



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, October 24, 2022

Re: Overnight Student Trip for the Glenbrook South Japanese Exchange Program

Recommendation

It is recommended that the Board of Education authorize the overnight trip for Glenbrook South students to participate in a student exchange experience in Japan from Thursday, March 23, 2023, through Saturday, April 1, 2023.

Background

Board Policy 7230 authorizes student trips that offer valuable experiences for students outside the school district's boundaries. The policy was recently revised in February 2022 to define conditions and parameters based on the type of trip and the consideration process for all requests. The principal first approves all day and overnight trips, and any trip requiring an overnight stay must also be approved by the superintendent and the Board of Education.

Before being presented to the Board for consideration, the Associate Principal for Administrative Services works with the Business Services department to ensure that each trip proposal adheres to all conditions and parameters defined in Board Policy. This includes, but is not limited to:

- Classification of the trip;
- Determination of the approval process;
- Determination of financial responsibility and the process for collecting fees (if applicable);
- Travel insurance coverage (if applicable);
- Collection of a permission slip and verification of accident and health insurance coverage (if applicable);
- Lodging, meals, and transportation arrangements; and
- Registration requirements.

As Dr. Makita-Discekici shares in her memo, Glenbrook South and Ritsumeikan Senior High School (Moriyama City, Shiga Prefecture) have maintained a strong reciprocal relationship for several years to offer each other's students a language and culture immersion experience. This exchange program involves a 10-day trip to Japan during spring break and includes a 3-night homestay with families from the partnering school. It is anticipated that a minimum of 13 students will participate. Additionally, as part of the exchange program, a group of students from Ritsumeikan Senior High School will travel to Glenview in March and join in a similar experience.

A detailed overview of the trip is provided in the attached materials. Additionally, a summary of the trip's conditions and parameters is provided in Table 1.

Table 1
Summary of Trip Conditions and Parameters

Condition or Parameter	Summary
Number of Staff	2
Number of Students (estimate)	13
Trip Category	Other Trip: Connected with a regularly scheduled school-sponsored activity and a student abroad / student exchange experience affiliated with an academic department and coordinated by a school district employee.
Classification of Trip	Overnight Trip
Approval of Trip	Principal, Superintendent, and Board of Education
Trip Insurance	Refundable or transferable credit required for lodging and transportation arrangements.
Verification of Accident and Health Insurance Coverage	Required
Source of Trip Funding	All Other Overnight Trips: The Board of Education will cover 0% of expenses. Students will cover 100% of all their expenses and the expenses of the trip's chaperones.
Fee Collection Method	Bookstore
Amount Paid by Each Student	\$4,180.14
Remaining Trip Costs Paid by District	\$0.00

If there are any questions regarding this trip, please do not hesitate to contact Dr. Georges or Dr. Gravel.



To: Dr. Barbara Georges
From: Dr. Yasuko Makita-Discekici
Date: October 13, 2022
Re: Japanese Hosting and Travel 2023

This proposed program is very beneficial to the students enrolled in our Japanese language and culture courses, and had been a recurring experience prior to the pandemic. The travel portion of this program involves a 10-day trip to Japan during spring break of 2023, and it includes a 3-night homestay with families from our sister school Ritsumeikan Senior High School. This school is located in Moriyama City, Shiga Prefecture, which is next to Kyoto in the western part of Japan. Ritsumeikan and GBS have had a positive reciprocal relationship for several years, which was cultivated by Glenbrook families generously and enthusiastically hosting students from that school each March. Students and their teachers from this prestigious school will be arriving the first week of March, 2023. This year's visit will be much shorter than previous years, but the guests will still be able to shadow their GBS partners for one school day.

GBS Hosting: March 2023

Similar to our French, German and Spanish exchange programs, the hosting portion includes the following:

- The Japanese students will stay with Glenbrook families from March 2-6, 2023.
- Transportation to GBS is required by the host family on March 3 and 6; the district office will be contacted and bus passes will be purchased if the GBS host partner rides the bus.
- The Japanese students will attend their host partners' classes on Friday, March 3.
- The Dean's office and security will provide visitor passes for the students and chaperones.

