



Lake Orion Community Schools

Interoffice Memo

*from the Office of the Assistant Superintendent
of Teaching and Learning*

To: Heidi Mercer, Superintendent

From: Drew Towlerton
Assistant Superintendent of Teaching and Learning

Date: October 3, 2025

RE: International Field Trip Request

Attached please find the following International field trip request for Board approval:

Name of Group: Lake Orion High School
Location: Japan

Students: 25-30
Chaperones: 8

Date(s) of trip: June 2027

Days missed: 0

Staff/Trip Leader: Wendy Baeckeroot



Lake
Orion
Community
Schools

FIELD TRIP AND TRANSPORTATION REQUEST FORM

Check If Board Approval Is Needed.

- ☐ Overnight
☐ Out of State
☐ CTE
☒ International

Date Approved _____

CALL PAM KING (ext. 2901) IN TRANSPORTATION TO CONFIRM AVAILABILITY OF BUS SERVICE BEFORE SCHEDULING.

- For **DAYTIME** field trips, send completed form to the Office of the Assistant Superintendent of Teaching and Learning office **five working days** prior to departure.
- OUT-OF-STATE** field trips must be approved by the Board of Education **60** days prior to departure.
- IN-STATE**, overnight field trips must be approved by the Board of Education **30** days prior to departure.
- International field trips must be approved by the Board of Education no later than October of the year prior to the trip (e.g. October 2025 for the 2026-27 school year.)
- All requests are to be submitted to the Office of the Assistant Superintendent of Teaching and Learning 10 days prior to the Board meeting when approval will be sought.
- Upon approval, the Assistant Superintendent will forward the request to the Transportation Department; a copy will be emailed to the requesting building/person.
- Call Transportation two (2) days prior to departure to confirm paperwork was received and arrangements made. **DO NOT EMAIL. Pam's ext. 2901**
- Cost: \$65/hour LOCS staff requests; Add one (1) hour's cost (\$65) to each trip for pre-trip and post-trip travel time.

FIELD TRIP INFORMATION (Complete all fields)

Account Number 290-000-8631-0000-410-0000-41790000		Date Sep 29, 2025	
Building High School		First, last name of trip leaders Wendy Baeckeroot	
Transportation (please check one) # of Busses _____ ☐ Tour Bus ☐ District Bus ☐ District Special Purpose Bus ☐ Staff vehicle ☐ Student Vehicle ☐ Parent Vehicle ☒ Plane		Name and address of destination Japan (see attached itinerary)	
Group and/or grade level 9-12		☒ Field trip ☐ Competition ☐ CTE/Career Readiness	
Date of Visit June 2027	# of Students 25-30	# of Chaperones 8	Cell Phone Number of Trip Leader
Date & Time Leaving TBD	☐ Before 8:30 a.m.	Date & Time Returning TBD	☐ After 2:15 p.m.
		# of School Days Missed 0	
Objective for Visit (Include Standards, Benchmarks and Career Readiness targets that Field Trip addresses) This itinerary looks at both modern Japan and parts of historical Japan with a focus on both history and culture. The trip includes trips to Kyoto, Tokyo and Mt. Fuji among other sites.			
Cost of Trip 5519.00	Cost to Student 5519.00	How will trip be funded? Self funded and fundraising.	
Building Administrator Signature Daniel T. Haas		Date September 29, 2025	

AUTHORIZATION

Education ☒ Yes ☐ No	Assistant Superintendent of Teaching and Learning Signature 	Date 10/2/25
Transportation ☐ Yes ☐ No	Director of Transportation Signature	Date
Board of Education - Overnight and international trips only ☐ Yes ☐ No	Board Member Signature	Date



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JAPAN: BACKTRACKING THE GOLDEN ROUTE

9 or 12 days | Kansai region | Tokyo | Extension to Sapporo City

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Sightseeing: 3 sightseeing tours led by licensed local guides;
3 sightseeing tours led by your Tour Director (5 with extension);
1 walking tour



Entrances: Osaka Castle; Fushimi Inari-taisha Shrine; Golden Pavilion; Fugaku wind cave; Narusawa ice cave; Lake Saiko and Iyashi no Sato Nenba; Meiji Shinto Shrine; Tokyo National Museum; arcade experience; Asakusa Kannon Temple; sumo-style hot pot dinner; Immersive Scavenger Hunt; Shin-Yokohama Ramen Museum; Tokyo Tower; with extension: Asahiya Observatory; Sapporo TV Tower; Upopoy National Ainu Museum and Park; Noboribetsu Hell Valley and Oyunuma Pond; dairy farm



Personalized learning guide: Our personalized learning experience engages students before, during, and after tour, with the option to create a final, reflective project for academic credit.



