DIRECTIVE

Originating Office: CHIEF OF SCHOOLS
OFFICE OF THE CHANCELLOR

Subject: Field Trips and Student Travel

Authority:
5 DCMR §E2306

Number: 310.6

Date: 4/12/12

Rescinds:
310.6 3/20/92
310.6 3/26/79
200.11.2 9/12/85

I. PURPOSE
The 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 planned curricular or extracurricular experiences 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 otherwise be available.

All field trips and student travel undertaken under the auspices of the District of Columbia Public School System must be planned and executed in compliance with the guidelines stated in this directive. All terms of this directive apply to field trips for local, domestic (non-local), and international and senior class travel.

A. GENERAL GUIDELINES AND PROCEDURES
All students should have the opportunity to participate in field trips and travel. Sponsors should make every effort to enable full participation and to mitigate factors that could discourage participation, such as cost.

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

Students shall not be denied access to field trip opportunities because of disability or English Language Learner (ELL) status. Students with disabilities, including those with Individualized Education Plans (IEP) and Section 504 Plans, and ELL students, must be provided equal opportunity for participation, including transportation to and from the destination, and all planned educational and recreational activities that take place at the field trip site(s). As part of
the planning and implementation process, students with disabilities should be given the opportunity to participate with students without disabilities to the maximum extent appropriate for the needs of any student with a disability. For this purpose, the student’s IEP or Section 504 Plan should be available to any staff that are coordinating and participating in the field trip.

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:
  - District of Columbia Comprehensive Assessment System (DC CAS),
  - District of Columbia Public Schools Interim Assessments,
  - District of Columbia Comprehensive Assessment – Alternate Assessment Portfolio (DC CAS-Alt).
- 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 Exams Algebra I and Biology (EOC)
  - International Baccalaureate Exams (IB)
  - Scholastic Aptitude Test (SAT)
  - Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT)

Teachers are encouraged to provide to parents, at the start of each academic year, a schedule of field trips planned for that year. Teachers should allow participants (students/parents/chaperones) to provide input on the level of effectiveness in fulfilling the stated field trip objectives of trips they have sponsored. The field trip objectives are fully articulated below. Teachers should use this information to determine how to improve or whether to continue planning future field trips of the same nature. There are two types of field trip objectives:

1. Instructional
   Trips that support the instructional program should be related directly to the curriculum of the grade level and/or subject area, and should provide firsthand experiences which extend and enrich the instructional program. 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. Each trip should be planned to meet specific objectives, as well as to serve one of the following purposes:

   a. Motivation; when a field trip initiates a unit of study, generates interest, or introduces a concept;
   b. Extension; when a field trip deepens a concept learned in the classroom by demonstrating its application outside the classroom; or
c. Culmination; when a field trip reinforces information and facts particular to a certain area of study by enabling students to see how this information and these facts are used.

2. Enrichment
Trips that serve enrichment purposes 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). These experiences could be indirectly related to a course curriculum, but are experiences that students could partake on their own. Whenever possible, scheduling such trips during instructional time or the school day should be avoided.

Administrative approval must be sought for all DCPS sponsored and co-sponsored international travel. This includes:

a. Travel organized and/or led by DCPS staff in their employment capacities (whether taking place during the school year, holidays, or summer);
b. Travel organized by an outside group, working in collaboration with DCPS staff;
c. Travel organized by an outside group, but funded in whole or in part by DCPS; and
d. Travel organized by an administrative unit of DCPS.

The Application for Permission – Field Trips and Student Travel Proposal, and all required supporting documents, must be completed and approved prior to travel. Sponsors will not be permitted to travel without a complete packet of all required documents (refer to Field Trips and Student Travel Checklist). Staff shall not begin travel without documented approval.

Principals are encouraged to review, periodically, with teachers, the field trips that they have sponsored to evaluate their adequacy in furthering the purposes set forth in this directive and to recommend changes or improvements, if necessary.