Travel to Japan: Spring Break 2023

- GBS students depart on March 23 and return April 1; due to the extensive travel time involved, students will need to miss all classes on March 23 and 24.
- The cost for this trip is \$4,500 and includes airfare, trains, buses, hotels, entrance fees, insurance, and meals except for lunch. We hope to reduce this cost to \$4,200 by using grant funds from the Japanese Chicago Chamber of Commerce.
- The trip must have a minimum of 13 students to move forward. A decision will be made prior to winter break, and if canceled, families will get a full refund.
- Per Board Policy, travel insurance will cover at least 75% of costs for cancellation of the trip.

Both the hosting and travel portions of this proposal have direct relevance to the Japanese language and culture curricula at GBS. The mission of the World Language department is to have students participate in authentic immersion experiences, many of which cannot take place in the typical classroom. For this reason, your consideration of this proposal is greatly appreciated.

Japan 2023 Travel Itinerary



Day	Date	City	Details
Thursday AM	March 23	Chicago	JL009 Chicago, O'Hare to Tokyo, Haneda (departure 11:30 AM)
Friday PM	March 24	Tokyo	Arrive 14:55 Tokyo, Haneda; Customs, Immigration
		Osaka	Arrive 17:35 Osaka; travel bus to Kyoto
Saturday	March 25	Kyoto	Meet host families from Ritsumeiken HS
Sunday	March 26	Kyoto	Activities with host families
Monday	March 27	Kyoto	Sightseeing; Golden Pavilion, Kiyomizu & others
Tuesday	March 28	Kyoto	Train to Fukui; sightseeing at Eiheiiji; Arrive in Kanazawa
Wednesday	March 29	Kanazawa	Sightseeing in AM; bullet train to Tokyo in PM
Thursday	March 30	Tokyo	Sightseeing in Tokyo
Friday	March 31	Tokyo	Sightseeing in Tokyo
Saturday	April 1	Tokyo	JL0010 Tokyo, Haneda to Chicago O'Hare (departure 11:45 AM)
Saturday	April 1	Chicago	Arrive 9:30 AM (International date line -1)



Part 1. Trip Description

School:	<input type="checkbox"/> Glenbrook North	<input checked="" type="checkbox"/> Glenbrook South	<input type="checkbox"/> Other: _____
Type of Trip:	<input checked="" type="checkbox"/> Instructional / Co-Curricular	<input type="checkbox"/> Athletics	<input type="checkbox"/> Student Activity
Trip Category:	<input type="checkbox"/> Illinois State Contest <input type="checkbox"/> National Contest <input type="checkbox"/> All Other Overnight Trips Less Than 400 Miles from the School District <input type="checkbox"/> All Other Overnight Trips More Than 400 Miles from the School District <input checked="" type="checkbox"/> Study Abroad / Student Exchange Experience		
Description:	Students travel to Japan during spring break to see cultural sites in Tokyo, Kyoto & Fukui, with a 3 night homestay with sister school RMHS		
Student Group Eligible for Trip:	Students currently enrolled in the Japanese language program.		
Departure Date:	March 23, 2023	Return Date:	April 1, 2023
Days/Blocks Missed by Students:	March 23 -24, 2023 (all blocks)		
Number of Staff:	2	Number of Other Chaperones:	
Number of Students:	13	Total:	15

Part 2. Transportation Information

Departing from:	GBS Main Entrance A	Date:	March 23, 2023	Time:	8:00 AM
Building:	GBS	Door:	A		
Traveling to:	Chicago O'Hare Airport (Terminal 3)				
Transportation:	<input type="checkbox"/> Coach Bus	<input checked="" type="checkbox"/> School Bus	<input type="checkbox"/> Activity Bus	<input type="checkbox"/> Rental Car	Number of Vehicles: 1
	<input type="checkbox"/> Personal Vehicle (Waiver Required) <input type="checkbox"/> Public Transportation: _____				

If flying, complete the details below:

Flight to Destination:

Airport:	O'Hare Chicago
Airline:	JAL
Flight Number:	9
Destination Airport:	Tokyo Haneda
Departure Time:	11:30 AM

Transportation After Arrival

Transportation:	<input checked="" type="checkbox"/> Coach Bus	<input type="checkbox"/> School Bus	<input type="checkbox"/> Rental Car	Number of Vehicles:	
	<input type="checkbox"/> Public Transportation: flight from Tokyo to Osaka (JL127)				

Flight from Destination:

Airport:	Tokyo Haneda
Airline:	JAL
Flight Number:	10
Destination Airport:	O'Hare Chicago
Departure Time:	11:45 AM

