



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

Office of the Chief of Schools

November 2016

Field Trips & Student Travel: Domestic and International

CHANCELLOR'S DIRECTIVE 310.7

Version 1.0

Submitted By: Office of the Chief of Schools

Approved By: John Davis, Interim Chancellor
Jane Spence, Interim Chief of Schools
Scott Barash, General Counsel

Originating Office: Office of the Chief of Schools Office of Chancellor	Number: 310.7
Subject: Field Trips and Student Travel Authority: 5-E DCMR § 2306	Date: November 30, 2016 <hr/> Rescinds: 310.6; 4-17-2002

Table of Contents

Executive Summary.....	6
Domestic Field Trips.....	7
DCPS Sponsored Domestic Field Trip Planning	8
Accessibility and Accommodations.....	8
Participation and Timing	9
Objectives and Evaluation	9
Domestic Field Trip Rules and Guidelines.....	10
Length of Field Trips.....	10
Student Supervision and Chaperone Background Check.....	10
Chaperone’s Responsibilities During Overnight Field Trips.....	11
Administration of Medication	12
Role of Parents/Caregivers	12
Role of Principals/Teachers/Nurses.....	12
Role of Trained School Employees During Day Field Trips.....	13
Role of Trained School Employees During Overnight Field Trips.....	13
Financial Considerations for Domestic Field Trips.....	15
Affordability	15
Ground Transportation	15
Procurement and Funding	15
Approval Procedures for Domestic Field Trips.....	17
Day Trip and Local Trip (<50 Miles).....	17
Overnight Trip or Non-Local Trip (>50 Miles)	17
Duties and Responsibilities for Domestic Field Trips.....	19
Trip Sponsor	19
Principal	20
Parent.....	20
Student.....	21
International Field Trips	22
DCPS Sponsored International Field Trip Planning.....	23
Accessibility and Accommodations.....	23
Participation and Timing	24

Objectives and Evaluation 24

International Field Trip Rules and Guidelines25

Length of Field Trips..... 25

Student Supervision and Chaperone Background Check..... 25

Chaperone’s Responsibilities 25

Homestay Programs 26

Administration of Medication29

Role of Parents/Caregivers 29

Role of Principals/Teachers/Nurses..... 29

Role of Trained School Employees..... 30

Financial Considerations for International Field Trips32

Affordability 32

Ground Transportation 32

Procurement and Funding 32

Approval Procedures for International Field Trips 34

Duties and Responsibilities for International Field Trips35

Trip Sponsor 35

Principal 36

Parent..... 36

Student..... 37

Non-DCPS Sponsored Field Trips 38

Protocol for Non-DCPS Sponsored Field Trips.....39

Appendices 40

Appendix I: Domestic Field Trip Application41

Appendix II: International Field Trip Application45

Appendix III: Actual Field Trip Costs Form50

Appendix IV: Student Roster Form.....51

Appendix V: Chaperone Roster Form52

Appendix VI: Field Trip Permission Form.....53

Appendix VII: Student Agreement Form.....56

Appendix VIII: Chaperone Agreement Form57

Appendix IX: Field Trip Cafeteria Notification Form58
Appendix X: Homestay Safety Research Form60
Appendix XI: Homestay Host Family Information Form62
Appendix XII: Non-DCPS Sponsored Field Trip Notification Form64

Executive Summary

District of Columbia Public Schools (DCPS) supports the use of instructional field trips to enhance the educational objectives of the school. A field trip is defined as a planned curricular or extracurricular experience for students directly related to and correlated with a specific unit of study or specialized function of the school. Field trips are recognized as a viable means of providing educational opportunities that would not be available in the classroom. All field trips undertaken under the auspices of the DCPS system must be planned and executed in compliance with the rules and guidelines stated in this document. This directive supersedes any other DCPS policy on field trips and student travel. For questions that trip sponsors may have, please email dcps.field-trips@dc.gov.

Domestic Field Trips

DCPS Sponsored Domestic Field Trip Planning

The terms of this section apply to domestic field trips. **Day trips and local trips** take place within 50 miles of the school building and include students returning on the same day. **Overnight trips or non-local trips** take place beyond 50 miles of the school building but within the contiguous United States, or include students staying overnight.

All DCPS sponsored domestic field trips must be planned in accordance with this directive. A DCPS sponsored trip is any trip involving DCPS students and employees that: uses DCPS funds in any way; takes place during regular school operating hours; is organized by DCPS employee(s) during normal employment hours, either while on DCPS property or while using DCPS-issued technology; is advertised in any medium, including verbally, on DCPS property; and/or is related directly to the instructional program at the school. Any trip involving DCPS students and employees that meets any one of these criteria is a DCPS sponsored trip.

Accessibility and Accommodations

All students should have the opportunity to participate in field trips. Because field trips are important learning opportunities and part of the general education curriculum, students with 504 Plans and/or IEPs cannot be denied access to field trips due to their disability. Students with Section 504 Plans and/or IEPs must be provided equal opportunity for participation, including transportation to and from the field trip site(s) and all planned educational and recreational activities that take place at the field trip site(s). Trip sponsors should make every effort to enable full participation and to mitigate factors that could discourage participation, such as cost and accessibility. Students will not be denied access to field trip opportunities because of disability or English Language Learner (ELL) status. As part of the planning and implementation process, trip sponsors should discuss field trip accessibility with the school LEA representative and/or Section 504 coordinator if any student participants have an IEP or 504 Plan. If necessary, accommodations and modifications should be discussed. It is the responsibility of the school to ensure that all accommodations normally provided to a student are made available during a field trip, including medication administration. If medication administration is needed, trip sponsors need to identify a trained staff member to participate in the field trip. Please refer to the *Administration of Medication* section of this directive for more details. Participating students' IEP or Section 504 Plan should be available to any staff coordinating and/or participating in the field trip.

DCPS is committed to providing safe and supportive accommodations for all students, including transgender and gender-nonconforming students, inclusive of off-campus field trips. Trip sponsors should work with transgender and gender-nonconforming students to provide rooming accommodations that affirm the student's gender identity while also ensuring their sense of safety. This may include assigning a student to a room with a close friend or group of friends or, if the student prefers, providing private rooming accommodations. Where the purchase of airline tickets is required, a student's ticket must match the name listed on their government-issued identification. For students who have begun or completed the legal name-change process, trip sponsors should work with them to ensure the appropriate identification has been requested with adequate time prior to the trip. Trip sponsors should work with students to make sure all travel documents reflect their legal names, while

all unofficial documents and materials should reflect the students' preferred names. Airport security can be a particularly stressful and invasive experience for transgender students. Trip sponsors should review the rights of transgender passengers going through airport security with the students and support the students in advocating for themselves should they require increased privacy during a TSA screening. For more information on TSA procedures, please visit <www.tsa.gov/transgender-passengers>.

Participation and Timing

Participation in field trips is not a right and it may be denied to any student who has demonstrated disregard for the policies and rules of DCPS or the school. Field trips should not be scheduled at times that coincide with critical academic dates or events (e.g., standardized testing, test preparation, or student enrollment audits) which require students' and teachers' presence in the classroom. Field trips should not be scheduled for:

- The last week of any semester, including the semester testing schedule.
- Students participating in required standardized testing, such as Partnership for Assessment of Readiness for College and Careers (PARCC).
- Dates that correspond with other testing window opportunities, such as:
 - Advanced Placement Exams (AP)
 - American College Testing Program (ACT)
 - Assessing Comprehension and Communication in English State-to-State for English Language Learners (ACCESS for ELLs)
 - Dynamic Indicators of Basis Early Literacy Skills (DIBELS)
 - End-of-Course (EOC) Exams for Algebra I and Biology
 - International Baccalaureate Exams (IB)
 - Scholastic Aptitude Test (SAT)
 - Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT)

At the start of each academic year, trip sponsors are encouraged to provide to parents a schedule of field trips planned for that year with stated objectives.

Objectives and Evaluation

All DCPS sponsored field trips must serve the purpose of either providing instruction or enrichment. Instructional trips support the instructional program and should be directly related to the curriculum of the grade level and/or subject area. To amplify the educational impact of the experiences, such field trips should be scheduled to coincide with the unit or topic they are intended to complement. Enrichment trips contribute to the academic, cultural, or social development of students and deepen their engagement with school and learning, but are not necessarily linked to the curriculum (e.g., musical or theatrical performances, or celebratory events). Whenever possible, scheduling enrichment trips during instructional time or the school day should be avoided.

Trip sponsors should allow participants (e.g., students, parents, chaperones) to provide input on the level of field trip effectiveness via survey, as measured by logistics, academic fit, student impact and achievement of stated objectives. Trip sponsors should use this information to determine how to improve or whether to continue planning future field trips of the same nature.

Domestic Field Trip Rules and Guidelines

Length of Field Trips

Field trips scheduled on school days should take place within regular school hours, but in some instances, may extend beyond that time. Each field trip should be designed to accommodate the age and attention span of the students involved. Trip sponsors should adhere to the following guidelines in planning field trips and travel:

- Pre-Kindergarten and Kindergarten Students
 - Trips should not exceed the regular school day.
 - No overnight trips are allowed.
- Elementary Students (Grades 1 – 5)
 - Trips should not exceed two (2) days.
 - Overnight trips are allowed.
- Secondary Students (Grades 6 – 12)
 - Trips may exceed two (2) days.
 - Overnight trips are allowed.

Student Supervision and Chaperone Background Check

Students participating in field trips must be supervised at all times by a trip sponsor, chaperone and/or volunteer. At no time shall a student be left without adult supervision during a field trip. The trip sponsor has primary responsibility and must accompany the students. Additional adult supervision may be provided by parents, school aides and other school personnel so that the prescribed supervision is assured. Schools must provide a sufficient number of chaperones to ensure adequate supervision for the number and age of students participating. The following adult-to-student ratio guidelines must be ensured for all DCPS sponsored domestic field trips:

- Early Childhood and Elementary Students (PK3 – Grade 5)
 - A minimum of one (1) adult to every 10 students must be provided.
- Secondary Students (Grades 6 – 12)
 - A minimum of one (1) adult to every 15 students must be provided.

The specific duties and responsibilities of chaperones or volunteers must be documented, distributed, and discussed prior to the trip. The principal or his/her designee should carefully evaluate and approve all chaperones before the start of each field trip. The selection and approval of chaperones should be based on the individuals' thorough knowledge of and rapport with the majority of the students taking the trip.

Pursuant to DC Official Code § 4-1501.03, any unsupervised volunteers that have contact with DCPS students must obtain a criminal background check. DCPS assumes that all volunteer chaperones for field

trips may be required to have unsupervised contact with students and, therefore, requires all chaperones to submit an online *Volunteer Clearance Application* found on the DCPS website at dcps.dc.gov. Once cleared to volunteer, all chaperones must submit to the trip sponsor a *Volunteer Clearance Letter* and a signed *Chaperone Agreement Form* (Appendix VIII).

