



6.50.021-AD Foreign Travel – Study Programs

Travel-study programs provide experiential learning opportunities for students and further district goals for intercultural understanding. Travel-study programs announced through the schools shall be either actually "conducted" by the district or "facilitated" by the district. Facilitated travel-study programs are those announced through the district but not conducted or supervised by any arm of the district. In order that Portland students traveling with programs conducted or facilitated by the district travel in relative safety and receive the educational/social benefits meeting the district goals, the school must carefully investigate, plan, organize, coordinate, and monitor all aspects of each foreign travel-study trip. To receive endorsement and approval, a travel-study program must comply with this directive.

- (1) Travel-study programs in which a student or groups of students take trips outside of the continental United States because the district had conducted or facilitated the trip shall be governed by this directive.
- (2) There are only two types of travel-study programs: (a) travel "facilitated" by the district,; and (b) travel "conducted" by the district.
 - (a) District-Facilitated Trips
 - (A) Those trips in which the foreign travel-study program is conducted by a travel-study organization or another public body may be "facilitated" by the district. Prior to any activity which involves students in a district-facilitated travel-study proposal or provides information about any travel-study program, the initiating staff will obtain planning approval from the Director of Student Achievement and the Superintendent's Office and then the staff may proceed according to the district Field Trip Manual to facilitate students' participation in the travel-study program.
 - (B) Parents must be notified that the district's function in "facilitating" a trip is merely to aid parents in making the arrangements and making family decisions about their students' participation and the district is not responsible for conducting or supervising the trip even if district personnel travel with the group. The Staff Attorney will provide an appropriate form of release for use by the school.
 - (b) District-Conducted Trips

- (A) Responsibility. The district must take full responsibility for all aspects of each trip in which any member of its staff involves students in a foreign travel experience.

 - (B) Timely Planning and Approval
 - (i) Prior to any activity involving students in a travel proposal or providing students information about it, the initiating staff will involve the principal in order to obtain planning approval and guidance. Proposals for a trip shall be submitted to the principal and shall include travel details, an outline of educational objectives to be achieved by participants, and provide a clear description of responsibilities of supervisor personnel. The principal then requests and receives planning approval from the Director of Instruction and the Superintendent's Office.
 - (ii) Staff may then proceed according to the district's Field Trip Manual. Ordinarily, foreign travel-study trips will be fully planned and approved at least 90 days prior to the departure date.

 - (C) Forms. Sample forms for describing the event, for obtaining travel budget approval, for obtaining approvals of parents and principal, for obtaining medical information, for obtaining/verifying insurance coverage, and for securing transportation arrangements may be obtained from the Staff Attorney's Office.

 - (D) Supervision. When a travel-study program is conducted by any arm of the district, general supervision of the trip by certificated licensed personnel also holding first aid certification is mandatory, though parents, aides, etc., may be utilized in auxiliary roles. It is mandatory that more than one adult, including one administrator, accompany each district-conducted foreign travel-study group. The ratio of supervision will be commensurate with the age and needs of the students and the circumstances of the trip.

 - (E) Parental Permission. Parental permission shall be required for all student participants and a form of release is required for all participants who are not district staff. Parents shall be provided with detailed information about the trip and the district's source for that information. When information about a specific aspect of the trip is not available, parents shall be so informed. The form of parent permission shall be approved by the Staff Attorney General Counsel.
- (3) General Rules — Facilitated and Conducted Trips
- (a) Promotion of Foreign Travel-Study Groups
 - (A) School Staff. Staff members are prohibited from using their positions to promote or encourage participation in specific travel programs not


conducted pursuant to these directives or, if pursuant to these directives, without prior approval of the principal. Participation by students shall be voluntary. To avoid possible conflicts of interest, there will be a complete separation of student recruitment from the selection of adult supervisors. Procedures for travel-study programs in the school shall be controlled and processed by the principal.

- (B) Outside Organizations. Promotion of travel-study programs in the school by organizations outside the school shall be permitted only at the request of the principal and upon approval by the Director of Student Achievement and the Superintendent. Caution must be used so that staff action does not promote a trip unless it has been fully approved to be facilitated or conducted by the school.
- (b) District Employee Remuneration. District employee travel expenses only may be paid from funds raised for a trip. Employee expense/cost shall not govern the level of supervision necessary for a trip.
- (c) Publicity. All publicity about foreign travel-study programs must be approved by the Superintendent's Office. Where applicable, the school shall use a district-approved travel agency.
- (d) Travel-Study Groups During School Time
 - (A) Use of school time for travel-study programs is discouraged and travel-study experiences shall be on weekends or in the summer, winter, or spring vacations. Only in exceptional circumstance will travel during school time be authorized.
 - (B) Upon favorable recommendation of the building principal, the Director of Student Achievement may upon extraordinary circumstances authorized an absence from school for up to five school days and, in very exceptional cases, an absence for up to 20 school days.
- (e) Credit for Travel-Study. Individual credit may be awarded for travel-study experiences provided:
 - (A) A written plan of goals and activities, i.e., such as understanding the history and culture of a country, is submitted by staff and approved prior to the trip and a final report of sufficient quality is presented revealing that the student has achieved those goals;
 - (B) The goals and activities of the travel-study program must relate specifically to the curriculum appropriate for the student's study program. No study credit may be awarded for programs of fewer than 30 days in duration.
- (f) Financial Considerations

- (A) Finances for a trip may be provided by individual students through family responsibility and/or by fundraising events consistent with district policies and administrative directives
- (B) Students shall not be excluded because of inability to pay when a foreign travel-study trip forms part of the regular educational program of the school. Provisions shall be made for students desiring to participate in the trip whose parents cannot afford all or part of the cost.
- (g) Orientation. Orientation sessions must be provided to the student and parents prior to departure. This is to be accompanied by appropriate instructional elements taught in the course before and after the trip.
- (h) Emergency Contact Information. Arrangements, detailed to provide adequate contact information, must be a matter of record at the school and in the Department of Public Information and Communications including the names, addresses, and telephone numbers of those persons who can inform the school and Superintendent's Office regarding the whereabouts of the travel-study group and how the group may be reached at all times.
- (i) Program Evaluation. Every program arranged or conducted by any arm of the district must be evaluated in writing by both students and the teacher/advisor in order to accommodate further evaluation/selection processes of the district.

Policy Implemented: 6.50.020-P

History: Adpt. 6/71; Amd. 8/73; Amd. 4/74; Amd. 10/83 ed.; Amd 9/84; Amd. 1/89; Amd. 5/98

For official use only	
Approved:	
 _____ Superintendent	<u>9/01/02</u> Date