Returning from:	Chicago, O'Hare airport (Terminal 5 Int'l)	Date:	April 1, 2023	Time:	9:30 AM arrival/TBD
Traveling to:	Glenbrook South Main Entrance				
Building:	GBS	Door:	A		
Transportation:	<input type="checkbox"/> Coach Bus	<input checked="" type="checkbox"/> School Bus	<input type="checkbox"/> Activity Bus	<input type="checkbox"/> Rental Car	Number of Vehicles: 1
	<input type="checkbox"/> Personal Vehicle (Waiver Required) <input type="checkbox"/> Public Transportation: _____				

Part 3. Bookstore Collection Information

Does this trip require money to be collected from students?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Begin Collection on:	TBD	End Collection on:	TBD
Cost per Student*:	\$4,180.14	Can the Student Pay in Installments?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

* See attached cost allocation worksheet for additional expense detail.

Account Number for Student Fees Collected:

account to be created

Part 4. Staff Meals Information

Does this trip require staff members to purchase their own meals? ☐ Yes ☒ No

If "Yes", complete the details below:

Insert the number of meals for one staff member using the fields provided:

Breakfast:

0

\$13.00

Lunch:

0

\$15.00

Dinner:

0

\$26.00

Total Cost Per Staff Member:

\$0.00

Part 5. Approval

Requestor:	Yasuko Makita-Discekici	Date:	October 13, 2022
Instructional Supervisor or Assistant Principal:	Danta Fitch	Date:	October 13, 2022
Associate Principal for Administrative Services:		Date:	
Principal:		Date:	
Superintendent:		Date:	
Board of Education:		Date:	

Part 1. Trip Information

Trip Description:	Students travel to Japan during spring break to see cultural sites in Tokyo, Kyoto & Fukui, with a 3 night homestay with sister school RMHS
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Part 2. General Expenses

			Total General Expenses	Expense Reconciliation	
		% Covered by District			
Registration:	\$0.00	0%	Registration:	\$0.00	Proportionally paid by students: \$7,867.56
Judging:	\$0.00	0%	Judging:	\$0.00	The district will pay: \$0.00
Officiating:	\$0.00	0%	Officiating:	\$0.00	Total Cost: \$7,867.56
Bus/Car Expense:	\$276.90	0%	Bus/Car Expense:	\$276.90	
Other*:	\$0.00	0%	Other*:	\$0.00	
Staff Expenses (Paid by Students):	\$7,590.66	n/a	Staff Expenses (Paid by Students):	\$7,590.66	
Total Cost:	\$7,867.56		Total Cost:	\$7,867.56	

* Other Description:

Part 3. Staff Expenses

Number of Staff:	2				
Per Staff Member			Total Staff Expenses	Expense Reconciliation	
		% Covered by District			
Registration:	\$0.00	0%	Registration:	\$0.00	Proportionally paid by students: \$7,590.66
Meals:	\$375.33	0%	Meals:	\$750.66	The district will pay: \$0.00
Air Fare:	\$2,200.00	0%	Air Fare:	\$4,400.00	Total Cost: \$7,590.66
Lodging:	\$920.00	0%	Lodging:	\$1,840.00	
Trip Insurance:	\$300.00	0%	Trip Insurance:	\$600.00	
Total Cost:	\$3,795.33		Total Cost:	\$7,590.66	

Part 4. Student Expenses

Number of Students:	13				
Per Student			Total Student Expenses	Expense Reconciliation	
		% Covered by District			
General Expenses:	\$605.20	n/a	General Expenses:	\$7,867.56	Each student will pay: \$4,480.14
Registration:	\$499.61	0%	Registration:	\$6,494.93	The district will pay: \$0.00
Meals:	\$375.33	0%	Meals:	\$4,879.29	Total Cost: \$58,241.78
Air Fare:	\$2,200.00	0%	Air Fare:	\$28,600.00	
Lodging:	\$500.00	0%	Lodging:	\$6,500.00	
Trip Insurance:	\$300.00	0%	Trip Insurance:	\$3,900.00	
Total Cost:	\$4,480.14		Total Cost:	\$58,241.78	

Part 5. Payment Responsibility Summary

Paid by Students:	\$58,241.78		
Paid by Fundraising:	\$3,900.00	Account(s):	
Each Student Will Pay:	\$4,180.14	Method:	\$300 per student grant from JCCC
Paid by District:	\$0.00	Account(s):	
Total Cost:	\$62,141.78		

