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## MEMORANDUM

**TO:** Board of Directors

**DATE:** December 15, 2015

**FROM:** Jean Shumate

**RE:** Intercultural Student Experiences (ISE) Educational Organization Field Trip to Germany

**TYPE:** Action Required

Claudia Holum, German teacher at Stanwood High School is requesting Board approval to solicit Stanwood High School students to participate in an educational trip to Germany through the ISE Organization in the summer of 2017.

This is a non-district sponsored educational trip and Ms. Holum, students, or employees that participate will not be representatives of the school or district. The Washington State Risk Management Pool recommends following the European travel guidelines from the Department of Homeland Security.

**RECOMMENDATION:**

*That the Board approves Claudia Holum's request to Solicit Students to Participate in the Intercultural Student Experiences (ISE) Field Trip to Germany.*

To: Stanwood-Camano School District Board of Directors  
From: Claudia Holum, German Teacher  
Re: Educational Student Travel to Germany – June/July 2017

I respectfully request permission to solicit students, after school hours, to participate in a non-district sponsored educational 15 day tour to Germany the summer 2017.

Since this travel and family stay program is organized by a nonprofit organization ISE (Intercultural Student Experiences in Minneapolis, MN) and founded by foreign language educators, it places great emphasis on learning. 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 ISE (trips every other year since 1995), I recommend their program as a high quality study experience. ISE arranges for each student to spend six days with a volunteer 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,

A handwritten signature in black ink that reads "Claudia Holum". The signature is written in a cursive style with a long, sweeping underline.

Claudia Holum  
German Teacher/German Club Advisor/Senior Class Advisor  
Stanwood High School

January 2016

Dear German Students and Families,

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  
Senior Class Advisor

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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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