Chaperone's Responsibilities During Overnight Field Trips

It is mandatory that chaperones conduct at least one routine room check to ensure that students have no prohibited items present that indicate the sale, distribution, possession or use of alcohol, tobacco, marijuana, controlled dangerous substances, imitation controlled substances, inhalants, other intoxicants, controlled or drug paraphernalia, unauthorized over-the-counter medication, and unauthorized prescription drugs. Students found to be in violation will be subject to applicable disciplinary actions listed in the DCPS Student Discipline Regulations (see Title 5, Chapter B25 of DCMR) and may also be subject to criminal prosecution.

A routine room check should not include a search of a student's luggage or personal items, but should include a cursory check of the room, including the bathroom. A chaperone should also confirm if all students who are assigned to the room are present at the time of the room check. If a chaperone observes activity in the room that is suspicious or that indicates possible drug/alcohol use or intoxication, the chaperone will immediately inform the trip sponsor. Also, if a chaperone observes the presence of prohibited substances in the room, the chaperone will immediately inform the trip sponsor.

Administration of Medication

The following is DCPS' policy regarding the administration of medication for students participating in field trips off school grounds. Please refer to these guidelines for clarification on the role of school-based staff as well as parents and caregivers of the students.

Students under the care of a licensed health care provider and who have a *Medication Plan* (Medication and Treatment Authorization Form, Asthma Action Plan, Anaphylaxis Action Plan, etc., as applicable) written by a licensed health care provider will be eligible to have their medication administered while on field trips only when absolutely necessary.

Role of Parents/Caregivers

- If at all possible, medications should be administered by parents/caregivers before or after school.
- A student's parent/caregiver may attend the field trip and administer the medication.
- For daily medication to be administered on an overnight field trip, where the parent/caregiver is not participating in the trip, the following will be required:
 - A completed *Medication Plan* sufficient for the duration of the field trip for each medication prescribed for the student.
 - Medication sufficient for the duration of the field trip.
 - Both of these items must be received by the school nurse or the Trained School Employee no less than 3 days prior to the start of the field trip.
- For 'as needed' (PRN) medication that may need to be administered on an overnight field trip, the parent must supply medication separate from the medication held in the Health Suite.

Role of Principals/Teachers/Nurses

- Trip sponsors will be required to secure approval from the principal on all field trips. Notification by the trip sponsor to the principal must include the health needs of all children attending a field trip, including students requiring medication during the trip.
- If the parent/caregiver of any student requiring medication during the trip cannot participate in the field trip, the principal will designate a school staff member who has completed a DCPS hosted "Administration of Medication Training" and has a current certificate on file.
- The trip sponsor should communicate with the school nurse at least three (3) weeks in advance of the field trip to identify the students in need of medication administration during the trip.
- If the field trip is an overnight field trip, the school nurse will communicate with the parent/caregiver to provide them sufficient time to obtain the required *Medication Plan* and medication.
- The principal will provide a secure method for the Trained School Employee to store medication for the duration of the field trip.

Role of Trained School Employees During Day Field Trips

- In the event of an emergency, the Trained School Employee will adhere to DCPS policy by calling for emergency assistance.
- Only medication (daily and 'as needed') for which a *Medication Plan* is already on file will be administered while on the field trip.
- The Trained School Employee will meet with the school nurse after school is out on the day before the field trip and arrange to sign out a single dose of medication/the Metered Dose Inhaler (MDI) and spacer/the EpiPen for availability on the field trip the next day. This will be entered into the student's *Medication Record* in the 'Remarks' column as "Dose/MDI/EpiPen removed for availability on field trip" and signed by the Trained School Employee.
- The Trained School Employee will then place the dose of medication in an empty vial labeled with the student's name and date of birth, as well as the name and strength of the medication and the time at which it is to be administered. MDIs and EpiPens can be stored in small brown paper bags labeled with the student's name and date of birth.
- Upon return to the school, the Trained School Employee will go to the Health Suite, return the vial/MDI/EpiPen to the nurse and document any administration of medication that took place during the field trip as a 'late entry' on the student's *Medication Record*.

Role of Trained School Employees During Overnight Field Trips

- In the event of an emergency, the Trained School Employee will adhere to DCPS policy by calling for emergency assistance.

Daily Medication

- If the parent/caregiver chooses not to participate in the field trip, they are responsible for completing a *Medication Plan* which will be in force for the duration of the field trip, and which will allow the Trained School Employee to administer all daily doses of medication. The parent must supply medication sufficient for the duration of the field trip.
- The Trained School Employee is to keep a copy of the *Medication Plan*, as well as a *Medication Record*, specific to the *Medication Plan*, and the medication itself in a secure place.
- The Trained School Employee will administer the medication as authorized and document each administration on the *Medication Record*.
- Upon return from the field trip, the Trained School Employee will compile all the documentation and deliver it to the school nurse for inclusion in the student's Health Record.
- Upon return from the field trip, the Trained School Employee will return any unused portion of medication to the parent/caregiver.

'As Needed' (PRN) Medication

- The Trained School Employee will obtain from the school nurse a copy of the *Medication Plan* on file in the Health Suite.
- The Trained School Employee will obtain a blank *Medication Record* for documenting medication administration while on the field trip.
- The Trained School Employee will receive the medication from the parent at least three (3) days prior to the field trip.

- The Trained School Employee will administer the medication as needed during the field trip and document on the *Medication Record*.
- Upon return from the field trip, the Trained School Employee will return the medication to the parent/caregiver and deliver the documentation to the school nurse for inclusion in the student's Health Record.

Protocol for Emergencies and Unexpected Circumstances

- In the event of an emergency which places students' health and/or safety at risk (e.g., an accident involving students, missing students, equipment failure), the accompanying trip sponsor/chaperone will immediately address the needs of the students to ensure their well-being and then notify the principal, who will contact parents, the instructional superintendent, the Chief of Schools, the jurisdictional law enforcement agency and the Office of School Security as appropriate. The Chief of Schools will notify the Chancellor.
- In the event of an emergency during travel or a change to the travel itinerary, the trip sponsor and/or chaperone will notify the principal who will notify parent(s), the instructional superintendent, and the Chief of Schools.
- For any a trip during which an emergency or incident occurred during travel, the trip sponsor will write an incident report, including the date, time, location, and detailed description of the incident, including person(s) involved and response(s)/action(s) taken. The trip sponsor must submit the incident report to appropriate central office staff or to the principal immediately after addressing the needs of student(s) involved to ensure their well-being, or within 24 hours of the incident. At least one witness should also write and submit an incident support, to accompany the trip sponsor's report, as immediately as possible or within 24 hours of the incident.
- If for any reason—due to behavior that violates the DCPS Student Discipline Regulations (see Title 5, Chapter B25 of DCMR), due to illness, or due to a personal emergency—a student must return home, the student's parent/guardian must be notified in advance and should agree to meet the student at the airport, if applicable. If the parent/guardian is not reachable, the student's principal or appropriate school-based point of contact must be notified and should agree to meet the student at the airport. Students under the age of 16 must be accompanied on their flight by a chaperone who has been background checked by DCPS. Students over the age of 16 may fly unaccompanied, though a chaperone background checked by DCPS must accompany the student to the airport and ensure the students checks in successfully for their flight. Any costs assumed in this regard will be the responsibility of the parent/guardian.

Financial Considerations for Domestic Field Trips

Affordability

Field trips should be planned to permit every student to participate and thus should be planned at the lowest possible cost. Schools must provide financial options to ensure maximum participation for all interested and qualified students regardless of their economic circumstances. No student may be denied participation, for financial reasons, in a DCPS sponsored field trip that is integral to the curriculum and the instructional program. Reduced cost, if available, will apply to all persons going on the trip.

Ground Transportation

Schools are responsible for the expense and contracting of ground transportation services. For ground transportation, schools should use a bus transportation vendor approved by the DCPS' Contracts and Acquisitions team. For a current list of these vendors or questions about using travel vendors/education tour group companies for transportation needs, email dcpsoca.inquiries@dc.gov. Trip sponsors, with support from the principal and/or business manager or Director/Manager of Strategy and Logistics, will be responsible for all contractual arrangements.

Use of private vehicles for transportation to and/or from a field trip site is strictly prohibited. Use of ride-sharing services for transportation to and/or from a field trip site is strictly prohibited. Ground transportation is restricted to contracted buses and public transportation.

Procurement and Funding

DCPS and the school will not bear any financial responsibility for trips, whether for instructional or enrichment purposes, if they are not processed through the proper procurement policies and procedures.

For all field trips regardless of funding sources, trip sponsors should work with their school's principal, business manager, and Director/Manager of Strategy and Logistics to complete the "Total Field Trip Costs" section of the *Domestic Field Trip Application* (Appendix I) as part of Phase 1 approval process and *Actual Field Trip Costs Form* (Appendix III) as part of Phase 2 approval process. Trip sponsors should not book any arrangements until Phase 1 approval has been obtained.

Once Phase 1 approval has been obtained, the trip sponsor in partnership with the principal will follow the established procedures for handling non-appropriated funds for funds contributed by the parents/guardians and/or fundraised by students or staff members. The principal will be held responsible and accountable for the use and disbursement of these funds. A receipt will be issued at the time of a student's deposit of funds with the purpose of the deposit noted, and a copy must be kept on file in the principal's office. A sub account in the school's Student Activity Fund account should be maintained for each field trip to ensure funding transparency.

For field trips that are funded by DCPS local or grant funds, the trip sponsor must work closely with the principal, business manager, and/or Director/Manager of Strategy and Logistics, or appropriate central office staff, to use the P-Card or enter requisition(s) as soon as Phase 1 approval has been granted.

Deposits of emergency funds will be made in bank accounts authorized by the principal in the name of the school. Withdrawals from this account will be made by the officially designated financial officer of the school. These withdrawals should be made in the form of a check that will be issued to the trip sponsor prior to the trip. Any unused portion of the emergency fund must be returned to the principal or his/her designee within one (1) week after the trip is completed. The principal or his/her designee will issue a receipt for returned funds.

Approval Procedures for Domestic Field Trips

Administrative approval must be sought for all DCPS sponsored field trips prior to departure. There are two phases of approval for each field trip:

- **Phase 1 Approval:** Requires trip sponsors to submit initial forms on the trip's itinerary and other background information, and total costs and funding sources. Phase 1 approval means that the trip sponsor can start making trip arrangements with business managers, parents, chaperones, and other central office staff members, as appropriate.
- **Phase 2 Approval:** Requires trip sponsors to submit all supporting documentation related to the trip (e.g., permission forms, chaperone volunteer clearance letters, student roster, passports, etc.), informing parents and chaperones of what to expect on the trip, and booking all arrangements according to procurement guidelines before the trip departure. Phase 2 approval means the trip is cleared for departure.

Day Trip and Local Trip (<50 Miles)

For local trips (less than 50 miles from the school building) and day trips, the trip sponsor must complete the *Domestic Field Trip Application* (Appendix I) and submit it to their principal for Phase 1 approval. The *Domestic Field Trip Application* must be submitted no later than **60 days** prior to departure.

