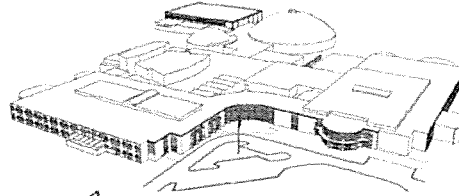


GLENBROOK SOUTH HIGH SCHOOL

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: Ms. Lauren Fagel

A handwritten signature in cursive script, appearing to read "L. Fagel".

Re: GBS Japanese Exchange Program

Date: November 3, 2015

Attached is the formal request from Dr. Makita-Discekici to offer the Japanese Exchange program. The exchange will take place between Glenbrook South and Ritsumeikan Senior High School in Moriyama, Japan. Students from Japan will visit Glenbrook South from March 1-11, 2016. This will be the third time we will host students from Ritsumeikan but the first time our students will have the chance for a reciprocal exchange there. GBS students will visit Japan from June 14-28, 2016. This experience provides our students with the opportunity to apply their language skills and to be immersed in Japanese culture.

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: Ms. Lauren Fagel
From: Dr. Yasuko Makita-Discekici
Date: Friday, October 30, 2015
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 14-day trip to Japan in June of 2016, which includes a 4 night homestay with families from our sister school, Ritsumeikan Senior High School in Moriyama city, Shiga Prefecture (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. Students from this prestigious private school, associated with Ritsumeikan University, will be arriving in March of 2016 and will be staying with Glenbrook host families. There are 2 days that students will be shadowing their GBS partners, but most week days they participate in internships with businesses in the Chicago area.

Hosting: March 2016

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 1-11, 2016. 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 two days.
- The Dean's office will provide student ID cards for the visiting Japanese students.

Travel: Japan 2016

- GBS students will depart on June 14, 2016 and will return June 28, 2016.
- Students will stay with Japanese host families for 4 days in Moriyama, and will shadow their partners at Ritsumeikan Senior High School.
- In addition to the homestay in Shiga prefecture, Tokyo will be a home base for visits to places such as Asakusa (downtown Tokyo); Harajuku (modern culture and fashion district); Shibuya (NHK public broadcasting station).
- A 2-night stay in Hiroshima will allow students to visit several cultural sites, such as the Peace Memorial Museum and the Itsukushima shrine.
- The approximate cost will be \$3,400 including airfare, trains, trip insurance, hotels (with breakfasts) and entrance fees.

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.

JAPAN 2016

Proposed Itinerary

Date	Itinerary	Accommodation
June 14 (Tuesday)	Depart Chicago/ORD for Japan Meet in Terminal 1 – in front of All Nippon Airways (ANA) counter at 2:00 p.m. ANA Flight leaves at 5:00 p.m. for Tokyo	In the air
June 15 (Wednesday)	Arrive Tokyo/Narita at 8:20 p.m.	Tokyo (hotel)
June 16 (Thursday)	Airplane to Osaka at 12:00 p.m. Train to Kyoto	Kyoto (hotel)
June 17 (Friday)	Visit Ritsumeikan High School in Moriyama; observe classes and meet with host family	Moriyama homestay
June 18 (Saturday)	Activity/host family	Moriyama homestay
June 19 (Sunday)	Activity/host family	Moriyama homestay
June 20 (Monday)	Ritsumeikan High School visit and party	Moriyama homestay
June 21 (Tuesday)	Leave Ritsumeikan High School Nishijin- a sophisticated weaving art used for traditional clothes/kimonos	Kyoto (hotel)
June 22 (Wednesday)	Kyoto- the oldest city	Kyoto (hotel)
June 23 (Thursday)	Nara - home of the Great Buddha Hall temple	Hiroshima (hotel)
June 24 (Friday)	Hiroshima/Miyajima – Peace Memorial Park and centuries-old Itsukushima ocean shrine	Hiroshima (hotel)
June 25 (Saturday)	Asakusa – in the center of Tokyo, home of the Sensoji Temple	Tokyo (hotel)
June 26 (Sunday)	Shibuya + Harajuku – centers for teenage culture and fashion	Tokyo (hotel)
June 27 (Monday)	Jiburi museum and potential visit to a Tokyo business (<i>Japan Times?</i>)	Tokyo (hotel)
June 28 (Tuesday)	Morning TBD Depart Tokyo 5:00 p.m. Arrive Chicago 2:00 p.m. O'Hare	In the air

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

I. School GBN _____ GBS GBE _____ GBOC _____ District _____
 II. Initiator Dr. Yasuko Makita-Discekici Phone 4276
 Position Japanese teacher Date of Submission 10/30/15

III. Dates and Times of Leave/Return
 Total Number of School Days Missed per Person 0
 Departure Date/Time 6/14/16 Return Date/Time 6/28/16

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 classes

V. Description, Destination, and Reason for Trip
Travel to Japan to visit Ritsumeikan H.S., which is our exchange school. Proposed itinerary is included in this request.

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

	Total Amount	Per Person	Account #
<i>All transportation, entrance fees, registration, trip insurance, lodging, + breakfasts</i>		<u>\$3,400.00</u>	
Lodging		<u>included</u>	
Meals (Advance)		<u>some included</u>	
Judging		<u>N/A</u>	
Substitute Teacher		<u>N/A</u>	
Transportation			
Air		<u>included</u>	
Bus/Car		<u>included</u>	
District Total		<u>N/A</u>	<u>N/A</u>
Cost to Student		<u>\$3400.00</u>	<u>N/A</u>

VII. Approval
Danita M. Fitch Lauren Ajel _____
 Supervisor Principal Superintendent
Oct. 30, 2015 11-3-15 _____
 Date Date Date

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/19/15

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Yamasaki Insurance Agency 1840 W 186th Street, Suite 200 Torrance, CA 90504 YAMASAKI INSURANCE AGENCY	310-323-5661	310-323-5414	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: KINTE-1
INSURED KINTETSU INTERNATIONAL EXPRESS (U.S.A.), INC. 879 W 190TH STREET SUITE 720 GARDENA, CA 90248	INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A : Tokio Marine America Insurance	10945
		INSURER B : Zurich American Insurance Comp	
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			CPP6400660	10/01/15	10/01/16	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 Emp. Ben. \$ 1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> Comp. Ded. \$500			CA6400658	10/01/15	10/01/16	COMBINED SINGLE LIMIT (Ea accident) \$ 10,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000			CU6400646	10/01/15	10/01/16	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC6400644	10/01/15	10/01/16	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Travel Agents Professional Liab.			EOL5428381	10/01/15	10/01/16	Limit 2,000,000 Ded. 10,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

It is hereby agreed that the Certificate Holder below is named as additional insured as their interest may appear.

CERTIFICATE HOLDER**CANCELLATION**

Palos Verdes Peninsula Unified
 School District
 375 Van Almar
 Palos Verdes Estates, CA 90274

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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