B. DEFINITIONS
A field trip is a school-approved trip, off the premises of the school. A field trip does not include summer training camps or inter-scholastic competition, unless the competition requires overnight or foreign travel.

1. **Local Field Trips** are field trips that take place within 30 miles of the school.

2. **Domestic (non-local) Field Trips** are field trips that take place beyond 30 miles of the school but within the continental United States.

3. **International Field Trips** are field trips that take place outside of the continental United States.

4. **Senior Class Trips** are non-academic trips (i.e., Disney World, Six Flags, beaches, etc.) for graduating students. To ensure the safety of our students, any use of watercraft must be
noted and approved and no swimming shall be permitted unless a certified lifeguard is on duty. These trips do not fall under the category of instructional or enrichment field trips as outlined in Section I.A.1. – 2. and are therefore not considered field trips. Schools must use other methods (i.e., fundraisers) to garner funds to sponsor this type of trip. Additional requirements must be met as outlined in Section F.6.

5. **Adult Student** is a student who is 18 years of age or older. The term “adult student” includes self-supporting students (see 5 DCMR §E-2099.1).

6. **Chaperone** is a person, usually a volunteer parent or guardian, who assists the local school staff on school-sponsored field trips/activities and is under the direct supervision of DCPS employees. In some instances, they must complete a Volunteer Application and must undergo a criminal background check prior to chaperoning any field trip. Please follow the criteria below to determine whether a Volunteer Application must be completed and if a criminal background check is required.

- Individuals working with students in an unsupervised capacity on or off of school premises must undergo a criminal background check prior to working with any student; this includes all overnight field trips. These individuals must complete a Volunteer Application and undergo a criminal background check prior to serving as a chaperone.
- Individuals serving as chaperones for no more than two day trips are not required to undergo a criminal background check as long as they have only supervised contact with students. Teachers or other staff must observe day trip chaperones at all times and ensure that there is no unsupervised contact between chaperones and students (e.g. chaperones cannot escort students to the restroom, because that constitutes unsupervised contact).
- Individuals working with students on a one time basis only, or on a sporadic basis, (i.e., individuals volunteering for career day, book fairs, school dances, or other one-time events) are not required to undergo a criminal background check as long as they have only supervised contact with students.

7. **School-sponsored field trip** is one that relates directly to the instructional program at the school and is sanctioned by the teacher and the Principal as one that enhances and/or extends learning opportunities for students. An international field trip, even one that does relate to the instructional program, is not usually a school-sponsored field trip.

8. **Non-DCPS sponsored field trip** is one that is not sponsored by DCPS and is organized by an employee and/or an outside agency. Section II explains Non-DCPS sponsored field trips in further detail.

9. **Certificate of Liability Insurance** serves as proof that an entity holds active liability insurance in a specified amount. The certificate is issued by the entity’s insurance carrier and is presented to another entity upon request.
C. LENGTH OF 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 attention span and age of the students involved. Sponsors should adhere to the following guidelines in planning field trips and travel:

1. **Grades pre-Kindergarten–Kindergarten students:**
   a. Trips should not exceed the regular school day.
   b. No overnight trips are allowed.

2. **Grades 1–6 students:**
   a. Trips should not exceed two (2) days.
   b. Overnight trips are allowed.

3. **Grades 7–12 students:**
   a. Trips may exceed three (3) days.
   b. Overnight trips are allowed.

D. SUPERVISION OF STUDENTS
Students participating in field trips must be supervised at all times by a sponsor, chaperone, or volunteer. At no time shall a student travel or be left behind without adult supervision.

Pursuant to DC Official Code § 4-1501.03, any unsupervised volunteers that have contact with DCPS students must obtain a criminal background check. All volunteers must complete a Volunteer Application and arrange for fingerprinting and a criminal background check through the Office of Community Partnerships.