Once Phase 1 approval is obtained, the trip sponsor completes the following forms and submits them for principal's approval as part of Phase 2 approval no later than **10 days** prior to departure:

- *Actual Field Trip Costs Form* (Appendix III)
- *Student Roster Form* (Appendix IV)
- *Field Trip Permission Forms* (Appendix VI)
- *Chaperone Roster Form* (Appendix V)
- *Chaperone Agreement Forms* (Appendix VIII)
- *Volunteer Clearance Letters* – this letter is generated by HR once volunteer receives clearance
- Charter Bus Insurance Form

Any changes to an approved itinerary must be forwarded to the principal for approval in advance. The principal is the final approver for this type of field trip.

Overnight Trip or Non-Local Trip (>50 Miles)

For non-local trips (more than 50 miles from the school building) or overnight trips, the trip sponsor must complete the *Domestic Field Trip Application* (Appendix I) and submit it first to the principal for Phase 1 approval no later than **90 days** prior to departure. The principal-signed *Domestic Field Trip Application* must be submitted online to the instructional superintendent no later than **80 days** prior to departure.

Once Phase 1 approval is obtained, the trip sponsor completes the additional forms and submits them for principal's approval as part of Phase 2 approval no later than **10 days** prior to departure. These forms are kept at the school level:

- *Field Trip Permission Forms* (Appendix VI)
- *Student Agreement Form* (Appendix VII)
- *Chaperone Agreements Forms* (Appendix VIII)
- *Volunteer Clearance Letters* – this letter is generated by HR once volunteer receives clearance
- Charter Bus Insurance Form
- Hotel Reservation
- Hotel Insurance Form

The trip sponsor also needs to complete the following forms and submits them for instructional superintendent's approval:

- *Actual Field Trip Costs Form* (Appendix III)
- *Student Roster Form* (Appendix IV)
- *Chaperone Roster Form* (Appendix V)

Any changes to an approved itinerary must be forwarded to the principal and instructional superintendent for approval in advance. The instructional superintendent is the final approver for this type of field trip.

Trip sponsors will not be permitted to take students on field trips without a complete packet of all required forms and documents. Trip sponsors are encouraged to refer to the guidance documents as they engage in the field trip planning. No travel will begin without documented approval.

Duties and Responsibilities for Domestic Field Trips

The following section outlines the roles and responsibilities of all field trip stakeholders including the trip sponsor, the principal, participating students, and the parents of those students.

Trip Sponsor

The trip sponsor is a DCPS staff member who is in charge of planning and coordinating a field trip. For example, a trip sponsor is a teacher or a member of a central office team. The responsibilities of the trip sponsor include:

Preparing for the Field Trip

- Developing a detailed itinerary, including the destination, departure date/time, travel schedule, and return date/time.
- Making arrangements in advance with the site(s) to be visited.
- Arranging for the required number of chaperones to accompany the group, including a Trained School Employee to administer medication, if necessary.
- Submitting appropriate forms to the principal for approval.
- Providing the following information to parents/guardians or adult students:
 - Detailed itinerary;
 - Purpose of the trip, including a description of activities in which students will be engaged during the trip;
 - Cost per student;
 - Type of transportation and name of carrier;
 - Description and address of hotel accommodations, if it's an overnight trip;
 - Copy of DCPS Student Discipline Regulations (see Title 5, Chapter B25 of DCMR), which explain the rules of student discipline and prohibited behaviors;
 - Names and phone numbers of chaperones in case of emergency; and
 - Notification to parent of opportunity to participate in the trip as a chaperone, when applicable.
- Obtaining appropriate forms that are completed and signed by the parent/guardian of each participating student or each participating adult student.
- Working with business manager or Director/Manager of Strategy and Logistics to use the P-Card for transportation services and/or enter RQ(s), if using DCPS funds.
- Collecting money for any required fares and admission fees, if not using DCPS funds.
- Obtaining complete insurance information for lodging and commercial carriers, when appropriate.
- Submitting provisions for students who will not be participating, including class coverage and assigned work to principal.

During the Field Trip

- Carrying copies of completed *Field Trip Permission Forms* (Appendix VI) and medication information in the event that medical treatment of a student is required and parent is unavailable to approve such treatment.
- Ensuring that each student is carrying proper identification in the event he or she is separated from the group.
- Remaining with student(s) until each student has been picked up by a parent/guardian or responsible party unless prior alternate arrangements have been made.

If, for any reason, the trip sponsor is unable to comply with his or her responsibilities in this section, or is unable to ensure full compliance with any of the guidelines stated in the section above, he or she should immediately contact the school's principal for guidance.

Principal

The principal role refers to the principal of the school that the field trip participants attend. The responsibilities of the principal include:

Preparing for the Field Trip

- Reviewing and approving all appropriate forms submitted by the trip sponsor.
- Providing the trip sponsor with a phone number to use in the event of an emergency.
- Overseeing the trip sponsor in ensuring that all chaperones have been fingerprinted and have received a DCPS volunteer clearance.
- Assigning a Trained School Employee to administer medication for the duration of the field trip, if applicable.

During the Field Trip

- In the event of an emergency, notifying parents, the instructional superintendent, the Chief of Schools, the jurisdictional law enforcement agency, and the Office of School Security, as appropriate.

Parent

The parent role refers to the parent or legal guardian of a student participating in the field trip or the student if the student is over the age of 18. The responsibilities of the parent include:

- Completing and signing appropriate forms for each participating student.
- Providing accurate and complete health information for their child, including information on required medications and any medical or physical conditions which may affect their child's ability to fully and safely participate in the travel experience.
- Acknowledging and accepting that rights to any non-refundable payments or deposits paid to private providers may be forfeited as the result of a student's illness or behavior that would disqualify the student from participation.
- For overnight field trips, the parent must supply a completed *Medication Plan* specific to the duration of the field trip for each medication prescribed for the student, along with medication sufficient for the duration of the field trip. These should be delivered to the school nurse or the Trained School Employee no later than three (3) days prior to the field trip. For overnight field

trips, the school supply of medication is not to be utilized. This *Medication Plan* will expire at the end of the field trip.

Student

The student role refers to the student participating in the field trip. The responsibilities of the student include:

- Not traveling independently to or from a field trip site unless permission has been requested by the parent, in writing, from the principal and has been granted prior to departure.
- Exhibiting appropriate behavior. Students who are approved to participate in any field trip, who are suspended or expelled prior to departure, will become ineligible to participate in the field trip.
- Acknowledging the rules listed in the DCPS Student Discipline Regulations (see Title 5, Chapter B25 of DCMR) prohibiting the sale, distribution, possession, or use of alcohol, tobacco, marijuana, controlled dangerous substances, imitation controlled substances, inhalants, other intoxicants, controlled or drug paraphernalia, unauthorized over-the-counter medication, and unauthorized prescription drugs.

International Field Trips

DCPS Sponsored International Field Trip Planning

The terms of this directive apply to international field trips. International field trips include any trips in which the destination is outside of the contiguous United States. International field trips are exclusively for students in grades 6-12.

All DCPS sponsored international field trips must be planned in accordance with this directive. A DCPS sponsored trip is any trip involving DCPS students and employees that: uses DCPS funds in any way; takes place during regular school operating hours; is organized by DCPS employee(s) during normal employment hours, either while on DCPS property or while using DCPS-issued technology; is advertised in any medium, including verbally, on DCPS property; and/or is related directly to the instructional program at the school. Any trip involving DCPS students and employees that meets any one of these criteria is a DCPS sponsored trip.

Accessibility and Accommodations

All students should have the opportunity to participate in field trips. Because field trips are important learning opportunities and part of the general education curriculum, students with 504 Plans and/or IEPs cannot be denied access to field trips due to their disability. Students with Section 504 Plans and/or IEPs must be provided equal opportunity for participation, including transportation to and from the field trip site(s) and all planned educational and recreational activities that take place at the field trip site(s). Trip sponsors should make every effort to enable full participation and to mitigate factors that could discourage participation, such as cost and accessibility. Students will not be denied access to field trip opportunities because of disability or English Language Learner (ELL) status. As part of the planning and implementation process, trip sponsors should discuss field trip accessibility with the school LEA representative and/or Section 504 coordinator if any student participants have an IEP or 504 Plan. If necessary, accommodations and modifications should be discussed. It is the responsibility of the school to ensure that all accommodations normally provided to a student are made available during a field trip, including medication administration. If medication administration is needed, trip sponsors need to identify a trained staff member to participate in the field trip. Please refer to the *Administration of Medication* section of this directive for more details. Participating students' IEP or Section 504 Plan should be available to any staff coordinating and/or participating in the field trip.

DCPS is committed to providing safe and supportive accommodations for all students, including transgender and gender-nonconforming students, inclusive of off-campus field trips. Trip sponsors should work with transgender and gender-nonconforming students to provide rooming accommodations that affirm the student's gender identity while also ensuring their sense of safety. This may include assigning a student to a room with a close friend or group of friends or, if the student prefers, providing private rooming accommodations. Where the purchase of airline tickets is required, a student's ticket must match the name listed on their government-issued identification. For students who have begun or completed the legal name-change process, trip sponsors should work with them to ensure the appropriate identification (i.e., passport for international travel) has been requested with adequate time prior to the trip. Trip sponsors should work with students to make sure all travel documents reflect their legal names, while all unofficial documents and materials should reflect the

students' preferred names. Airport security can be a particularly stressful and invasive experience for transgender students. Trip sponsors should review the rights of transgender passengers going through airport security with the students and support the students in advocating for themselves should they require increased privacy during a TSA screening. For more information on TSA procedures, please visit <www.tsa.gov/transgender-passengers>.

Participation and Timing

Participation in field trips is not a right and it may be denied to any student who has demonstrated disregard for the policies and rules of DCPS or the school. Field trips should not be scheduled at times that coincide with critical academic dates or events (e.g., standardized testing, test preparation, or student enrollment audits) which require students' and teachers' presence in the classroom. Field trips should not be scheduled for:

- The last week of any semester, including the semester testing schedule.
- Students participating in required standardized testing, such as Partnership for Assessment of Readiness for College and Careers (PARCC).
- Dates that correspond with other testing window opportunities, such as:
 - Advanced Placement Exams (AP)
 - American College Testing Program (ACT)
 - Assessing Comprehension and Communication in English State-to-State for English Language Learners (ACCESS for ELLs)
 - Dynamic Indicators of Basis Early Literacy Skills (DIBELS)
 - End-of-Course (EOC) Exams for Algebra I and Biology
 - International Baccalaureate Exams (IB)
 - Scholastic Aptitude Test (SAT)
 - Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT)

At the start of each academic year, trip sponsors are encouraged to provide to parents a schedule of field trips planned for that year with stated objectives.

Objectives and Evaluation

All DCPS sponsored field trips must serve the purpose of either providing instruction or enrichment. Instructional trips support the instructional program and should be directly related to the curriculum of the grade level and/or subject area. To amplify the educational impact of the experiences, such field trips should be scheduled to coincide with the unit or topic they are intended to complement. Enrichment trips contribute to the academic, cultural, or social development of students and deepen their engagement with school and learning, but are not necessarily linked to the curriculum (e.g., musical or theatrical performances, or celebratory events). Whenever possible, scheduling enrichment trips during instructional time or the school day should be avoided.