All of the details are covered: Round-trip flights on major carriers; comfortable motorcoach; 1 bullet train; 2 internal flights with extension; 7 overnight stays in hotels with private bathrooms (10 with extension); dinner on arrival day; breakfast and dinner on Days 3–8 (and 9–11 with extension); breakfast on departure day; lunch on Day 10 with extension



Kiyomizudera Temple



Harajuku shopping district

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And the experience begins long before you get your passport stamped and meet your Tour Director in your arrival city. It begins the moment you decide to go. Whether it's connecting with other travelers on Facebook, Twitter, or Instagram, or delving deeper into your destinations with our personalized learning experience, the excitement will hit you long before you pack your suitcase.

When your group arrives abroad, everything is taken care of so you can relax and enjoy the experience. Your full-time Tour Director is with your group around the clock, handling local transportation, hotels, and meals while also providing their own insight into the local history and culture. Expert local guides will lead your group on sightseeing tours, providing detailed views on history, art, architecture, or anything you may have a question about.

When your journey is over and you're unpacking your suitcase at home, you'll realize the benefits of your life-changing experience do not end. They have just begun.

@EFtours I attribute my college semester abroad to the love for travel I discovered on an EF Tour in high school #traveltuesday

— MELISSA, TRAVELER



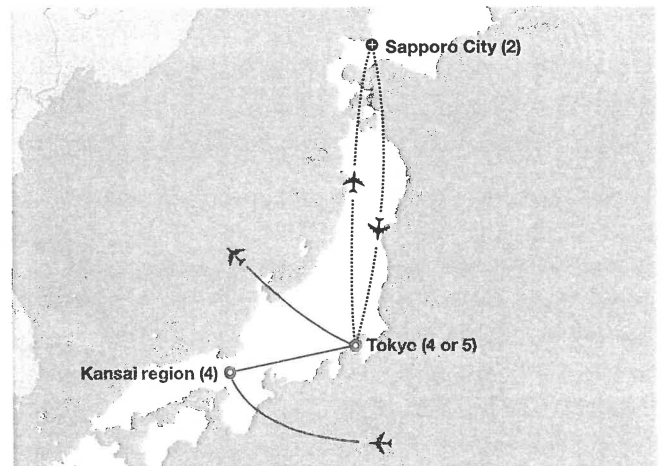
Via Twitter



CHECK OUT WHAT A TOUR IS ALL ABOUT

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Your teacher's Tour Website



What you'll experience on your tour

Day 1: Fly overnight to Japan

Day 2: Kansai region

- Meet your Tour Director at the airport in Osaka.

Day 3: Kansai region

- Visit Osaka Castle, a renowned landmark surrounded by moats and gardens, rich with Samurai history.
- Travel to Nara and take a guided tour. Visit the Todaiji Temple, see the Daibutsu, the world's largest bronze Buddha, say hello to the area's famous and friendly deer in Nara Park, and visit Kasuga-taisha, Nara's most celebrated shrine.
- Travel to Kyoto, a city that conjures images of sunlit walks around tiered pagodas and quiet lakes lined with cherry blossom trees.
- Visit the Fushimi Inari-taisha Shrine, located near the base of Mount Inari. Originally constructed to honor the Shinto god of rice, the elaborate complex welcomes visitors through thousands of red torii gates.

