



TO: BOARD OF DIRECTORS

FROM: STEVE LIDGARD, EXECUTIVE DIRECTOR – BUSINESS SERVICES 

SUBJECT: SOLICITING STUDENTS FOR FIELD TRIP TO GERMANY AND AUSTRIA

DATE: MARCH 3, 2020

TYPE: ACTION NEEDED

Claudia Holum, German Language teacher at Stanwood High School, is requesting Board approval to solicit Stanwood High School students to participate in an educational trip to Germany and Austria through Xperitas in the summer of 2021.

This is a non-district sponsored educational trip. Ms. Holum, students or employees that participate will not be representatives of the school or district.

**Recommendation:** We recommend the board **approve Claudia Holum’s request to Solicit Students to participate in the Xperitas Field Trip to Germany and Austria in the summer of 2021.**

Date: February 18, 2020  
To: Stanwood-Camano School District Board of Directors  
From: Claudia Holum, German Teacher  
Re: Educational Student Travel to Germany – June/July 2021

I respectfully request permission to solicit students, after school hours, to participate in a non-district sponsored educational 15-day tour to Germany and Austria the summer of 2021.

Since this travel and family stay program is organized by the nonprofit organization Xperitas (see attachment) and founded by foreign language educators, it places great emphasis on learning about the language and being immersed in the culture. Students must be willing to speak the target language during the entire trip. Furthermore, students must have completed at least their second year of high school language study by the time they travel.

Because of my previous experience with this company (trips every other year since 1995), I recommend their program as a high quality study experience. Xperitas arranges for each student to spend six days with a host family, attending school, and participating in all family activities. This provides an excellent real-life extension of the classroom experience and immersion into the German culture and language.

Please find attached the letter to parents notifying them of Board Policy #2320 regarding non-district sponsored educational tours which they will receive and will have to sign before their son/daughter can apply and register for this educational tour.

Please let me know if you have further questions.

Thank you very much for your consideration and time.

Sincerely,



Claudia Holum  
German Teacher/German Club Advisor  
Stanwood High School  
[cholum@stanwood.wednet.edu](mailto:cholum@stanwood.wednet.edu)  
(360)629-1300 ext. 5743

February 2020

Dear German Students and Families,

As part of the application process for any extended/overseas I would like you to please read the following information, in accordance with Board Policy # 2320, and return the signed bottom slip to me at your earliest convenience:

1. This educational tour to Germany is neither sponsored nor endorsed by the Stanwood- Camano School District.
2. I, Claudia Holum, am not acting in my capacity as an employee or agent of the Stanwood-Camano School District.
3. This educational tour to Germany is not approved, endorsed, or otherwise sanctioned by the district.
4. All participants of this tour, their families, and heirs release the district from any liability associated with this educational tour.

Please let me know if you have further questions regarding this policy.

Thank you very much.

Sincerely,



Claudia Holum  
German Teacher SHS/SMS

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I/we have read the information about board policy # 2320 regarding non-district sponsored educational tours, and I/we understand 'that the tour is not approved, endorsed, or otherwise sanctioned by the district. Participants, their families, and heirs release the district from any liability associated with such tours.'

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

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## FIELD TRIPS, EXCURSIONS AND OUTDOOR EDUCATION

The board recognizes that field trips when used as a device for teaching and learning integral to the curriculum are an educationally sound and important ingredient in the instructional program of the schools. Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom.

Field trips which take students out of the state or are planned to keep students out of the district overnight must be approved in advance by the Board. Outdoor education resident school plans shall be presented to the Board for annual approval. The superintendent has the authority to approve all other field trips.

The superintendent shall develop procedures for the operation of a field trip or an outdoor education activity which shall ensure that the safety of the student shall be protected and that parent permission is obtained before the student leaves the school. Each field trip must be integrated with the curriculum and coordinated with classroom activities which enhance its usefulness. Private vehicles may be used to transport students if approval is obtained in advance from the principal and related district procedures are followed.

No staff member may solicit students for any privately arranged field trip or excursion without board permission.

### Cross References:

Policy 6625	Private Vehicle Transportation
Policy 3520,	Student Fees, Fines, Charges

### Legal References:

RCW 28A.330.100(5)	Additional powers of board
RCW 67.20.020	Parks — Contracts for cooperation
WAC 180-87-090	Improper remunerative conduct

## Field Trips, Excursions and Outdoor Education

For the purpose of these procedures, trips are subdivided into the categories of Local Field Trips, Activity Trips, Non-Local or Overnight Field Trips, Extended Field Trips, Secondary Field Experiences and Non-District Sponsored Educational Tours.