Trip sponsors should allow participants (e.g., students, parents, chaperones) to provide input on the level of field trip effectiveness via survey, as measured by logistics, academic fit, student impact and achievement of stated objectives. Trip sponsors should use this information to determine how to improve or whether to continue planning future field trips of the same nature.

International Field Trip Rules and Guidelines

Length of Field Trips

DCPS-sponsored international field trips are exclusively for students in grades 6-12. These trips can exceed two (2) days and overnight trips are allowed.

Student Supervision and Chaperone Background Check

The trip sponsor and chaperones are responsible for and should be accessible to the students participating in the international field trip at all times. At no time shall a student be left without adult supervision during a field trip. The trip sponsor has primary responsibility and must accompany the students. Additional adult supervision may be provided by parents, school aides, other school personnel, or volunteers, so that the prescribed supervision is assured. Schools must provide a sufficient number of chaperones to ensure adequate supervision for the number and age of students participating. The following adult-to-student ratio guidelines must be ensured for all DCPS sponsored international field trips:

- A minimum of two (2) adults must accompany students on international travel; and
- The official minimum required ratio for adult chaperones to students is set at 1:10. However, it is strongly recommended that each trip sponsor work to achieve a ratio that falls between 1:6 to 1:10, with 1:8 being the ideal target.

The specific duties and responsibilities of chaperones or volunteers must be documented, distributed, and discussed prior to the trip. The principal or his/her designee should carefully evaluate and approve all chaperones before the start of each field trip. The selection and approval of chaperones should be based on the individuals' thorough knowledge of and rapport with the majority of the students taking the trip.

Pursuant to DC Official Code § 4-1501.03, any unsupervised volunteers that have contact with DCPS students must obtain a criminal background check. DCPS assumes that all volunteer chaperones for field trips may be required to have unsupervised contact with students and, therefore, requires all chaperones to submit an online *Volunteer Clearance Application* found on the DCPS website at dcps.dc.gov. Once cleared to volunteer, all chaperones must submit to the trip sponsor a *Volunteer Clearance Letter* and a signed *Chaperone Agreement Form* (Appendix VIII). Third parties, such as program staff contracted through an educational travel vendor, should never be left alone with students because DCPS cannot guarantee that these individuals are background-checked.

Chaperone's Responsibilities

It is mandatory that chaperones conduct at least one routine room check to ensure that students have no prohibited items present that indicate the sale, distribution, possession or use of alcohol, tobacco, marijuana, controlled dangerous substances, imitation controlled substances, inhalants, other intoxicants, controlled or drug paraphernalia, unauthorized over-the-counter medication, and unauthorized prescription drugs. Students found to be in violation will be subject to applicable

disciplinary actions listed in the DCPS Student Discipline Regulations (see Title 5, Chapter B25 of DCMR), and may also be subject to criminal prosecution.

A routine room check should not include a search of a student's luggage or personal items, but should include a cursory check of the room, including the bathroom. A chaperone should also confirm if all students who are assigned to the room are present at the time of the room check. If a chaperone observes activity in the room that is suspicious or that indicates possible drug/alcohol use or intoxication, the chaperone will immediately inform the trip sponsor. If a chaperone observes the presence of prohibited substances in the room, the chaperone will immediately inform the trip sponsor.

Homestay Programs

DCPS is committed to preparing students as global citizens. To this end, DCPS provides students with access to immersive global experiences that align with content and enrich students' academic experiences in the classroom. While all international field trips are supervised in accordance with the DCPS Field Trips and Travel Directive 310.7, certain trips allow for DCPS students to reside with host families in the country visited for all or part of the trip. This section details the policies to ensure that these homestays are conducted in a safe and secure manner.

When developing an international field trip proposal that includes homestays for all or part of the trip, the trip sponsor should ensure the following conditions with regard to student safety:

- All student housing accommodations will comply with the laws of the host country, including but not limited to laws pertaining to health, safety and security;
- The host family's home will be reasonably secure, with a lock or similar security device protecting all external entrances;
- All student housing accommodations will usually provide the following furniture for each individual student in an individual room (or shared with 1 other minor child between 5 and 17 years old): bed, lamp, and storage space;
- Students will have the right to reasonable privacy, including ability either to lock their room or access to a lockable storage space;
- All student housing accommodations will provide access to and use of all common areas, including any bathrooms, kitchens, living space. If any of these areas will be restricted, this information should be made available to the students prior to placement;
- A list of house rules will be clearly posted in students' individual rooms and/or common areas;
- All student housing accommodations must be physically inspected and evaluated in terms of the overall environment, security, safety of the accommodation and location by a third party vendor or the trip sponsor, if possible;
- Accessible student housing accommodations will be provided for students with disabilities;
- No other guests will be a resident in the student housing accommodations other than Program/Provider students;
- Students must know how to escape the host family's home in case of emergency;
- Local emergency contacts (e.g., police, fire, ambulance, DCPS chaperones, homestay family members) should be posted in a visible location for the student;

- All student housing accommodations will be inspected for fire safety. The appropriate number of fire extinguishers, smoke detectors and Co2 detectors will either be installed, or will be provided to individual students. Instructions on what to do in case of fire will be clearly explained to students and/or posted in students' individual rooms;
- Where meals are provided, all student housing accommodations will be inspected with regard to food safety;
- In earthquake zones, clear instructions on what to do in case of earthquake will be clearly explained to students and/or posted in students' rooms; and
- Every individual over the age of 18 living in the student housing accommodations will undergo a background check and/or at least two references from members of the community in good standing will be obtained and checked.

A trip sponsor is defined as the DCPS staff member who is in charge of planning and coordinating a field trip. For example, a trip sponsor is a teacher or a member of the DCPS Global Education team in the Office of Teaching and Learning. **It is recommended that trip sponsors work together with an experienced travel vendor to organize homestays; teachers who are trip sponsors should work together with a member of the DCPS Global Education team in homestay coordination.** A thorough summary of the research into the safety considerations of the homestay aspect must be shared by completing the *Homestay Safety Research Form* (Appendix X), which will be reviewed as part of Phase 1 approval.

Once the trip has been approved, the trip sponsor must secure housing for all participating students. The trip sponsor must gather as much information as possible about the host families. After gathering this information, the trip sponsor should determine which DCPS students stay with which host families based on each student's individual needs and preferences. Special consideration should be given to students with accessibility needs, medication action plans, and other sensitive situations. A minimum of two DCPS students of the same gender should be placed with each family, and all homestay sites must be within 20 minutes' travel time of the DCPS trip sponsor's accommodations.

Following this determination, the trip sponsor should complete the *Homestay Host Family Information Form* (Appendix XI) for each student's host family including all required information. This form may be completed by the trip vendor, where applicable; a fully completed form must be on file with the Office of the Chief of Schools as well as with the student's home school. A parent/guardian for each participating student must return a signed form to the trip sponsor in order for his or her child to participate in the field trip. Moreover, in addition to this form, parent(s)/guardian(s) are still required to sign the *Field Trip Permission Form* (Appendix VI) used for all international field trips.

At least three months prior to departure, the trip sponsor and/or other trip coordinators are highly encouraged to host a parent/guardian orientation reviewing all aspects of the trip, including the homestay component. DCPS must state that while school staff gathered, and provided participants with, a significant amount of information about the host families it is not able to conduct official background checks, and is relying on information provided by the trip sponsor or other outside party. DCPS should make clear that it has not independently verified the information, chaperones will not be supervising the students while they are with the host families, and that participation in the trip is voluntary. The trip sponsor must provide each family with action plans regarding the following:

- Nightly check-in times with a chaperone;
- How to communicate with a chaperone in the event of an emergency or sensitive need; and
- Transportation information relating to travel to and from field trip activities and host family's residence.

If an orientation cannot be held, the trip sponsor must share with the parents/guardians the pertinent information mentioned above via email or other appropriate communication methods.

Once the DCPS contingent arrives in the host country, the trip sponsors and/or chaperones must ensure that all students are connected with their host families. While travel with the host family is permitted, students should not travel outside the authorized area with the host family. Travel within the authorized area includes commuting to and from locations with approved activities, as well as the neighborhood surrounding the host family's residence, where the student will be staying while in country. Travel to all official field trip activities must be done as a group with chaperone supervision.

In the event a student reports an uncomfortable or unsafe situation regarding a host family, that student will be immediately removed from that family and placed with a new host family. The student's family will immediately be notified and provided with the new host family's contact information. Travel vendors must provide evidence that they are able to accommodate such a situation; in the event a trip sponsor is not using a vendor, the trip sponsor must provide evidence of alternate accommodations, with at least one back-up host family per participating student, prior to departure.

Administration of Medication

The following is DCPS' policy regarding the administration of medication for students participating in field trips off school grounds. Please refer to these guidelines for clarification on the role of school-based staff as well as parents and caregivers of the students.

Students under the care of a licensed health care provider and who have a *Medication Plan* (Medication and Treatment Authorization Form, Asthma Action Plan, Anaphylaxis Action Plan, etc., as applicable) written by a licensed health care provider will be eligible to have their medication administered while on field trips only when absolutely necessary.

Role of Parents/Caregivers

- If at all possible, medications should be administered by parents/caregivers before or after school.
- A student's parent/caregiver may attend the field trip and administer the medication.
- For daily medication to be administered on an international field trip, where the parent/caregiver is not participating in the trip, the following will be required:
 - A completed *Medication Plan* sufficient for the duration of the field trip for each medication prescribed for the student.
 - Medication sufficient for the duration of the field trip.
 - Both of these items must be received by the school nurse or the Trained School Employee no less than 3 days prior to the start of the field trip.
- For 'as needed' (PRN) medication that may need to be administered on an overnight field trip, the parent must supply medication separate from the medication held in the Health Suite.

Role of Principals/Teachers/Nurses

- Trip sponsors will be required to secure approval from the principal on all field trips. Notification by the trip sponsor to the principal must include the health needs of all children attending a field trip, including students requiring medication during the trip.
- If the parent/caregiver of any student requiring medication during the trip cannot participate in the field trip, the principal will designate a school staff member who has completed a DCPS hosted "Administration of Medication Training" and has a current certificate on file.
- The trip sponsor should communicate with the school nurse at least three (3) weeks in advance of the field trip to identify the students in need of medication administration during the trip.
- If the field trip is an overnight field trip, the school nurse will communicate with the parent/caregiver to provide them sufficient time to obtain the required *Medication Plan* and medication.
- The principal will provide a secure method for the Trained School Employee to store medication for the duration of the field trip.

Role of Trained School Employees

- In the event of an emergency, the Trained School Employee will adhere to DCPS policy by calling for emergency assistance.

Daily Medication

- If the parent/caregiver chooses not to participate in the field trip, they are responsible for completing a *Medication Plan* which will be in force for the duration of the field trip, and which will allow the Trained School Employee to administer all daily doses of medication. The parent must supply medication sufficient for the duration of the field trip.
- The Trained School Employee is to keep a copy of the *Medication Plan*, as well as a *Medication Record*, specific to the *Medication Plan*, and the medication itself in a secure place.
- The Trained School Employee will administer the medication as authorized and document each administration on the *Medication Record*.
- Upon return from the field trip, the Trained School Employee will compile all the documentation and deliver it to the school nurse for inclusion in the student's Health Record.
- Upon return from the field trip, the Trained School Employee will return any unused portion of medication to the parent/caregiver.