The teacher responsible for initiating a field trip 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. 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 approve all chaperones. The selection and approval of chaperones should be based on the individual’s thorough knowledge of and rapport with the majority of the students taking the trip.

1. **Ratio of Adults to Students:**
   Schools must provide a sufficient number of chaperones to ensure adequate supervision, according to the following adult-to-student ratios:

   a. **Elementary** – (Pre-Kindergarten–Grade 6): A minimum of one (1) adult to every 10 students must be provided.

   c. **Secondary** – (Grades 7–12): A minimum of one (1) adult to every 15 students must be provided.
d. **International**— (Grades 9–12): A minimum of one (1) adult to every 10 students must be provided, with a minimum of two (2) adults.

E. **FINANCIAL CONSIDERATIONS**

1. Schools are responsible for the expense and contracting of transportation services. Trips should be planned to permit every student to participate and thus should be planned at the lowest possible cost.

2. Prior to the use of any public carrier, the sponsor must obtain from the public carrier evidence of valid and current vehicle licenses, registration and inspection, as well as proof of liability insurance.

3. DCPS and the local school shall not bear any financial responsibility for trips, whether educational or cultural, if they are not processed through the proper procurement policies and procedures. Individual sponsors shall be responsible for all contractual arrangements.

4. All funds received shall be handled in accordance with the procedures for handling non-appropriated funds, including the establishment of a separate account. 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.

5. All funds necessary to cover a trip being handled by a commercial travel agency should be paid directly to the agency by the sponsoring teacher, with final payment to be paid no less than 30 days prior to the event. The sponsor serves as the liaison between the school and the agency, and must be able to provide a full accounting of all group expenditures.

6. 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 school-sponsored field trip that is integral to the curriculum and the instructional program. Reduced fare, if available, will apply to all persons going on the trip.

7. For senior class trips, the sponsor must ensure that funds are raised to cover all related expenses of the class, class sponsor, parents, and chaperones. Local and federal funds cannot be used to pay for any portion of a senior class trip.

8. Deposits of emergency funds will be made in bank accounts authorized by the Principal in the name of the school. Withdrawals from this account shall 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 sponsor prior to the trip. Any unused portion of the emergency fund must be returned to the Principal or his/her designee within one week after the trip is completed. The Principal or his/her designee shall issue a receipt for returned funds.
F. APPROVAL PROCESS FOR FIELD TRIPS

1. Local field trips may proceed with the written approval of the Principal. Requests for approval should be submitted to the respective Principal at least 21 days prior to travel. However, the respective Principal may accept requests at his/her discretion, so long as the request is made prior to the field trip. Any changes to an approved agenda must be forwarded to the Principal for approval in advance.

2. Domestic (non-local) field trips may proceed with the written approval of the Principal and Instructional Superintendent. Requests for approval must be submitted to the Instructional Superintendent at least 21 days prior to the planned travel date. The Instructional Superintendent shall approve or disapprove the proposed travel within three (3) days of receipt of the request.

3. In approving field trip proposals for local, domestic (non-local), international and senior class travel, Principals should consider the demonstrated judgment and experience of the sponsoring teacher and/or agency.

4. International field trips may proceed with the written approval of the Principal, Instructional Superintendent, Chief of Schools and the Chancellor or her designee. Requests for provisional approval must be submitted six (6) months prior to travel. No trip will receive final approval without the submission of all required information. In order for an international field trip to occur, the following process must be adhered to:

   a. The sponsor will complete and submit the initial Application for Permission - Field Trips and Student Travel Proposal six (6) months prior to travel. This will serve as the preliminary request for provisional approval. If provisional approval is granted, the sponsor may proceed with planning, fundraising, student selection and orientation, and making all pertinent reservations. The Chief of Schools shall grant provisional approval or disapproval within two weeks of receipt of the proposal. The sponsor should be aware that provisional approval does not constitute final approval because all documentation is not required at this stage.