### General Procedures

#### **Responsibilities of staff person initiating trips:**

1. Complete appropriate field trip notice forms
  - a. Local field trips
  - b. Non-local, overnight and extended field trips
2. Obtain approvals
  - a. Principal's approval: all trips
  - b. The Assistant Superintendent of Elementary or Secondary Education provides the second approval for overnight trips, non-local trips, or extended trips. School Board provides final approval for overnight or extended trips. Requests requiring board action must be approved by the school board a minimum of three months prior to departure date. Contact your principal for board meeting dates. All paperwork must be submitted ten days prior to this school board meeting so the trip may be included on the board agenda. Emergency Requests: Situations will arise in which the principal could not be expected to foresee, within the above timelines, the need for a non-local, overnight, or extended field trip. Under such circumstances, the principal may submit, for Superintendent's or designee's approval, a field trip notice form containing complete information as requested.
  - c. Before planning a non-district sponsored educational tour, contact the appropriate assistant superintendent and follow steps to obtain school board approval to solicit students to participate.
3. Specify means of transportation
  - a. District Transportation Request (all bus and van travel)
  - b. Private Vehicles (*Note: All children up to age 8, unless they are 4'9" and 80 pounds, must use an approved child restraint system*)
  - c. Travel Agency
  - d. Rental car (requires superintendent approval)
4. Complete names and addresses of adult chaperones (1:10 ratio). For activity trips, non-local or overnight field trips, and extended field trips, chaperones must be of both genders when students of both genders are participating in the field trip. It is recommended that schools attempt to provide a 1:5 ratio for primary students whenever possible.
5. For all trips that involve water or air transportation, and overnight and/or extended field trips, appropriate insurance coverage must be arranged through the district administrator in charge of insurance. When district students are traveling to an area where services such as medical and law enforcement may not be equivalent to USA standards, the student's parent/guardian(s) must be notified and must sign a release. This release shall hold the district harmless. The student's parent/guardian(s) should also be assured that in the event of an emergency, the district teacher/advisor in charge of the trip is responsible to ensure every reasonable attempt is made to mitigate the circumstance. It shall be the principal's responsibility to coordinate and assure acquisition of appropriate insurance coverage, including liability and health or special coverage. Failure to address special insurance needs with participants, or to assist in securing appropriate coverage, shall result in the cancellation of the travel, excursion or event.

**After trip has been approved and transportation confirmed:**

6. Obtain signed parent/guardian(s) permissions/medical authorization forms – must be on file in school office.
  - a. A written description of the trip must be sent to parent/guardian(s) along with permission form.
  - b. Parent/guardian(s) must be notified if using private vehicles.
  - c. Student conduct on field trips must be the same as when in school.
7. Check appropriate “type of trip” section for additional specific requirements.
8. Immediately upon trip approval, notify the school nurse so that student medical needs can be researched and addressed.

Adult Supervision

A minimum of one adult per every ten students is required for all field trips except Activity Trips. If the large group separates into smaller ones, each small group must have at least one cell phone with them to facilitate communication.

Volunteer Chaperones

All groups on field trips are to be under the direction and control of a teacher or coach/advisor. Volunteers to assist teachers need to be cleared (including Washington State Patrol background check) by the human resources office once every two years. If it is necessary to use the services of a volunteer who is in the process of being cleared, the volunteer may assist as long as there is another adult present who has been cleared.

Parent/Guardian(s) Permission/Medical Authorization

Parent/guardian(s) are required to complete the Parent/Guardian’s Consent for Field Trip/Medical Authorization form before students may participate in field trips. Teachers who are supervising a field trip, will take the Consent for Field Trip/Medical Authorization form 2320F3 with them on the field trip. If a student has a medical incident on a field trip, the form 2320F3 will be kept in the student’s health file, after the field trip. For students having no medical incident on a field trip, the form 2320F3 will be shredded after each field trip.

Cancelled Trips – Use of Funds

If a trip is not approved or cancelled, identifiable donors will have their contributions returned upon request. Any remaining monies will be deposited in the ASB fund.