'As Needed' (PRN) Medication

- The Trained School Employee will obtain from the school nurse a copy of the *Medication Plan* on file in the Health Suite.
- The Trained School Employee will obtain a blank *Medication Record* for documenting medication administration while on the field trip.
- The Trained School Employee will receive the medication from the parent at least three (3) days prior to the field trip.
- The Trained School Employee will administer the medication as needed during the field trip and document on the *Medication Record*.
- Upon return from the field trip, the Trained School Employee will return the medication to the parent/caregiver and deliver the documentation to the school nurse for inclusion in the student's Health Record.

Protocol for Emergencies and Unexpected Circumstances

- In the event of an emergency which places students' health and/or safety at risk (e.g., an accident involving students, missing students, equipment failure), the accompanying trip sponsor/chaperone will immediately address the needs of the students to ensure their well-being and then either follow emergency protocol provided by central office or notify the principal, who will contact parents, the instructional superintendent, the Chief of Schools, the jurisdictional law enforcement agency and the Office of School Security as appropriate. The Chief of Schools will notify the Chancellor.
- In the event of an emergency during travel or a change to the travel itinerary, the trip sponsor and/or chaperone will either follow protocol provided by central office or notify the principal who will notify parent(s), the instructional superintendent, and the Chief of Schools.
- For any a trip during which an emergency or incident occurred during travel, the trip sponsor will write an incident report, including the date, time, location, and detailed description of the incident, including person(s) involved and response(s)/action(s) taken. The trip sponsor must

submit the incident report to appropriate central office staff or to the principal immediately after addressing the needs of student(s) involved to ensure their well-being, or within 24 hours of the incident. At least one witness should also write and submit an incident support, to accompany the trip sponsor's report, as immediately as possible or within 24 hours of the incident.

- If for any reason—due to behavior that violates the DCPS Student Discipline Regulations (see Title 5, Chapter B25 of DCMR) or other discipline guidance approved by central office (such as the DCPS Study Abroad Student Code of Conduct), due to illness, or due to a personal emergency—a student must return home, the student's parent/guardian must be notified in advance and should agree to meet the student at the airport. If the parent/guardian is not reachable, the student's principal or appropriate school-based point of contact must be notified and should agree to meet the student at the airport. Students under the age of 16 must be accompanied on their flight by a chaperone who has been background checked by DCPS. Students over the age of 16 may fly unaccompanied, though a chaperone background checked by DCPS must accompany the student to the airport and ensure the student checks in successfully for their flight. Any costs assumed in this regard will be the responsibility of the parent/guardian.

Financial Considerations for International Field Trips

Affordability

Field trips should be planned to permit every student to participate and thus should be planned at the lowest possible cost. Schools must provide financial options to ensure maximum participation for all interested and qualified students regardless of their economic circumstances. No student may be denied participation, for financial reasons, in a DCPS sponsored field trip that is integral to the curriculum and the instructional program. Reduced cost, if available, will apply to all persons going on the trip.

Ground Transportation

Schools are responsible for the expense and contracting of ground transportation services. For ground transportation, schools should use a bus transportation vendor approved by the DCPS' Contracts and Acquisitions team for travel to and from the airports in the Washington DC area. For a current list of these vendors or questions about using travel vendors/education tour group companies for transportation needs, email dcpsoca.inquiries@dc.gov. Trip sponsors, with support from the principal and/or business manager or Director/Manager of Strategy and Logistics, will be responsible for all contractual arrangements.

Use of private vehicles for transportation to and/or from a field trip site is strictly prohibited. Use of ride-sharing services for transportation to and/or from a field trip site is strictly prohibited. Ground transportation is restricted to contracted buses and public transportation.

Procurement and Funding

DCPS and the school will not bear any financial responsibility for trips, whether for instructional or enrichment purposes, if they are not processed through the proper procurement policies and procedures.

For all field trips regardless of funding sources, trip sponsors should work with their school's principal, business manager, and Director/Manager of Strategy and Logistics to complete the "Total Field Trip Costs" section of the *International Field Trip Application* (Appendix II) as part of Phase 1 process and *Actual Field Trip Costs Form* (Appendix III) as part of Phase 2 approval process. Trip sponsors should not book any arrangements until Phase 1 approval has been obtained.

Once Phase 1 approval has been obtained, the trip sponsor in partnership with the principal will follow the established procedures for handling non-appropriated funds for funds contributed by the parents/guardians and/or fundraised by students or staff members. The principal will be held responsible and accountable for the use and disbursement of these funds. A receipt will be issued at the time of a student's deposit of funds with the purpose of the deposit noted, and a copy must be kept on file in the principal's office. A sub account in the school's Student Activity Fund account should be maintained for each field trip to ensure funding transparency.

For field trips that are funded by DCPS local or grant funds, the trip sponsor must work closely with the principal, business manager, and/or Director/Manager of Strategy and Logistics, or appropriate central office staff, to use the P-Card or enter requisition(s) as soon as Phase 1 approval has been granted.

Deposits of emergency funds will be made in bank accounts authorized by the principal in the name of the school. Withdrawals from this account will be made by the officially designated financial officer of the school. These withdrawals should be made in the form of a check that will be issued to the trip sponsor prior to the trip. Any unused portion of the emergency fund must be returned to the principal or his/her designee within one (1) week after the trip is completed. The principal or his/her designee will issue a receipt for returned funds.

Approval Procedures for International Field Trips

Administrative approval must be sought for all DCPS sponsored field trips prior to departure. There are two phases of approval for each field trip:

- **Phase 1 Approval:** Requires trip sponsors to submit initial forms on the trip's itinerary and other background information, and total costs and funding sources. Phase 1 approval means that the trip sponsor can start making trip arrangements with business managers, parents, chaperones, and other central office staff members, as appropriate.
- **Phase 2 Approval:** Requires trip sponsors to submit all supporting documentation related to the trip (e.g., permission forms, chaperone volunteer clearance letters, student roster, passports, etc.), informing parents and chaperones of what to expect on the trip, and booking all arrangements according to procurement guidelines before the trip departure. Phase 2 approval means the trip is cleared for departure.

For all international trips, the trip sponsor must complete the *International Field Trip Application* (Appendix II) and the *Homestay Safety Research Form* (Appendix X), if there is a homestay component to the field trip, and submit them first to the principal for Phase 1 approval no later than **120 days** prior to departure. The principal-signed *International Field Trip Application* must be submitted online to OTL representative, instructional superintendent and Chief of Schools no later than **110 days** prior to departure. *Homestay Safety Research Form*, if applicable, should be submitted online only to OTL representative no later than 110 days prior to departure.

Once Phase 1 approval is obtained, the trip sponsor completes the additional forms and submits them for Chief of Schools' approval as part of Phase 2 approval no later than **10 days** prior to departure.

- *Actual Field Trip Costs Form* (Appendix III)
- *Student Roster Form* (Appendix IV)
- *Field Trip Permission Forms* (Appendix VI)
- *Student Agreement Forms* (Appendix VII)
- *Chaperone Roster Form* (Appendix V)
- *Chaperone Agreement Forms* (Appendix VIII)
- *Volunteer Clearance Letters* – this letter is generated by HR once volunteer receives clearance
- *Homestay Host Family Information Form* (Appendix XI), if applicable
- Completed Itinerary
- Copies of Passports & Visas

Any changes to an approved itinerary must be forwarded to the principal, instructional superintendent and Chief of Schools for approval in advance. The Chief of Schools is the final approver for this type of field trip.

Trip sponsors will not be permitted to take students on field trips without a complete packet of all required forms and documents. Trip sponsors are encouraged to refer to the guidance documents as they engage in the field trip planning. No travel will begin without documented approval.

Duties and Responsibilities for International Field Trips

The following section outlines the roles and responsibilities of all field trip stakeholders including the trip sponsor, the principal, participating students, and the parents of those students.

Trip Sponsor

The trip sponsor is a DCPS staff member who is in charge of planning and coordinating a field trip. For example, a trip sponsor is a teacher or a member of the DCPS Global Education team in the Office of Teaching and Learning. The responsibilities of the trip sponsor include:

Preparing for the Field Trip

- Developing a detailed itinerary, including the destination, departure date/time, travel schedule, and return date/time.
- Making arrangements in advance with the site(s) to be visited.
- Arranging for the required number of chaperones to accompany the group, including a Trained School Employee to administer medication, if necessary.
- Submitting appropriate forms to the principal and other central office administrators for approval.
- Providing the following information to parents/guardians or adult students:
 - Detailed itinerary;
 - Purpose of the trip, including a description of activities in which students will be engaged during the trip;
 - Cost per student;
 - Type of transportation and name of carrier;
 - Description and address of hotel or homestay accommodations;
 - Copy of DCPS Student Discipline Regulations (see Title 5, Chapter B25 of DCMR), which explain the rules of student discipline and prohibited behaviors;
 - Names and phone numbers of chaperones in case of emergency; and
 - Notification to parent of opportunity to participate in the trip as a chaperone, when applicable.
- Obtaining appropriate forms that are completed and signed by the parent/guardian of each participating student or each participating adult student.
- Working with business manager or Director/Manager of Strategy and Logistics to enter RQ(s), if using DCPS funds.
- Collecting money for any required fares and admission fees, if not using DCPS funds.
- Obtaining complete insurance information for lodging and commercial carriers, when appropriate.
- Submitting provisions for students who will not be participating, including class coverage and assigned work to principal.

During the Field Trip

- Carrying copies of completed *Field Trip Permission Forms* (Appendix VI) and medication information in the event that medical treatment of a student is required and parent is unavailable to approve such treatment.
- Ensuring that each student is carrying proper identification in the event he or she is separated from the group.
- Remaining with student(s) until each student has been picked up by a parent/guardian or responsible party unless prior alternate arrangements have been made.

If, for any reason, the trip sponsor is unable to comply with his or her responsibilities in this section, or is unable to ensure full compliance with any of the guidelines stated in Section II above, he or she should immediately contact their school's principal for guidance.

Principal

The principal role refers to the principal of the school that the field trip participants attend. The responsibilities of the principal include:

Preparing for the Field Trip

- Reviewing and approving all appropriate forms submitted by the trip sponsor.
- Providing the trip sponsor with a phone number to use in the event of an emergency.
- Overseeing the trip sponsor in ensuring that all chaperones have been fingerprinted and have received a DCPS volunteer clearance.
- Assigning a Trained School Employee to administer medication for the duration of the field trip, if applicable.

During the Field Trip

- In the event of an emergency, notifying parents, the instructional superintendent, the Chief of Schools, the jurisdictional law enforcement agency and the Office of School Security as appropriate.