Day 4: Kansai region

- Take a tour of Arashiyama, known for its shrines and temples—and, most of all, its incredible bamboo forest.
- Take an expert-led tour of Kyoto. As the national capital for over a millennium, Kyoto offers you a unique glimpse into the history of Imperial Japan.
- Experience the rich flavors of matcha green tea ice cream, a Japanese culinary and cultural delight.
- Visit the tranquil Golden Pavilion, a Zen Buddhist temple painted in delicate gold leaf.

Day 5: Kansai region | Fuji-Hakone-Izu region | Tokyo

- Travel by bullet train to the Fuji-Hakone-Izu region, an area known for its crater lakes, sulfur springs, and sights of Mount Fuji.
- Enjoy views of the awe-inspiring Mount Fuji (*weather permitting*).
- Explore the Fugaku Fuketsu wind cave and Narusawa Hyoketsu ice cave.
- Visit Iyashi no Sato Nenba, a former farming village on the shores of Lake Saiko at the base of Mount Fuji. After a landslide in 1966, the historic village has been reconstructed into charming shops, museums, and galleries.
- Continue on to Tokyo.

Day 6: Tokyo

- Take a guided tour of Tokyo. With your expert local guide you will see the Metropolitan Government Building.
- Explore the Asakusa Kannon Temple.
- Take a tour of Akihabara Electric Town.
- Visit the Tokyo National Museum, Japan's oldest and largest museum, and explore its extensive collection of art and archaeological artifacts.
- Time to explore Ueno Park.
- Visit a local arcade and experience the unique gaming culture of Japan.
- Enjoy a sumo-style hot pot dinner.

Optional excursions

Day 7: Tokyo | Yokohama

- Take a day trip to Yokohama.
- Explore Yokohama during a self-guided Immersive Scavenger Hunt designed exclusively for EF.
- Visit the Shin-Yokohama Ramen Museum for an immersive look into Japan's ramen culture.
- Time to explore Yokohama's Chinatown
- Time to explore more of Yokohama or
 - participate in a karaoke experience.

Day 8: Tokyo

- Venture up the Tokyo Tower, the second tallest structure in the country.
- Take a walking tour of the Harajuku area, a vibrant district known for its quirky fashion scene, colorful street art, and eclectic shops.
- Counteract the bustle of Tokyo's streets with a visit to the Meiji Shinto Shrine. Quiet and stillness reign inside its elaborate Inner Garden, a wooded oasis in the middle of the city.
- Take a walking tour of Shibuya, a major commercial and finance center with a famously crowded pedestrian crossing.
- Spend time exploring more of Tokyo.

Day 9: Depart for home

3-DAY TOUR EXTENSION

Day 9: Tokyo | Sapporo City

- Fly to Sapporo City.
- Enjoy Tour Director-led sightseeing of Sapporo City to see the Asahiyama Observatory, Sapporo Clock Tower, and Sapporo TV Tower.
- Stop for a photo at Lake Shikotsu.

Day 10: Sapporo City

- Enjoy Tour Director-led sightseeing of Shikotsu-Toya National Park.
- Explore the Nijo Seafood Market.
- Learn about the Indigenous Ainu people on a guided visit to the Upopoy National Ainu Museum and Park.
- Take a guided tour of the natural hot spring at Noboribetsu Hell Valley and Oyunuma Pond.

Day 11: Sapporo City | Otaru | Tokyo

- Visit a local dairy farm in Otaru.
- Fly back to Tokyo.

Day 12: Depart for home

"This was the best trip I have ever been on. Japan was absolutely beautiful and so very clean. The dining experiences were fascinating and something I would like to dive into again. The shopping in Kyoto and Tokyo were fantastic. Everything in Japan is just so...so... efficient!"

—SAMANTHA, TRAVELER



Tour review

"The traditional setting, high-tech gadgets everywhere, and the taste of urban and rural—it's like walking into the future yet stepping into Japan's past."

—HELEN, STUDENT



Tour review

TOP THREE THINGS I WILL SEE, DO, TRY, OR EXPLORE

- _____
- _____
- _____

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My daughter has gained such an amazing view of the world and history from this experience. She has not stopped talking since I picked her up at the airport. Thank you for all the organization, helpful hints, flexible payment plan, and knowledgeable tour guides.

—CHARLOTTE, PARENT OF TRAVELER



Tour review

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