Types of Trips

1. **Local Field Trips** – Trips that take students away from school premises and are within the Stanwood-Camano School District. If using district transportation, confirmation for a bus will come from the transportation department. Final approval for local field trips rests with the building principal.
2. **Activity Trips** – Trips in which students perform or participate in some activity, such as athletic events, within a 300-mile radius of the district and within the state of Washington. Final approval for activity trips rests with the building principal.
3. **Non-local Field Trips** – Trips that take students outside the Stanwood-Camano School District and extend beyond a 300-mile radius of the district and are in the boundaries of Washington state. Final approval requires signature by the appropriate assistant superintendent and must be approved at least three months before the departure date. Extenuating circumstances should be brought to the attention of the appropriate assistant superintendent.
4. **Overnight and/or Extended Field Trips** – Trips that require students to be away overnight or trips that take students outside of the district and extend beyond a 300-mile radius of the district or are out of the boundaries of Washington state. Final approval requires Board action and must be approved at least three months before the departure date. Extenuating circumstances should be brought to the attention of the superintendent or designee. All overnight field trips will be optional for students. Outdoor education experiences fall into this category (see below).
  - a. Trips must contain educational value consistent with the goals of the district.

- b. Every effort should be made to restrict extended field trips to non-instructional days.
  - c. Student conduct requirements must be consistent with school board policy.
  - d. Trips must generally be at no cost to the district. Fundraising activities must be consistent with school board policy.
  - e. In respect to student safety and liability concerns, all overnight trips must include provisions for lodging in commercial establishments, school facilities, college dorms and the like. Lodging in private homes and/or residences is prohibited.
5. **Secondary Field Experiences** – These experiences are defined as course of study which includes a component that provides on-the-job training experiences in local businesses or industries, or attendance at a school other than the home school for part of the school day. When transportation for these experiences is not available, principals will advise parent/guardian(s) of their responsibility for student transportation.
6. **Non-District Sponsored Educational Tours** – Individuals who conduct extended educational tours for students during non-school time will be required to clearly state in writing to parent/guardian(s) and students in advance of registration for such tours that such tours are neither sponsored nor endorsed by the school district. Such individuals, if an employee of the district, shall further expressly state that such an individual is not acting in his/her capacity as an employee or as an agent of the district. In addition, parent/guardian(s) of students in the tour must sign a letter of understanding in which the parent/guardian(s) of the student agree that the tour is not approved, endorsed, or otherwise sanctioned by the district and participants, their families, and heirs release the district from any liability associated with such tours. Individuals must obtain Board approval to solicit students for participation, working with the appropriate assistant superintendent.

Individuals will not use school time whether or not they are employees to promote or solicit such activities or tours. The district prohibits any promoting or soliciting of such activities on school district property by individuals, whether or not they are employees, except as provided below:

- a. Contact the appropriate assistant superintendent before planning a trip. A poster advertising such tours may be displayed but only on school bulletin boards consistent with the principal's instruction, and the district approval process for such postings.
  - b. Non-promotional announcements may, at the building principal's discretion, be included in school newsletters or announcements.
  - c. The school may provide for use of a room, outside the student's school day, for planning consistent with school board policy and procedures for use of school facilities.
7. **Outdoor Education**
- a. The outdoor education plans for the coming school year shall be presented to the Board for approval at the May board meeting.
  - b. All staff to be involved shall be notified of plans after Board approval.
  - c. The proposed curricula for the outdoor education school shall be presented to teachers at least one month prior to the session.
  - d. Information to parent/guardian(s) regarding fees and waivers or reductions (if offered), special clothing, dates, supervision of proposed activities, and other related information shall be sent to parent/guardian(s) at least one month prior to the sessions. The parent/guardian(s) must sign an approval form.
  - e. If feasible, parent/guardian(s) may opt to have their child participate in daytime activities only.
  - f. Students who do not elect to attend shall engage in meaningful learning experiences at school.
  - g. Students must purchase accident insurance or have family accident insurance.
  - h. If the district can absorb the cost or has access to funds to cover waivers or reductions, students who are unable to pay the fee may be granted a waiver or reduction if they meet the USDA Child Nutrition Program guidelines.

**Adoption Date: 06.17.03**  
**Stanwood-Camano School District**  
**Revised: 08.22.07; 08.07.08**



Visit [xperitas.org](http://xperitas.org)  
to see our Germany  
video!

