TRAVEL STUDY PROGRAMS

Travel study programs are defined as activities which combine instruction and travel for an extended period of time on this continent and/or abroad. Some programs may include a specific course of study, while others may place emphasis on exposure to foreign cultures. Student exchanges are considered part of this definition.

Approval

All travel study programs planned cooperatively by students and faculty shall be submitted to the Superintendent to determine if the activity shall be deemed a school-sponsored activity. All travel study programs deemed to be school sponsored shall be approved by the Superintendent before the request is presented to the Board. The Board shall have final authority to approve or reject all proposals for school-sponsored travel study programs. The Board will not endorse, sponsor, or assume responsibility for any particular trip and/or travel program/package that is not a part of a school-sponsored travel study program and will seek written acknowledgement of this non-school sponsored status when applicable.

Travel study program proposals that do not meet the following criteria will be deemed non-school sponsored:
1.   The objectives of the program or activity are compatible with the general objectives of the instructional program.
2.   The total ongoing school program will not be adversely affected by participation of staff and students in the activity.
3.   Appropriate educational experiences will be provided for those eligible students who do not participate in the activity.
4.   As far as possible, the opportunity for students to participate is nondiscriminatory for economic reasons.
5.   The proposed program is feasible within the time allotted.
6.   The goals of the proposed programs are related to the students' program of studies.
7.   The proposed program will take place in a country/area/region deemed safe by the U.S. Department of State.
8.   The district's insurance carrier will extend liability coverage to the program.

If the proposal is approved by the Board, the following steps are to be carried out by appropriate school personnel:
1.   Written parental consent is obtained for student participation.
2.   If appropriate, contracts with carriers or travel agency are signed.
3.   Parents are provided with specific written information regarding objectives of the program, costs, daily itinerary, chaperones, and accommodations.
4.   Conferences and/or orientation sessions involving students and their parents are scheduled to assure that all plans and arrangements are clearly understood.

Student Participation & Fees

Final approval in the selection of students for travel study programs shall be made by the building principal and is dependent on recommendations from teaching, administrative, and counseling staffs. Character, responsibility, ability to get along with others, and maturity shall be considered in addition to scholarship.

Though a travel study program may be school sponsored, this does not imply that the program will be "school funded." Student participation in these activities shall be voluntary, and students who do not participate shall not be adversely affected in terms of their course requirements, grades, or eligibility to participate in other activities of the class or group. Students may receive credit for foreign travel experience if the criterion established for credit is met.

Students shall be subject to all applicable student conduct policies when participating in a school-sponsored travel study program. Violations of these rules may result in disciplinary action upon the students return or may result in the student being sent home early at the parent's expense.

Teacher Compensation
School district personnel shall not receive compensation from travel agencies or private organizations involved in school-sponsored tours, with the exception that free passage and other amenities may be granted for supervisory duties.

End of Jamestown Public School District Administrative Regulation FFF-AR2