



Non-PPS-Sponsored Travel Study Programs

While recognizing that there are many valuable opportunities for student participation in Non-PPS-Sponsored Travel Study Programs and that such programs can enhance student educational experiences, Portland Public Schools does not fund, sponsor, or endorse any such programs. The purpose of this Administrative Directive is to establish the limitations of PPS facilitation of and communications about Non-PPS-Sponsored Travel Study Programs as a service to our students and parents.

- I. **Definition.** For the purposes of this Administrative Directive, Non-PPS-Sponsored Travel Study Programs
 - A. Are activities involving student travel which are planned, marketed, offered, and conducted by organizations other than PPS;
 - B. Are generally short-term trips for individuals or groups of students;
 - C. Are planned to occur generally during non-school time (summer and other school breaks);
 - D. May be national or international in scope; and
 - E. May involve PPS staff as participants or leaders acting solely outside of their capacity as PPS employees.
- II. **Liability**
 - A. PPS employees who participate in or lead Non-PPS-Sponsored Travel Study Programs are not acting in their capacity as PPS employees and do so at their own risk.
 - B. If a PPS employee incurs an injury in the facilitation or implementation of a Non-PPS-Sponsored Travel Study Program, the employee will not be covered by PPS workers' compensation insurance because the injury occurred while the employee was not acting in their capacity as a PPS employee.
 - C. Students participating in Non-PPS-Sponsored Travel Study Programs do so at their own risk.
- III. **Limitations on Facilitation of and Communication about Non-PPS-Sponsored Travel Study Programs**
 - A. Distribution of information to or for students during the school day by Non-PPS-Sponsored Travel Study Programs (including those led by PPS staff on their own time) is permitted solely as provided in, and must follow distribution guidelines stated in, Administrative Directive 3.30.038-AD (Distribution of Information to and for Students by Non-School Groups).
 - B. Participation in Non-PPS-Sponsored Travel Study Programs may not be a requirement of any PPS course or curriculum.

- C. PPS employees may not engage in planning or promotion of Non-PPS-Sponsored Travel Study Programs during school hours or at any time while acting in the scope of their employment for PPS.
 - i. School hours means hours that students are in class or at lunch or recess and includes any other instructional or non-instructional time during the school day.
- D. PPS employees may not engage in fundraising or collection of money for a Non-PPS-Sponsored Travel Study Program during school hours or at any time while acting in the scope of their employment for PPS.
- E. PPS employees may not use any information or resources they have access to solely by reason of their employment with PPS, including but not limited to email/class lists or student data (e.g., names, addresses, parent names, academic or discipline data) to promote, advertise, plan, or facilitate enrollment in Non-PPS-Sponsored Travel Study Programs.
- F. Eligibility for participation in Non-PPS-Sponsored Travel Study Programs is determined solely by the organization sponsoring or promoting the Non-PPS-Sponsored Travel Study Program.
- G. Organizations sponsoring or promoting Non-PPS-Sponsored Travel Study Programs must use the Civic Use of Buildings (CUB) procedures for any informational or planning meetings in school buildings after the school day. Such meetings are not permitted during the school day.

IV. Disclaimer Requirements.

- A. Any communication about Non-PPS-Sponsored Travel Study Programs to PPS students must include the following disclaimer: "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 Non-PPS-Sponsored Travel Study Programs cannot contain the name of Portland Public Schools or any individual PPS school.

History: Approved 10/2005; Amended 9/2026