## Abenteuer in den Alpen

### 15-Day Teacher-Led Language Immersion Program in Germany

Upon arrival, you're off to the medieval town of Rothenburg ob der Tauber. Then, take in the sights of München, with a visit to the memorial at Dachau, and the lovely Schloss Nymphenburg. From there, the group explores the German Alps and meets their host families – Willkommen! Tour the Schwarzwald, and enjoy a trip to Frankfurt.

Ask us about our guided and small-group options.

### Trip Overview

**15**  
DAYS



TEACHER-LED



WITH  
FAMILY STAY



FROM \$4,269  
From SEATTLE



### Features & Inclusions

-  ROUND-TRIP AIRFARE
-  OVERNIGHT ACCOMMODATIONS
-  IN-COUNTRY TRANSPORTATION
-  INSURANCE
-  24/7 EMERGENCY SUPPORT WHILE ABROAD



### What Others Are Saying

"It was really rewarding to see my understanding of the language grow throughout the trip. I remember one point specifically in my host family's kitchen I could understand a conversation almost entirely. It started to feel like my four years of German had paid off."

— Madison, Washington High School

Visit [xperitas.org](http://xperitas.org)  
for more photos,  
stories and pricing  
information.

## Trip Itinerary

### DAY 1 | Departure

En route to Frankfurt.

### DAY 2 | Rothenburg ob der Tauber

Travel back in time to the famous town of Rothenburg ob der Tauber. Visit the Kriminalmuseum and enjoy rooftop views from the city wall. After your Xperitas welcome dinner, listen to stories told by the *Nachwächter*. **D**

### DAY 3 | München

On your way to München, tour the concentration camp memorial in Dachau. Explore Schloss Nymphenburg before checking into your hotel. Venture out to the Olympic Park and the BMW Welt after dinner. **B**

### DAY 4 | München

Visit the Deutsches Museum, the BMW Museum or the Residenz before making your way to the lively Viktualienmarkt for lunch. Explore the Altstadt and Englischer Garten on your guided bicycle tour. **B**

### DAY 5 | Alpine Region

Enjoy a day visiting one of King Ludwig's castles and experience the charm of Füssen or Garmisch-Partenkirchen. Savor the local cuisine with an Xperitas dinner. **B D**

### DAY 6 - 7 | Alpine Region

Plan and shop for a picnic lunch in the mountains. Weather permitting, ride a cable car and hike through the Partnachklamm. In the evening, go swimming or relax with your fellow travelers. **B**

### DAYS 8-13 | Family Stay

This is what you've been waiting for! Spend six memorable days with your *Deutsche Familie*, experiencing everyday life, using your language skills in real-life situations and making new friends. **B L D**

### DAY 14 | Frankfurt

It's time to bid your host family farewell and make your way to your last German destination, the home of the European Central Bank. Wander the streets of the birthplace of Johann Wolfgang von Goethe. Visit the Altstadt and the Roemerberg. Celebrate the last two weeks at your Xperitas farewell dinner. **B D**

### DAY 15 | Return

It seems too soon to say "Auf Wiedersehen," but it's time to board your plane and return to the U.S. **B**

Visit [xperitas.org](http://xperitas.org) for more photos, stories and pricing information.



### The Family Stay Experience

We believe that living with a family, speaking their language and participating in their customs is the best and most authentic way to experience another culture. It's also what makes our programs different from any other travel experience. After more than 45 years of arranging family stays, we're no longer surprised when our participants say that living with a family was the best part of their experience!

**B** Breakfast | **L** Lunch | **D** Dinner

**Xperitas**  
Living Global Learning

Non-Profit | 47 Years of Experience | 100 Host Communities & Growing  
Xperitas is a community of lifelong intercultural learners who believe in a world built on deeper understanding between cultures. Our values are reflected by our commitment to increasing accessibility to language immersion programs. We provide aid and merit-based scholarships to qualified participants. Xperitas also achieves this goal by providing grants to schools, better helping to promote global communication through language learning.

[xperitas.org](http://xperitas.org)  
[info@xperitas.org](mailto:info@xperitas.org)  
800-892-0022  
f i

The order of this itinerary, and all itinerary items, are subject to change based on unforeseen circumstances that may arise prior to or during international travel.