



6.50.012-AD Travel Study Programs

While recognizing that valuable opportunities for participation in travel study programs by Portland Public School students are numerous and can enhance the student educational experience, Portland Public Schools does not fund, sponsor or endorse any such programs. The purpose of this Administrative Directive is to establish the limitations of District facilitation of travel study programs as a service to our students and parents.

- (1) **Definition.** For the purposes of this Administrative Directive, travel study programs
 - (a) Are activities involving student travel which are planned, marketed and conducted by organizations other than Portland Public Schools;
 - (b) Are generally short-term trips, less than one semester, for individuals or groups of students;
 - (c) Planned to occur generally during non-school time (summer and other school breaks);
 - (d) May be national or international in scope;
 - (e) May involve Portland Public School staff as participants or leaders.

- (2) **Limitations on Communication about Travel Study Programs**
 - (a) Distribution of information by travel study programs (including those led by Portland Public Schools staff) must follow distribution guidelines as stated in Board Policy 3.30.035-P Distribution of Materials and Information to Students and Administrative Directive 3.30.038-AD.
 - (b) Portland Public School employees who participate in travel study programs are not acting in their capacity as District employees and do so at their own risk. If a District employee incurs an injury in any way in the facilitation or

implementation of a travel study program, the employee would not be covered by workmen's compensation since the injury occurred while the employee was not acting in the capacity as a District employee.

- (c) Participation in travel study programs shall not be a requirement of any PPS course or curriculum.
 - (d) Students participating in travel study programs do so at their own risk.
 - (e) Planning and promotion of travel study programs shall not occur during school hours
 - (i) School hours means hours that students are in class, at lunch or recess or any other non-instructional time during the school day.
 - (f) District employees may not engage in fund-raising or collection of money for a travel study program during school hours.
 - (g) Students wishing to fund-raise for their participation in travel study programs must obtain permission from the school principal.
 - (h) Travel study organizations must use the Civic Use of Buildings (CUB) procedures for informational/planning meetings after the school day.
 - (i) Principals may, at their discretion, facilitate communication about travel study programs to inform students and families about opportunities. However, venues where such communication takes place must prominently display the disclaimer below in Section (3) of this Administrative Directive.
- (3) **Disclaimer Requirements**. Any information about travel study programs from District staff must include the following disclaimer:
- (a) "Portland Public Schools does not fund, sponsor, or endorse this travel study program. The District is not responsible for conducting or supervising this trip. Portland Public School employees who participate in travel study programs are not acting in their capacity

as District employees and do so at their own risk. Students participating in travel study programs do so at their own risk.”

(b) Any information distributed about travel study programs cannot contain the name of the Portland Public School District or any Portland Public school.

(4) **Credit for Travel Study**. Elective, non-academic credit, not to exceed one (1) unit, for participation in a travel study program may be granted, provided that:

- (a) A written plan of goals and activities is submitted and approved prior to the trip, and a final report is presented revealing that the student has achieved those goals;
- (b) The principal or designee has approved the plan and reviewed the final report.

Approved by



10-3-2005