/13 (S): Spend time with host families

Day 13 - 7/14 (M): Leave KJ/Nigata for Tokyo in the morning; stay at Hotel in Narita, shopping & dinner at Mall (shuttle bus services)

Day 14 - 7/15 (T): Leave for Chicago

**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 11/8/2013

III. Dates and Times of Leave/Return  
Total Number of School Days Missed per Person 0  
Departure Date/Time July 1, 2014 Return Date/Time July 12, 2014

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)  
Teachers and Staff Yasuko Makita  
Students ~ 8-10 students from GBS

V. Description, Destination, and Reason for Trip  
Students studying the Japanese language & culture and/or in Pacific Rim courses will have an opportunity to travel to Japan and do a home-stay with students from our sister school in Niigata.

VI. Cost of Trip  
Was this trip included in your Dept. \_\_\_ Bldg. \_\_\_ District \_\_\_ Budget? No -

	Total Amount	Per Person	Account #
Registration	_____	_____	_____
Lodging	_____	_____	_____
Meals (Advance)	_____	_____	_____
Judging	_____	N/A	_____
Substitute Teacher	_____	N/A	_____
Transportation	_____	_____	_____
Air	_____	_____	_____
Bus/Car	_____	_____	_____
District Total	_____	N/A	N/A
Cost to Student	<u>\$3,400.00</u>	_____	N/A

VII. Approval  
Danita Litch Dr. K. Myz  
Supervisor Principal Superintendent  
11-8-2013 11-8-2014  
Date Date Date

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

BOARD POLICY: EDUCATIONAL TRAVEL EXPERIENCES

7050

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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