



## DCPS Study Abroad Travel Ambassador Code of Conduct

DCPS Study Abroad is a global education program of the District of Columbia Public Schools, which allows our global citizens to access global experiences, so that travel becomes the expectation rather than the exception for students. DCPS Study Abroad includes fully funded short-term study abroad programs on language immersion, service learning, and cultural immersion for eligible students in middle and high school. Travel Ambassadors are school-based educator leaders and liaisons who are responsible for pre-departure, during travel, and post-travel student engagement.

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

### Expectations for Travel Ambassadors:

- 1) **Behavior:** I understand that how I conduct myself during pre-departure, during travel, and post-travel activities reflects on me, my fellow Travel Ambassadors, the DCPS Study Abroad program, and other groups and organizations we represent, including our schools, city, and country. Because I will be part of a large group in a foreign place, I understand that we may attract the attention of local residents whose appearance, customs, and culture may be different from our own. I agree to be respectful of these differences, which means that I will use appropriate language and choose appropriate clothing. I agree to promote peace and will avoid physical, verbal, or emotional violence against myself and others while on this trip. I understand that I am expected to share my questions or concerns in advance of traveling with DCPS Study Abroad staff in the DCPS Office of Teaching and Learning. I understand that I am expected to abide by my assigned trip's itinerary and will participate to the best of my abilities as a part of this group in all activities assigned during my trip.
- 2) **Weapons, Substance Abuse, Alcohol, and Drugs:** I understand that the DCPS Study Abroad program is a global education program of the District of Columbia Public Schools and, therefore, I am forbidden to use or be in possession of tobacco in the presence of students, and I understand that the use of all other drugs, including alcohol, and

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

- 3) **Peer Relationships:** I understand that travel can be an experience that creates strong bonds and new friendships between people. I understand that making friends through this program is highly encouraged. However, public and private displays of affection are not appropriate and I agree to avoid them during my trip.
- 4) **Accommodations:** I understand that we will be rooming in safe and clean places but these places may be unusual compared to what I experience at home. In some cases, I will share a room with one or more adult(s) of the same gender in our group. I agree to conduct myself in my room/our room in a way that is thoughtful, considerate, safe, and respectful of the property of others.
- 5) **Personal items:** I understand that what I bring on this trip is my choice, and I will be thoughtful about what I bring. I understand that DCPS Study Abroad cannot guarantee the safekeeping of personal valuable items, and I will avoid bringing them. I agree to avoid bringing items that may endanger myself or others. I understand that personal electronic devices such as iPods and cell phones are permitted; however, I agree that I will be mindful of using these devices in a way that allows me to engage with my group and supervise students, and I agree to store them when necessary. I agree to respect the personal items and possessions of others.
- 6) **Safety:** I understand that the safety of myself and other trip participants is extremely important during this trip, and I agree to make safety my first priority as a Travel Ambassador. I agree to conduct myself in a way that promotes my safety and the safety of others at all times. I understand that keeping students safe requires that students must be supervised by me and/or another Travel Ambassador at all times while students are engaged in trip activities or are otherwise outside of their rooms. I understand that nighttime curfews and bed checks for students, as well as morning wake-up calls for students will be my responsibility. I agree to follow the guidance of the DCPS Study Abroad program and the directions of the adult trip leader(s) in my group.

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

**Travel Ambassador Information**

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

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

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

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

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

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

**Emergency Contact Person Information**

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

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

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

**Travel Ambassador Signature**

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

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

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