

INSTRUCTION

File: IIBEBA-R

STUDENT EXCHANGE/TRAVEL/STUDY PROGRAMS

Three types of student exchange/travel/study programs will be considered by the administration of Charlottesville City Schools:

- A. Teacher-sponsored trip with students
- B. Student exchange
- C. Teacher or staff travel

A. Teacher-Sponsored Trip With Students

1. Any teacher wanting to sponsor an exchange/travel/ or study program shall submit a written proposal to the Superintendent or designee using IIBEBA-F1.
2. The proposal shall include information about the purpose of the program, curriculum or design, credits (if applicable), destination, length of stay, number of students, costs, insurance and any other information needed to assist in making a decision regarding the program. The proposal shall also include information about the time of the trip (during regularly scheduled school days or days when school is closed, such as winter or spring break or summer). If normal work days for the teacher are included in the request, the teacher shall identify the number of days.
3. The proposal shall also include a statement indicating whether or not the request is for the trip to be sponsored by the school division.
4. When the proposal is reviewed by the Superintendent or designee, the Superintendent or designee shall determine if the trip will be approved as a school-sponsored trip or classified as a nonschool-sponsored trip.
5. If the program is approved as a school division-sponsored trip, the teacher may advertise the program to students and/or other staff members. Once participants have been selected, the sponsor shall submit the list of the proposed group to the Superintendent or designee for approval. All requirements for fieldtrip in Regulation IIBEB shall be followed.
6. If the program is designated as a nonschool-division sponsored trip, the teacher must follow the procedures and restrictions listed below:

INSTRUCTION

File: IIBEBA-R
Page 2

- a. Notify parent in advance the Charlottesville City Schools is not the sponsor of the trip by providing each parent/guardian with the Notice Regarding Proposed Trip (IIBEBA-F2).
- b. Do not use any Charlottesville City Schools logo or links to any CCS websites or provide any advertisement to imply that Charlottesville City Schools is sponsoring the trip.
- c. Do not use the CCS name, any CCS school, or any school letterhead (including CCS permission forms and CCS email accounts) to advertise or convey any information about the trip.
- d. Request any days missed from work as leave without pay.

B. Student Exchange

1. If an individual student wants to participate in an exchange/travel/study program, the student shall submit a request to the principal of the school with the information described above.
2. The principal shall review the content of the proposal and determine appropriateness. If the principal recommends approval of the trip, the request shall be submitted to the Superintendent for approval.
3. If approval is not granted for a student as a school exchange program, the student's absences for the trip or program will be counted as unexcused.

C. Teacher or Staff Travel

1. If an individual teacher or other staff member wants to participate in an exchange/travel/study program, the teacher or other staff member shall submit a request to the principal of the school with the information described above. For a principal requesting the program, the request shall be made to the Superintendent.
2. The principal shall review the content of the proposal and determine appropriateness. If the principal recommends approval of the trip, the request shall be submitted to the Superintendent for approval. The approval must be granted prior to advertisement of the program to other teachers or staff member.

INSTRUCTION

File IIBEBA-R
Page 3

3. The request may be approved as leave without pay or may be denied. If a staff member participates in a travel/study program without prior approval, the staff member may be disciplined up to and including dismissal.
-
-

Issued: August 17, 2009
Revised: March 31, 2010
Revised: October 11, 2010

INSTRUCTION

File: IIBEBA-F2



CHARLOTTESVILLE CITY SCHOOLS

NOTICE REGARDING NON-SCHOOL OR NON-SCHOOL DIVISION-SPONSORED TRIPS FOR CHARLOTTESVILLE CITY SCHOOLS STUDENTS

To: Parents of Students Participating in a
Non-School/Division-Sponsored Trip

From: _____, Sponsor

Date: _____

Re: Notification of Trip Status

A group of **(name of school)** families is considering a trip to **(name of destination or activity)** during **(dates such as spring break or summer break)** for their children. Although Charlottesville City Schools appreciates the benefits of international and local travel, families should be aware of the following information in making their plans.

Neither Charlottesville City Schools (CCS) or **(name of school)** is sponsoring this trip in any way. The school division is not responsible for planning, supervising, contracting for, or financing this trip. If any CCS employees are participating in or organizing this activity, they are doing so as private citizens, not as representatives of the school system. If any students miss school days because of a trip not sponsored by CCS, these days may be counted as unexcused.

CCS insurance will not cover this activity or the participants in it. As is the case with any group trip, whether sponsored by CCS or not, CCS will not be liable if there are injuries or losses. If the trip is canceled, CCS will not reimburse participants for deposits or other payments.

As with all group trips, we recommend that parents read the proposed contract with the trou company or other sponsoring organization carefully. Parents should be sure that they are willing to accept the financial risk involved in such a trip or the cancellation of such a trip. If they are not, they should obtain their own insurance or renegotiate their contract.

We apologize for the formality of this notice, but, occasionally there has been confusion as to the difference between a CCS-sponsored field trip and a parent-organized or individual teacher-organized activity. We want to ensure that all potential participants and their parents are aware that this trip is not CCS-sponsored and that all parents and participants are reminded that CCS does not provide refunds for canceled trips of any kind.