

WILSON AREA SCHOOL DISTRICT

POLICY #2

SCHEDULING SCHOOL ACTIVITIES AND EVENTS

All school activities and events should be properly scheduled and posted in the superintendent's office. (To avoid conflicts, all major events should be cleared through the superintendent's office.)

A. HIGH SCHOOL

All arrangements for official school trips and other school events must be cleared through the high school principal's office.

B. MIDDLE SCHOOL

All arrangements for official school trips and other school events must be cleared through the middle school principal's office.

C. ELEMENTARY

1. All school activities and events should be placed on the administration office monthly calendar by the principal or head teacher.
2. All class programs which require extra help from any of the special supervisors should be placed on the monthly school calendar by the principal or head teacher through the administration office.
3. Programs which involve many rooms in a building should be placed on the administration office schedule of special events.
4. All class trips should be cleared through principal and head teachers and they, in turn, should submit this information to the administration office. The administration office must be notified a month in advance of these trips.

Efforts should be made by principal and head teachers to coordinate their field trips with other classes both within their own buildings or in other buildings. Buses have a 72-passenger seating capacity and it does not make much sense to send 28 or 30 children on a trip.

D. PTA

The elementary PTA program speaker should be listed on the administration office monthly calendar. The dates of all PTA events (such as Bazaar and Mardi-Gras) shall be cleared through the Superintendent's Office to avoid conflicts.