Parent

The parent role refers to the parent or legal guardian of a student participating in the field trip or the student if the student is over the age of 18. The responsibilities of the parent include:

- Completing and signing appropriate forms for each participating student.
- Providing accurate and complete health information for their child, including information on required medications and any medical or physical conditions which may affect their child's ability to fully and safely participate in the travel experience.
- Acknowledging and accepting that rights to any non-refundable payments or deposits paid to private providers may be forfeited as the result of a student's illness or behavior that would disqualify the student from participation.
- Supply a completed *Medication Plan* specific to the duration of the field trip for each medication prescribed for the student, along with medication sufficient for the duration of the field trip. These should be delivered to the school nurse or the Trained School Employee no later than

three (3) days prior to the field trip. For overnight field trips, the school supply of medication is not to be utilized. This *Medication Plan* will expire at the end of the field trip.

Student

The student role refers to the student participant of the field trip. The responsibilities of the student include:

- Not travelling independently to or from a field trip site unless permission has been requested by the parent, in writing, from the principal and has been granted prior to departure.
- Exhibiting appropriate behavior. Students who are approved to participate in any field trip, who are suspended or expelled prior to departure, will become ineligible to participate in the field trip.
- Acknowledging the rules listed in the DCPS Student Discipline Regulations (see Title 5, Chapter B25 of DCMR) prohibiting the sale, distribution, possession or use of alcohol, tobacco, marijuana, controlled dangerous substances, imitation controlled substances, inhalants, other intoxicants, controlled or drug paraphernalia, unauthorized over-the-counter medication, and unauthorized prescription drugs.

Non-DCPS Sponsored Field Trips

Protocol for Non-DCPS Sponsored Field Trips

A non-DCPS sponsored field trip is a trip involving one or more DCPS students and one or more DCPS employees that is: (1) planned and organized outside of normal school operating hours and without connection to DCPS property; (2) takes place entirely outside of normal school operating hours; and (3) does not consider students' participation in a certain class, program, curriculum, club, extracurricular activity, or other educational or social initiative offered by DCPS when selecting the participating students. As a non-DCPS sponsored trip requires all of the above criteria to qualify, DCPS expects that the vast majority of trips involving DCPS employees and students will be sponsored trips subject to the requirements of this directive. The expectations and limitations DCPS places on its employees' abilities to organize and participate in non-sponsored trips are below.

When a DCPS employee plans non-DCPS sponsored trips, the employee must:

- Provide parents of all participating students, and all participating adult students, with the *Non-DCPS Sponsored Field Trip Notification Form* (Appendix XII) stating that the trip is non-DCPS sponsored in accordance with this directive, and that DCPS assumes no responsibility regarding any aspect of the trip.
- Certify that the parents of all participating students and all adult students have been notified that this is a non-DCPS sponsored field trip.
- Not organize the trip during instructional time or school operating hours.
- Not organize the trip while either on DCPS property or using DCPS property, such as a DCPS-issued computer or cell phone.
- Not advertise the trip as DCPS sponsored.
- Not advertise the trip while on DCPS property, either verbally or via another tangible medium.
- Not name DCPS on any related contract or using school letterhead (including DCPS permission forms and emails) to advertise or convey any information about the trip.
- Ensure that selection of students participating on the trip does not take into account the students' participation in a certain class, program, curriculum, club, extracurricular activity, or other educational or social initiative offered by DCPS.

The approval process outlined in in this directive does not apply to non-DCPS sponsored field trips. However, the DCPS employee organizing the non-DCPS sponsored field trip is responsible for submitting completed copies of the *Non-DCPS Sponsored Field Trip Notification Form* (Appendix XII) to their supervisor and the principal(s) of the school that each student participant attends.

Appendices

Domestic Field Trip Application

Instructions: All field trips undertaken under the auspices of DCPS must be planned and executed in compliance with the guidelines stated in DCMR, Title V, Chapter 23, Section 2306.1-2306.2 and Directive 310.7. **If timeframes are not met, there is a risk of field trip request not being approved.**

1. Every field trip must have a trip sponsor (a DCPS teacher or other school staff member) responsible for organizing the trip and completing the required paperwork.
2. The trip sponsor must carefully review Directive 310.7 and guidance documents.
3. The trip sponsor must submit this application for each field trip as part of Phase 1 approval:
 - **For Day Trip and Local Trip (<50 Miles)** – please submit this application **60 days prior to departure** to the principal who will review the completed forms and grant Phase 1 approval.
 - **For Overnight Trip or Non-Local Trip (>50 Miles)** – please submit this application (signed by the principal) **90 days prior to departure** to the instructional superintendent who will review the completed forms and grant Phase 1 approval.

Basic Information

Trip Type: Day Trip and Local Trip (<50 Miles) Overnight Trip or Non-Local Trip (>50 Miles)

School Name: _____

Trip Sponsor's Name: _____ Trip Sponsor's Title: _____

E-mail Address: _____ Phone #: _____

Co-Sponsoring Organization(s), if any: _____

Trip Destination: _____

Departure Date & Time: _____ Return Date & Time: _____

Student Supervision/Chaperone Guidelines

1. Grade Levels(s) of Participating Students: _____
2. Number of Students Participating on the Trip: _____ Male _____ Female
3. Number of Students Not Participating on the Trip: _____

4. Number of Chaperones: _____ Male _____ Female
_____ DCPS Staff _____ Parents _____ Other

[Chaperone Guidelines: For Early Childhood and Elementary Students (PK3 – Grade 5) – a minimum of one (1) adult to every 10 students must be provided and for Secondary Students (Grades 6 – 12) – a minimum of one (1) adult to every 15 students must be provided.]

5. I have checked with my school's LEA rep and/or 504 Coordinator to determine if there are any students in need of accommodations and whether full participation in this trip is possible for all students. Yes No
6. A Trained School Employee is needed to travel with students to administer medication. Yes No
7. I need a substitute teacher while we are on the field trip. Yes No

8. Brief description of why student(s) is not participating in field trip and instructional and supervisory arrangements for student(s) not participating in field trip:

Educational Content

9. Priority content standard(s) to be addressed with the field trip (e.g., “Life Science 3.6.3 compare and contrast how life cycles vary for different living things.”):

10. Field trip lesson objectives (e.g., “By the end of the field trip, students will be able to...”):

11. Method of assessment of field trip lesson objective proficiency (e.g., “How you will know if your students learned what you wanted them to learn during the field trip?”):

Total Field Trip Costs

Total Cost Using DCPS Local or Grant Funds: \$_____ (A)

Total Cost Using Private Funds (e.g., student payments, fundraising): \$_____ (B)

Total Trip Costs: \$_____ (Amount should be the sum of A and B above)

Name of Business Manager/DSL/MSL Name: _____
(POC who will enter RQs or facilitate P-Card purchases)

E-mail Address: _____ Phone #: _____

Please list all activities included in your field trip in the chart below.

Trip Cost Breakdown	Purchasing Method/ Funding Source (Check One)	Cost	Vendor	Check Needed Before Trip
Registration/Entry Fees	<input type="checkbox"/> PO/DCPS Local or Grant \$	\$ _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> P-Card/DCPS Local or Grant \$			
	<input type="checkbox"/> SAF/Private \$			
	<input type="checkbox"/> Other: _____			
Transportation	<input type="checkbox"/> PO/DCPS Local or Grant \$	\$ _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> P-Card/DCPS Local or Grant \$			
	<input type="checkbox"/> SAF/Private \$			
	<input type="checkbox"/> Other: _____			
Lodging/ Accommodations	<input type="checkbox"/> PO/DCPS Local or Grant \$	\$ _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> P-Card/DCPS Local or Grant \$			
	<input type="checkbox"/> SAF/Private \$			
	<input type="checkbox"/> Other: _____			
Meals	<input type="checkbox"/> PO/DCPS Local or Grant \$	\$ _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> P-Card/DCPS Local or Grant \$			
	<input type="checkbox"/> SAF/Private \$			
	<input type="checkbox"/> Other: _____			

Trip Cost Breakdown	Purchasing Method/ Funding Source (Check One)	Cost	Vendor	Check Needed Before Trip
Other: _____	<input type="checkbox"/> PO/DCPS Local or Grant \$ <input type="checkbox"/> P-Card/DCPS Local or Grant \$ <input type="checkbox"/> SAF/Private \$ <input type="checkbox"/> Other: _____	\$ _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other: _____	<input type="checkbox"/> PO/DCPS Local or Grant \$ <input type="checkbox"/> P-Card/DCPS Local or Grant \$ <input type="checkbox"/> SAF/Private \$ <input type="checkbox"/> Other: _____	\$ _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Certification of Non-DCPS Funds Collection

For Trip Sponsor:

- I certify that procedures required in Directive 310.7 have been reviewed and will be followed.
- I, the trip sponsor, confirm that I have collected all non-DCPS funds necessary for this field trip. Further, I confirm that these funds are sufficient to meet all financial obligations in excess of the planned DCPS funding. I am aware that according to the Anti-Deficiency Act (31 U.S.C. § 1341), DCPS may not incur any obligations or make any expenditures in excess of available funds. If, for any reason, the total costs of the field trip exceed the sum of the amount committed by DCPS and the amount raised from non-DCPS sources, I will be personally liable for these costs.

 Trip Sponsor’s Signature *(required for all trips)*

 Date

Field Trip Approval

For Principal:

- Approve Disapprove

 Principal’s Signature *(required for all trips)*

 Date

For Instructional Superintendent:

- Approve Disapprove

 Instructional Superintendent’s Signature
(required only for overnight trips or non-local trips >50 miles)

 Date

International Field Trip Application

Instructions: All field trips undertaken under the auspices of DCPS must be planned and executed in compliance with the guidelines stated in DCMR, Title V, Chapter 23, Section 2306.1-2306.2 and Directive 310.7. **If timeframes are not met, there is a risk of field trip request not being approved.**

1. Every field trip must have a trip sponsor (a DCPS teacher or other school staff member) responsible for organizing the trip and completing the required paperwork.
2. The trip sponsor must carefully review Directive 310.7 and guidance documents.
3. The trip sponsor must submit this application for each international field trip **120 days prior to departure** to instructional superintendent, Global Education Team in the Office of Teaching and Learning, and Chief of Schools, who will review the completed forms and grant Phase 1 approval.

Basic Information

School Name: _____

Trip Sponsor's Name: _____ Trip Sponsor's Title: _____

E-mail Address: _____ Phone #: _____

Co-Sponsoring Organization(s), if any: _____

Trip Destination: _____

Check One: US State/Territory Outside of Contiguous US Non-US State/Territory/Nation

Departure Date & Time: _____ Return Date & Time: _____

Is homestay involved in this field trip? Yes No

Proposed Trip Purpose (Check All That Apply):

Global Leadership Language Immersion Service Learning

Other: _____

Student Supervision/Chaperone Guidelines

1. Grade Levels(s) of Participating Students: _____

2. Number of Students Participating on the Trip: _____ Male _____ Female

3. Number of Students Not Participating on the Trip: _____

4. Number of Chaperones: _____ Male _____ Female
_____ DCPS Staff _____ Parents _____ Other

[Chaperone Guidelines: A minimum of two (2) adults must accompany students on international travel; and the official minimum required ratio for adult chaperones to students is set at 1:10. However, it is strongly recommended that each trip sponsor work to achieve a ratio that falls between 1:6 – 1:10, with 1:8 being the ideal target.]

