

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 IICA 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:

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- 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.

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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.
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