



DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS

Office of Teaching and Learning

### **DCPS Study Abroad Travel Ambassador Code of Conduct**

DCPS Study Abroad is a global education program of the District of Columbia Public Schools, 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, and cultural immersion for eligible students in middle and high school. Travel Ambassadors are school-based educator leaders and liaisons who are responsible for pre-departure, during travel, and post-travel student engagement.

All Travel Ambassadors who participate in DCPS Study Abroad agree to plan and participate in pre-departure, during travel, and post-travel activities related to the program, and they agree to be a source of information about study abroad and global education for their designated travel group and for other potential travelers/families at their school. For their own safety and the safety of others, including the students in their care, all Travel Ambassadors participating in DCPS Study Abroad must adhere to their trip's itinerary during travel, and they must abide by this DCPS Study Abroad Travel Ambassador Code of Conduct.

#### **Expectations for Travel Ambassadors:**

- 1) **Behavior:** I understand that how I conduct myself during pre-departure, during travel, and post-travel activities reflects on me, my fellow Travel Ambassadors, 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 and will avoid physical, verbal, or emotional violence against myself and others while on this trip. I understand that I am expected to share my questions or concerns in advance of traveling with DCPS Study Abroad staff in the DCPS Office of Teaching and Learning. 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.
- 2) **Weapons, Substance Abuse, Alcohol, and Drugs:** I understand that the DCPS Study Abroad program is a global education program of the District of Columbia Public Schools and, therefore, I am forbidden to use or be in possession of tobacco in the presence of students, and I understand that the use of all other drugs, including alcohol, and

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weapons are strictly prohibited. I understand that I may be in the possession of alcohol (which must remain sealed and closed) or weapons only if these items are purchased as souvenirs that comply with TSA guidelines, and I agree to prohibit student access to such items without exception at all times.

- 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.
- 4) **Accommodations:** I understand that we 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 adult(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 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 I will avoid bringing them. I agree to avoid bringing items that may endanger myself or others. I understand that personal electronic devices such as iPods and 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 supervise students, 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 other trip participants is extremely important during this trip, and I agree to make safety my first priority as a Travel Ambassador. I agree to conduct myself in a way that promotes my safety and the safety of others at all times. I understand that keeping students safe requires that students must be supervised by me and/or another Travel Ambassador at all times while students are engaged in trip activities or are otherwise outside of their rooms. I understand that nighttime curfews and bed checks for students, as well as morning wake-up calls for students will be my responsibility. I agree to follow the guidance of the DCPS Study Abroad program and the directions of the adult trip leader(s) in my group.

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**DCPS Study Abroad Travel Ambassador Code of Conduct  
Agreement and Consent Form**

**Travel Ambassador Information**

First Name: \_\_\_\_\_

Middle Name or Initial (optional): \_\_\_\_\_

Last Name: \_\_\_\_\_

School/Place of Employment: \_\_\_\_\_

Workplace Title or Role: \_\_\_\_\_

Assigned Trip: \_\_\_\_\_

**Emergency Contact Person Information**

Emergency Contact's First Name: \_\_\_\_\_

Emergency Contact's Last Name: \_\_\_\_\_

Emergency Contact's Phone Number: \_\_\_\_\_

**Travel Ambassador Signature**

I have read this document and understand that I am voluntarily agreeing to serve as a Travel Ambassador. I also understand it is my responsibility to conduct myself in a way that keeps me and others safe during travel. I fully understand and agree to comply with the DCPS Study Abroad Travel Ambassador Code of Conduct explained above. I understand that failure to uphold the agreements outlined in this document could result in my dismissal from the DCPS Study Abroad program, full or partial loss of my Travel Ambassador stipend, and may result in personnel action. I understand I must be in compliance with all background check and fingerprinting requirements associated with my role as a DCPS employee prior to travel.

Travel Ambassador's Signature: \_\_\_\_\_

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





## 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 DCPS students.

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 the DCPS Study Abroad Code of Conduct.

### 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 and will avoid physical, verbal or emotional violence against myself and others while on this trip. I understand that students caught promoting violence of any kind during the trip may be sent home at the expense of their parent(s)/guardian(s). 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.
- 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 caught breaking this agreement during the trip may be sent home at the expense of their parent(s)/guardian(s).
- 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

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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 perhaps the supervision) of an adult trip leader (“Travel Ambassador”).

4. **Accommodations:** I understand that we 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 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 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 at all times. I agree to follow the directions of the adult trip leaders and DCPS Study Abroad Travel Ambassadors in my group.

### Expelling a Student:

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 due to misconduct, DCPS Study Abroad trip leaders or program staff will accompany the student to the airport and ensure check-in. The student will 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) will be responsible for paying for any additional cost of sending the student home. 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 the actual cost. If a flight home is not possible (due to flight availability), the offending student will be isolated from the group and appropriate disciplinary measures will be imposed. These can include, but are not limited to, exclusion from social group activities, additional clean-up duties or similar measures.



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## Agreement and Consent Form

### Student Information

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

Student's Middle Name or Initial (optional): \_\_\_\_\_

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

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

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

### Parent/Legal Guardian Information

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: \_\_\_\_\_

### Student Signature

I have read this document and understand my responsibility to conduct myself in a way that keeps me and others safe during travel. I fully understand and agree to comply with the DCPS Study Abroad Student Code of Conduct.

Student's Signature: \_\_\_\_\_

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

### Parent's/Legal Guardian's Signature

I have read this document and discussed the contents with my child/the student in my care. I understand and give permission for my child/the student in my care to travel with DCPS Study Abroad, and I fully support program staff and trip leaders in enforcing the DCPS Study Abroad Student Code of Conduct.

Parent's/Legal Guardian's Signature: \_\_\_\_\_

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