5. I have checked with my school's LEA rep and/or 504 Coordinator to determine if there are any students in need of accommodations and whether full participation in this trip is possible for all students. Yes No

6. A Trained School Employee is needed to travel with students to administer medication. Yes No

7. I need a substitute teacher while we are on the field trip. Yes No

8. Brief description of why student(s) is not participating in field trip and instructional and supervisory arrangements for student(s) not participating in field trip:

Educational Content

9. How will students prepare for this trip? Please include when this preparation takes place, and an estimate of total time dedicated to trip preparation. This may include current coursework.

10. How will parents prepare for this trip? Please include when this preparation takes place.

11. What content and curricular connections will the trip address? Please reference DCPS Scope and Sequence and/or Cornerstones.

12. What specific standards are addressed in the trip? Please identify each standard and explain how it will be addressed through travel.

13. How will this build your students’ global competence? Please select each competency addressed through your trip, and explain how it will be developed through travel. More than one may be addressed. (Check All That Apply):

- Investigate the World Communicate Ideas Recognize Perspectives Take Action

14. How will your students reflect on what they learned from this trip? When and how will they share this reflection?

Total Field Trip Costs

Total Cost Using DCPS Local or Grant Funds: \$_____ (A)

Total Cost Using Private Funds (e.g., student payments, fundraising): \$_____ (B)

Total Trip Costs: \$_____ (Amount should be the sum of A and B above)

Name of Business Manager/DSL/MSL Name: _____
(POC who will enter RQs or facilitate P-Card purchases)

E-mail Address: _____ Phone #: _____

Field Trips & Student Travel Directive: Domestic and International

Please list all activities included in your field trip in the chart below.

Trip Cost Breakdown	Purchasing Method/ Funding Source (Check One)	Cost	Vendor	Check Needed Before Trip
Registration/Entry Fees	<input type="checkbox"/> PO/DCPS Local or Grant \$	\$ _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> P-Card/DCPS Local or Grant \$			
	<input type="checkbox"/> SAF/Private \$			
	<input type="checkbox"/> Other: _____			
Transportation	<input type="checkbox"/> PO/DCPS Local or Grant \$	\$ _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> P-Card/DCPS Local or Grant \$			
	<input type="checkbox"/> SAF/Private \$			
	<input type="checkbox"/> Other: _____			
Lodging/ Accommodations	<input type="checkbox"/> PO/DCPS Local or Grant \$	\$ _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> P-Card/DCPS Local or Grant \$			
	<input type="checkbox"/> SAF/Private \$			
	<input type="checkbox"/> Other: _____			
Meals	<input type="checkbox"/> PO/DCPS Local or Grant \$	\$ _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> P-Card/DCPS Local or Grant \$			
	<input type="checkbox"/> SAF/Private \$			
	<input type="checkbox"/> Other: _____			
Other: _____	<input type="checkbox"/> PO/DCPS Local or Grant \$	\$ _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> P-Card/DCPS Local or Grant \$			
	<input type="checkbox"/> SAF/Private \$			
	<input type="checkbox"/> Other: _____			
Other: _____	<input type="checkbox"/> PO/DCPS Local or Grant \$	\$ _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> P-Card/DCPS Local or Grant \$			
	<input type="checkbox"/> SAF/Private \$			
	<input type="checkbox"/> Other: _____			

Certification of Non-DCPS Funds Collection

For Trip Sponsor:

- I certify that procedures required in Directive 310.7 have been reviewed and will be followed.
- I, the trip sponsor, confirm that I have collected all non-DCPS funds necessary for this field trip. Further, I confirm that these funds are sufficient to meet all financial obligations in excess of the planned DCPS funding. I am aware that according to the Anti-Deficiency Act (31 U.S.C. § 1341), DCPS may not incur any obligations or make any expenditures in excess of available funds. If, for any reason, the total costs of the field trip exceed the sum of the amount committed by DCPS and the amount raised from non-DCPS sources, I will be personally liable for these costs.

Trip Sponsor's Signature (required for all trips)

Date

Field Trip Approval

For Principal:

Approve Disapprove

Principal's Signature

Date

For Global Ed Team in Office of Teaching & Learning:

Approve Disapprove

OTL Rep's Signature

Date

For Instructional Superintendent:

Approve Disapprove

Instructional Superintendent's Signature

Date

For Chief of Schools:

Approve Disapprove

Chief of Schools' Signature

Date

Actual Field Trip Costs Form

Instructions: The trip sponsor must complete this form once all payments have been paid and submit before field trip departure.

Trip Type: Day Trip and Local (<50 miles) Overnight Trip or Non-Local (>50 miles) International

School Name: _____ Trip Sponsor's Name: _____

Trip Sponsor's Title: _____ E-mail: _____ Phone #: _____

Trip Destination: _____ Departure Date: _____ Return Date: _____

Total Actual Cost Using DCPS Local or Grant Funds: \$ _____ (A)

Total Actual Cost Using Private Funds (e.g., student payments, fundraising): \$ _____ (B)

Total Actual Trip Costs: \$ _____ (Amount should be the sum of A and B above)

Trip Cost Breakdown	Purchasing Method/ Funding Source (Check One)	PO/P-Card/ SAF # *	PO/ P-Card/SAF Issue Date	Actual Cost	Vendor	Check Cut Date, If Applicable
Registration/ Entry Fees	<input type="checkbox"/> PO/DCPS Local or Grant \$	PO #: _____	_____	\$ _____		
	<input type="checkbox"/> P-Card/DCPS Local or Grant \$	P-Card #: _____	_____			
	<input type="checkbox"/> SAF/Private \$	SAF #: _____	_____			
	<input type="checkbox"/> Other: _____	_____	_____			
Transportation	<input type="checkbox"/> PO/DCPS Local or Grant \$	PO #: _____	_____	\$ _____		
	<input type="checkbox"/> P-Card/DCPS Local or Grant \$	P-Card #: _____	_____			
	<input type="checkbox"/> SAF/Private \$	SAF #: _____	_____			
	<input type="checkbox"/> Other: _____	_____	_____			
Lodging/ Accommodations	<input type="checkbox"/> PO/DCPS Local or Grant \$	PO #: _____	_____	\$ _____		
	<input type="checkbox"/> P-Card/DCPS Local or Grant \$	P-Card #: _____	_____			
	<input type="checkbox"/> SAF/Private \$	SAF #: _____	_____			
	<input type="checkbox"/> Other: _____	_____	_____			
Meals	<input type="checkbox"/> PO/DCPS Local or Grant \$	PO #: _____	_____	\$ _____		
	<input type="checkbox"/> P-Card/DCPS Local or Grant \$	P-Card #: _____	_____			
	<input type="checkbox"/> SAF/Private \$	SAF #: _____	_____			
	<input type="checkbox"/> Other: _____	_____	_____			
Other: _____	<input type="checkbox"/> PO/DCPS Local or Grant \$	PO #: _____	_____	\$ _____		
	<input type="checkbox"/> P-Card/DCPS Local or Grant \$	P-Card #: _____	_____			
	<input type="checkbox"/> SAF/Private \$	SAF #: _____	_____			
	<input type="checkbox"/> Other: _____	_____	_____			
Other: _____	<input type="checkbox"/> PO/DCPS Local or Grant \$	PO #: _____	_____	\$ _____		
	<input type="checkbox"/> P-Card/DCPS Local or Grant \$	P-Card #: _____	_____			
	<input type="checkbox"/> SAF/Private \$	SAF #: _____	_____			
	<input type="checkbox"/> Other: _____	_____	_____			

* For **POs**, please list PO #. For **P-Card purchases**, please list Transaction Date. For **SAF purchases**, please list Check #.

Chaperone Roster Form

Instructions: List all chaperones who will be participating in the field trip. This includes teachers, parent volunteers, and all other adults.

Chaperone Name	Gender	Title/Position	Address	Phone #	Emergency Contact Name	Phone #	DCPS Employee?
Chaperone First & Last Name	M/F	Parent	1111 DCPS Drive NE, Washington DC 11111	(111) 111-1111	Emergency First & Last Name	(222) 222-2222	Y/N

Field Trip Permission Form

Instructions: Please complete this form and read this entire document carefully before signing.

Student's Name: _____ School Name: _____

Trip Destination: _____

Departure Date: _____ Return Date: _____

Please return this form to _____ before you or your child participates in the field trip.

If you do not understand this form, please contact _____ (Principal/Trip Sponsor).

I acknowledge and agree as follows:

- 1a. As a student 18 years of age or older, I acknowledge that I must sign this form before I can participate in the District of Columbia Public Schools (DCPS) field trip listed above.
- 1b. As the parent or legal guardian of a student under 18 who is named above and participating in the DCPS field trip listed above, I acknowledge that I must sign this form before my child can participate in this field trip, and I give permission for my child to participate in this field trip.
- 1c. As the parent or legal guardian of a student who is participating in the DCPS field trip listed above, I acknowledge that I must sign this form before I can participate in this field trip as a chaperone.
2. I acknowledge that I have reviewed and understood all documents provided by DCPS describing the particulars of this field trip, including the location of all activities, the duration, method of transportation, educational merits, inherent risks associated with the activities involved and the voluntary nature of the field trip.
3. All participants in the field trip listed above, including chaperones, will perform only those tasks assigned to him or her, will observe all safety rules, and will use care in the performance of all activities.
4. I acknowledge that there are risks associated with the field trip listed above, and I agree to assume any and all risks as may be reasonably foreseeable to result from such field trip on behalf of myself and/or my child, subject to the limitations set forth in this form. I understand that not all inherent risks connected with the field trip can be described in the documentation provided by DCPS regarding this field trip.
5. I understand that I and/or my child may choose to opt out of participation in any particular component of the field trip listed above, and that attendance on the field trip is in no way conditioned on full participation in every scheduled event.
6. I agree to inform the school nurse and/or principal at the school named above, as appropriate, of any health issues or changes in health status that may affect or limit my and/or my child's participation in the field trip listed above, including, but not limited to, medications being taking, dates of hospitalization in the last year and the reasons for any such hospitalization, any illnesses and any other special health-related issues.

7. Please check the appropriate box below:

- My child does not have a *Medication Plan* on file at school, and will not require the administration of any medication during the field trip.
- My child has a *Medication Plan* on file at school, and will need to have this medication available during the field trip. My child is not authorized to self-administer the medication and a trained administrator of medication will need to be on the trip and be prepared to carry and administer the medication.
- My child has a *Medication Plan* on file at school and will need to have the medication available while on the field trip. My child is authorized to self-administer the medication.
- My child has a *Medication Plan* on file at school and will need to have the medication available while on the field trip, but a trained administrator of medication is not required because I, _____, am chaperoning the field trip and will administer the medication. I acknowledge that my decisions to chaperone the field trip and administer my child's medication are both voluntary and that, if desired, I could have instead requested to have a trained DCPS staff member administer the medication.

