



## DCPS Study Abroad Student Code of Conduct

DCPS Study Abroad ([dcpsglobaled.org](http://dcpsglobaled.org)) is a global education program of the District of Columbia Public Schools (DCPS), which allows our global citizens to access global experiences, so that travel becomes the expectation rather than the exception for students. DCPS Study Abroad includes fully funded short-term study abroad programs on language immersion, service learning or global leadership for eligible students.

All students and staff participating in the DCPS Study Abroad program are responsible for verifying and understanding their own travel needs based on their citizenship and immigration status. Travel needs include documents required for outbound travel to any country other than the U.S.A., as well as documents required for inbound travel with re-entry to the U.S.A. Everyone participating in international travel (that is, travel to any destination outside of the U.S.A.) must have a passport, valid at least 6 months beyond their trip's return date. Non-U.S. citizens are responsible for checking and complying with travel requirements for their destination(s); this includes obtaining any necessary visa(s), as well as any other documentation, as required for travel to their assigned DCPS Study Abroad destination(s), and they are responsible for verifying their own reentry needs for return to the U.S.A. Be advised that countries' travel requirements can and do change, so it is important that travelers verify their needs based on information that is up-to-date. DCPS cannot offer immigration advice or individual counsel regarding travel document needs.

### Agreement and Consent Form

#### Student Information

Student's First Name: \_\_\_\_\_

Student's Last Name: \_\_\_\_\_

Student's School: \_\_\_\_\_

Student's Assigned Trip: \_\_\_\_\_

#### Parent/Legal Guardian Information (if student is under 18 years of age)

Parent's/Legal Guardian's First Name: \_\_\_\_\_

Parent's/ Legal Guardian's Last Name: \_\_\_\_\_

Parent's/ Legal Guardian's Phone Number: \_\_\_\_\_

Parent's/ Legal Guardian's E-mail Address: \_\_\_\_\_

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## Commitment Expectations for Student Travelers:

All students who participate in DCPS Study Abroad agree to participate in pre-departure, during travel and post-travel activities, to maximize their learning experience and to ensure that they will be safe on their trip. For their own safety and the safety of others, all students participating in DCPS Study Abroad must adhere to their trip's itinerary during travel, and they must abide by this DCPS Study Abroad Code of Conduct.

- 1. Mandatory Pre-Departure Meetings:** I agree to attend all required pre-departure meetings for my DCPS Study Abroad trip, and I understand that I may be invited to additional pre-departure meetings or activities organized by my trip's leaders. I understand that my parent/guardian is invited to attend pre-departure meetings with me. In case of an unforeseen circumstance such as emergency or illness, I agree to communicate any pre-departure meeting absences (including late arrivals and early departures) with my Travel Ambassadors, with at least 24-hours' advance notice when possible. I understand that unexcused absences at pre-departure meetings may result in my removal from the DCPS Study Abroad program.
- 2. Making Global Local Project:** I agree to complete and submit an original Making Global Local project in accordance with the project description and due dates published by DCPS and communicated to participants. I agree to share my project with others and understand that I will be asked to present it publicly at a Student Showcase event in the fall, following our trip's return.
- 3. Commitment to Participate:** If I am under 18 years old, I understand that if I withdraw from the DCPS Study Abroad program later than **April 30<sup>th</sup>** of the current school year, my parent/guardian may be invoiced for the full cost associated with my participation, including non-refundable costs for roundtrip airfare, accommodations, meals on tour, activities and entrance fees, and tipping on tour; if I am 18 or older, I understand that I may be invoiced for this cost if I withdraw after that date. Unpaid invoices may be referred for collections.

## Behavioral Expectations for Student Travelers:

- 1. Behavior:** I understand that how I conduct myself during travel reflects on me, my fellow students and trip leaders, the DCPS Study Abroad program and other groups and organizations we represent including our schools, city and country. Because I will be part of a large group in a foreign place, I understand that we may attract the attention of local residents whose appearance, customs and culture may be different from our own. I agree to be respectful of these differences, which means that I will use appropriate language and choose appropriate clothing. I agree to promote peace, follow all local laws and will avoid physical, verbal or emotional violence against myself and others while on this trip. I understand that students violating any of these behavioral rules during the trip may be sent home at the expense of their parent(s)/guardian(s), or their own expense if they are an adult, according to DCPS invoicing procedures. I understand that I am expected to share my questions or concerns in advance of traveling and during travel with DCPS Study Abroad trip leaders ("Travel Ambassadors"). I understand that I am expected to abide by my assigned trip's itinerary and will participate to the best of my abilities as a part of this group in all activities assigned during my trip.

