



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
and not be covered by workmen's compensation since the
injury occurred while the employee was not acting in the
city as a District employee.

Participation in travel study programs shall not be a
prerequisite of any PPS course or curriculum.

Employees participating in travel study programs do so at their
own risk.

Planning and promotion of travel study programs shall not
occur during school hours

School hours means hours that students are in class, at
lunch or recess or any other non-instructional time during the
school day.

District employees may not engage in fund-raising or

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