8. Should it be necessary for my child under the age of 18 to receive medical treatment while participating in this field trip, I give the District of Columbia Government personnel permission to use their judgment to obtain medical services for my child, and I give permission to the physician selected by the District of Columbia Government personnel to render medical treatment deemed necessary and appropriate by the physician. I understand that the District of Columbia Government has no insurance covering any medical or hospital costs incurred in connection with this field trip, and that any costs incurred for any medical treatment shall be my sole responsibility.

Please check the appropriate box or boxes below:

- I am covered by accident/medical insurance (if you will be participating)
 - My child is covered by accident/medical insurance.
 - My child is not covered by accident/ medical insurance.
9. I agree that neither I, nor anyone acting on my behalf, will make a claim or file a lawsuit against the District of Columbia or any agency, employee, officer, agent or representative of the District of Columbia with respect to or in any way relating to the field trip listed above, including any claim or lawsuit brought on the basis of negligence, except to the extent such claim relates to an injury, damage or other loss resulting from the intentional or reckless acts or omissions of any agency, employee, officer, agent or representative of the District of Columbia.
10. I understand and acknowledge that it is not always practicable for DCPS to independently evaluate or affirm the credentials or skills of any individual person driving, flying, or otherwise operating any vehicle or vessel used in connection with the field trip. DCPS relies on representations made by contractors regarding the safety and state of any vehicle or vessel used during the field trip.
11. I understand and acknowledge that I have the right to consult with an attorney prior to signing this *Field Trip Permission Form*.
12. I have carefully read, understand, and voluntarily sign this document and acknowledge that it shall be effective and binding upon me, my child and other family members, and my heirs, executors, representatives, assigns and estate.

CONSENT: Check the appropriate box or boxes below:

- I (adult student) agree to participate in this field trip.
- I (parent or legal guardian) give permission for my child to participate in this field trip.
- I (parent or legal guardian) will be participating in this field trip as a chaperone.

By signing this agreement, I understand:

- That DCPS reserves the right to cancel a field trip or other activity at any time. In addition, the District of Columbia and DCPS are not responsible for any financial losses if a field trip or other activity is cancelled for any reason whatsoever.
- That the Directive 310.7 and the student discipline provisions contained in DCMR Title 5, Chapter B25 are in effect and apply to this field trip.
- That a violation of any policy, rule or regulation related to this field trip or student conduct in general may result in the participant being sent home at their expense.

Any portion of this Document deemed unlawful or unenforceable shall not affect the remaining provisions, and those remaining provisions shall continue in full force and effect. This Document is made pursuant to and shall be construed under the laws of the District of Columbia. All adults participating in the field trip (including students 18 years of age or older) and the parent or legal guardian of any student under 18 participating in the field trip are required to sign below.

Name of Parent, Legal Guardian,
Participating Adult, or Student 18 Years
Of Age or Older (*Printed*)

Signature

Date

Address of Parent, Legal Guardian, Participating Adult, or Adult Student

Phone Number of Parent, Legal Guardian, Participating Adult, or Adult Student

Emergency Contact Name

Emergency Contract Phone Number

Student Agreement Form

School Name: _____ Trip Destination: _____

Departure Date: _____ Return Date: _____

All students must agree to abide by the following code of conduct in order to participate in a DCPS-sponsored field trip.

Behavior

I understand that all rules for appropriate school behavior and expectations set by DCPS apply during a field trip. All disciplinary responses for inappropriate behaviors outlined in Chapter B25 of Title 5 of the DCMR will apply to field trips. I understand that students whose behavior is deemed inappropriate may be sent home at the expense of their parent(s)/guardian(s).

Weapons, Drugs and Alcohol

I understand that 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 field trip. Use of these items on field trips is subject to the disciplinary responses outlined in Chapter B25 of Title 5 of the DCMR. I understand that students caught breaking this agreement during the field trip may be sent home at the expense of their parent(s)/guardian(s).

Safety

I understand that the safety of myself and others is extremely important during this field 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 chaperones.

 Student Name (*Printed*) Student Signature Date

 Parent/Guardian Name (*Printed*) Parent/Guardian Signature Date

Chaperone Agreement Form

School Name: _____ Trip Destination: _____

Departure Date: _____ Return Date: _____

All chaperones must agree to abide by the following code of conduct in order to participate in a DCPS sponsored field trip.

Drug and Alcohol Policy

I have agreed to serve as a chaperone for DCPS students on a field trip. I am aware that according to the Directive 310.7 and the DCPS Student Discipline Regulations (see Title 5, Chapter B25 of DCMR), DCPS prohibits students from possessing, using, selling and/or distributing any of the following on all domestic and international field trips:

- Alcohol;
- Tobacco;
- Marijuana, controlled dangerous substances, imitation controlled substances, inhalants, other intoxicants, controlled or drug paraphernalia;
- Unauthorized possession, use or distribution of over-the-counter medication; and
- Selling of prescription drugs.

I understand that these prohibitions apply to all students, regardless of age. I agree to enforce the prohibitions as directed by the DCPS Student Discipline Regulations.

I understand that I am forbidden to use or visibly be in possession of tobacco in the presence of students. I also understand that the use of all other drugs, including alcohol, and weapons are strictly prohibited on the field trip.

Safety and Responsibilities

I understand that my safety and the safety of other trip participants is extremely important during this field trip, and I agree to make safety my first priority as a chaperone. 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 other chaperones at all times while students are engaged in field trip activities. For overnight field trips, I understand that nighttime curfews and bed checks for students, as well as morning wake-up calls for students, may be my responsibility. I agree to follow the guidance of DCPS staff and the directions of the trip sponsor.

Chaperone Name (*Printed*)

Chaperone Signature

Date

Field Trip Cafeteria Notification Form

Cafeteria staff prepares a set number of breakfast and lunch meals each day based on the average meal consumption at each school. An unannounced field trip or school party may result in the cafeteria staff preparing several hundred meals that get thrown out. **It is critical that you, as a trip sponsor, notify your school's cafeteria staff of all field trips so that food and money are not wasted.**

With advance notification, your school's cafeteria staff can provide the students attending a field trip with pre-bagged cold breakfast and/or lunch meals.

Please notify your cafeteria manager at least ten (10) business days prior to the date of the field trip. You may notify your cafeteria manager in one of the following ways:

- 1. Submit the next page portion of this form to the cafeteria manager.** You must hand it to your cafeteria manager directly to ensure they have received the request and do not have any further questions.
- 2. Go to octo.quickbase.com and log the information regarding your upcoming field trip in the QuickBase application "Food Service Portal."** If you do not see this application in your dashboard, you can search for "Food Service Portal." You can request access to the "Food Service Portal" if it is not currently available to you.
- 3. If you cannot access the "Food Service Portal" in QuickBase, please contact Anthony Faison at anthony.faison@dc.gov.**

On the day of your field trip, please do not forget to take with you a student roster and/or a daily attendance sheet to write down or mark off which students took the meal that day. This is extremely important information that will later need to be handed back in to the cafeteria manager along with the cold-holding bags.

Field Trip Food Request Form

Today's Date: _____

School	
Point of Contact for Field Trip – full name and phone number	
Date/Time you would like to pick up the meals from the cafeteria	
Number of students attending field trip	
Will the students going on the field trip still be able to get breakfast in the cafeteria/classroom?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Would you like to request bagged breakfast for the day of the field trip?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How many bagged breakfasts will you need?	
Would you like to request bagged lunches for the day of the field trip?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How many bagged lunches will you need?	
Please list any special accommodations and the # of meals you need accommodations for (dairy free, vegetarian, soy milk, etc.).	
Comments	

PLEASE DO NOT WRITE BELOW THIS LINE – Food Service Staff ONLY

Received By

Date

Homestay Safety Research Form

Instructions: Please submit this form as part of Phase 1 approval for any international field trip which includes homestays.

General Trip Information

School Name: _____ Trip Sponsor's Name: _____

Trip Sponsor's Title: _____ E-mail: _____ Phone #: _____

Trip Destination: _____ Departure Date: _____ Return Date: _____

Important Considerations

1. What are sociopolitical and environmental conditions like in the area in which students will be hosted?

2. Will students be able to stay within close proximity of each other and to the trip chaperones?

3. Will at least two students be able to stay together in a host family's residence?

4. How will students be transported to field trip activities?

5. How close will the students be living to planned field trip activities?

6. What types of emergency/medical facilities or services are within close proximity to the host family residences?

7. What communications infrastructure exists within the host family sites (e.g., cell phone, landline phone, internet access)?

Approval

For Principal:

Approve Disapprove

Principal's Signature

Date

For Global Ed Team in Office of Teaching & Learning:

Approve Disapprove

OTL Rep's Signature

Date

Homestay Host Family Information Form

Trip Sponsor Contact Information

School Name: _____ Trip Sponsor's Name: _____

Trip Sponsor's Title: _____ E-mail: _____ Phone #: _____

Trip Destination: _____ Departure Date: _____ Return Date: _____

Dates of Homestay: _____

Host Family Contact Information

	Host Family Member Name	Gender	Age
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____

Host Family Address: _____

Host Family Cell Phone #: _____ Host Family Home Phone #: _____

Host Family Email: _____

Host Family Primary Language: _____

Additional Language Spoken by Host Family: _____

Distance from the Trip Sponsor and Host Family: _____

What transportation methods are available to the hosted student?

Will the hosted student have a private bed and room available?

With how many other students from the homestay program will the hosted student reside?

I, the undersigned, hereby grant permission for my child to stay with the designated homestay family. I acknowledge that I have reviewed this form and understand and accept the associated risks that may come with my child's homestay. I understand that DCPS has not conducted a background check of the designated homestay family. I further acknowledge that I have had an opportunity to object to the designated homestay family.

Student Name (*Printed*)

Parent/Guardian Name (*Printed*) Parent/Guardian Signature Date

Non-DCPS Sponsored Field Trip Notification Form

Instructions: In accordance with the Directive 310.7, the employee organizing a non-DCPS sponsored field trip shall submit this completed form to his/her supervisor and to the principal(s) of students involved in the trip. This documentation verifies that parents and students have been notified that the trip is not sponsored by the District of Columbia Public Schools (DCPS) and DCPS and its officials assume no responsibility or liability for the trip.

A copy of the approved form must be submitted to the principal(s) for each participating student.

Student's Name: _____ School Name: _____

Trip Destination: _____

Departure Date: _____ Return Date: _____

NOTIFICATION TO PARENTS/GUARDIANS/ADULT STUDENTS

Dear Parent/Guardian/Adult Student:

This notice is to advise you that the above listed field trip is a non-DCPS sponsored trip.

Your signature below indicates that you acknowledge this trip is not a DCPS sponsored field trip. You understand that the participants' planned activities are not covered by any insurance policy provided by DCPS or the District of Columbia, including the District's self-insurance program, and DCPS assumes no responsibility for any aspect of the field trip. The sponsor of the non-DCPS sponsored field trip is responsible for ensuring all funds are raised to cover all related expenses of this trip.

Students may receive an excused absence for participation in a valid educational opportunity upon prior approval of the principal. If this approval is not received, should your child miss any time from school while participating in this trip, he/she would receive an unexcused absence.

Parent/Guardian Signature

Date

Adult Student Signature (*if over 18 years old*)

Date

DCPS Employee Signature (*acting independently of DCPS*)

Date