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2. **Weapons, Substance Abuse, Alcohol and Drugs:** I understand that the DCPS Study Abroad program is a global education program of DCPS and, therefore, I am forbidden to use or be in possession of any controlled substances, including tobacco and other drugs, alcohol and weapons. I agree not to bring these items with me, use them or seek them out while participating in the DCPS Study Abroad program. I understand that students who fail to follow these rules during the trip may be sent home at the expense of their parent(s)/guardian(s), or their own expense if they are an adult, according to DCPS invoicing procedures.
  3. **Peer Relationships:** I understand that travel can be an experience that creates strong bonds and new friendships between people. I understand that making friends through this program is highly encouraged. However, public and private displays of affection are not appropriate and I agree to avoid them during my trip. I agree that visiting with fellow students in their rooms must always be done with the consent (and the supervision, if deemed appropriate) of an adult trip leader (“Travel Ambassador”).
  4. **Accommodations:** I understand that program participants will be rooming in safe and clean places but these places may be unusual compared to what I experience at home. In some cases, I will share a room with one or more student(s) of the same gender in our group. I agree to conduct myself in my room/our room in a way that is thoughtful, considerate, safe and respectful of the space and property of others.
  5. **Personal items:** I understand that what I bring on this trip is my choice, and I will be thoughtful about what I bring. I understand that DCPS Study Abroad cannot guarantee the safekeeping of personal valuable items and that DCPS Study Abroad is not responsible for any loss or damage to such items, and I will avoid bringing them. I agree to avoid bringing items—including tobacco and other drugs, alcohol and weapons—that may endanger myself or others. I understand that personal electronic devices such as cell phones are permitted; however, I agree that I will be mindful of using these devices in a way that allows me to engage with my group and I agree to store them when necessary. I agree to respect the personal items and possessions of others.
  6. **Safety:** I understand that the safety of myself and others is extremely important during this trip. I agree to conduct myself in a way that promotes my safety and the safety of others. I agree to follow the directions of my adult trip leaders and DCPS Study Abroad Travel Ambassadors.

### Expelling a Student from the Program:

I understand and agree that DCPS Study Abroad staff and trip leaders have the right and responsibility to enforce the Student Code of Conduct as specified above. In case a student has to be sent home from an international trip due to misconduct, DCPS Study Abroad trip leaders or program staff will accompany the student to the airport and ensure check-in. The student may fly back to the USA as an unaccompanied minor. DCPS Study Abroad trip leaders and program staff will request that the airline in question will take care of the minor but cannot ensure or be held responsible for the safety of the student once that student is no longer under the direct supervision of DCPS Study Abroad program staff or trip leaders. DCPS Study Abroad trip leaders and staff will make every effort to ensure the student be sent home to an airport in the DC area (Dulles, BWI, or Reagan National airport) but cannot guarantee a direct flight home for the student, and the student may have to change flights at an airport alone. The student’s parent(s)/legal guardian(s), or the student themselves if they are an adult, may be invoiced for any additional costs

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associated with sending the student home following expulsion from the program, including any additional airfare and cancellation fees. Unpaid invoices may be referred for collections. DCPS Study Abroad will make every effort to purchase a flight back to the USA at a cost comparable to the group fare but cannot be held responsible for any increase in the actual cost. If a return home is not possible (due to flight availability or other factors), the offending student will be isolated from the group and otherwise restricted from participation in the program, including but not limited to, exclusion from social group activities, additional clean-up duties or similar measures.

### Participant Signature:

I have read this document in full and understand the contents. I agree to follow the expectations and requirements for travel with DCPS Study Abroad, and I agree to abide by the DCPS Study Abroad Student Code of Conduct.

**Student's signature:** \_\_\_\_\_

### Signatures:

I have read this document in full and understand the contents, including my responsibility for assuming potential costs associated with the student participant withdrawing from the program late or being expelled from the program, as explained above. I agree to and support the student's travel with DCPS Study Abroad, and I fully support program staff and trip leaders in enforcing the DCPS Study Abroad Student Code of Conduct.

In order to support student participation in the DCPS Study Abroad program, I understand that program staff may send emails or conduct phone calls to reach students and select family members named in the student's application. I consent to receiving such communications, and I understand I may opt-out of these communications by contacting program staff.

In order to secure travel bookings and documents, the DCPS Study Abroad program staff will share confidential information and/or directory information for students--including name, family's name, date of birth, address, family's phone number, passport number, and, if applicable, visa information--with our educational travel vendors, as well as agencies providing special services such as passport and visa application processing between October of the current school year and September of the coming school year. Please indicate whether you consent for DCPS Study Abroad staff to share the above information regarding the participating student with our educational travel vendors, for the sole purpose of securing travel bookings and documents for the student. By selecting the option below to indicate your consent, you acknowledge and understand that you had an opportunity to review the records to be disclosed prior to giving consent, and that you understand you have the right to inspect and review the records to be disclosed and the right to challenge the contents of such records. Such consent will expire following the student's return home from the trip.

Parent's/Legal Guardian's Signature (if student is under 18): \_\_\_\_\_

Student's Signature (if student is 18 or older): \_\_\_\_\_

Student's Signature (if student is 18 or older): \_\_\_\_\_

Date: \_\_\_\_\_