   b. Within 60 days prior to the travel date, the sponsor will submit a fully developed proposal with all supporting documentation to the Principal for final approval. The final application is required to include:

   - Final budget and identification of funding sources;
   - Confirmation that full funding for travel has been secured;
   - List of participant(s) (with copies of parent permission slips and medical information forms, where necessary);
   - List and titles of chaperone(s);
   - Evidence of valid and current vehicle licenses, registration, inspection, as well as certificate of liability insurance for public carriers, when appropriate; and
   - Complete itinerary with contact information
c. Upon final approval of the Principal, the fully developed *Application For Permission-Field Trips and Student Travel Proposal*, with all supporting documentation, and the *Field Trips and Student Checklist* will be submitted at least thirty (30) days prior to the departure date to the Chief of Schools.

d. Trips to countries on the U.S. State Department’s “travel warnings” list will not be permitted. Threat levels must be checked before and during the field trip. If the threat level increases, the Principal and Instructional Superintendent should be notified, and a decision will be reached to notify parents, change the itinerary, or cancel the trip.

5. Any field trip that includes an overnight stay in a private home will not be approved by DCPS and will be considered a non-DCPS field trip (see Section II for further detail).

6. Senior class travel often takes place following the election of senior class officers in the fall. Proposals for senior class trips that will take place during the second semester of the graduating seniors’ academic year may be submitted to the Instructional Superintendent for approval by December 1\textsuperscript{st} of the first semester of the academic year. Travel plans will be approved by the respective Instructional Superintendent and the Chief of Schools by December 30\textsuperscript{th}.

7. No out-of-state field trip will be approved if there is an in-state experience that accomplishes the same or similar objectives.

G. DUTIES AND RESPONSIBILITIES – SCHOOL SPONSORED TRIPS

1. Sponsoring Teacher(s).
   a. Provide a detailed itinerary, including the destination, departure date, travel schedule, and return date;

   b. Make arrangements in advance with the site(s) to be visited, and if appropriate and possible, conduct a site visit and walkthrough of the trip;

   c. Obtain evidence of valid and current vehicle licenses, registration, inspection, as well as certificate of liability insurance for public carriers, when appropriate;

   d. Request that the travel agency send a representative to the pre-travel orientation session to discuss and share the travel company’s cancellation policy (if applicable), availability of travel insurance, and refund schedule (if any);

   e. Conduct at least one mandatory pre-travel orientation session for students/parents/guardians/faculty/chaperones. This information shall also be distributed to parents and all participants in writing. The agenda for this meeting should include, but is not limited to, the following:
   - Purpose of the trip and its relation to curriculum or activity program;
   - Review of steps being taken to secure permission from appropriate personnel;
• Detailed itinerary;
• Proposed housing arrangements;
• Budget and fund raising and other expenses not included in the costs, such as required inoculations, passport/visa expenses, and personal expenses, if appropriate;
• A review of the DCPS Student Discipline Regulations, located in Title 5, Chapter B25 of the D.C. Municipal Regulations (5 DCMR §§B2500-B2599);
• Arrangements for chaperones;
• Parent information and permission requirement;
• Emergency procedures; and
• Transportation arrangements.

f. Obtain a completed and signed Parental Consent for Field Trip Form from the adult student or parent/guardian. A form must be completed for each participating student prior to the field trip date. The sponsor is responsible for ensuring that valid signatures are provided. Parental Consent for Field Trip Form is available in English, Spanish, Chinese, and Vietnamese, from the Office of Bilingual Education and ELL Support and will be printed in other languages as needed;

g. Arrange for the required number of adults/chaperones to accompany the group;

h. Ensure that each student is carrying proper identification in the event he or she is separated from the group;

i. Ensure that students have received appropriate immunizations or medication in advance of international trips where such immunizations or medications are necessary to safeguard the health of the child;

j. Collect money for fares and any admission fees required;

k. Submit a list of student names, parent/guardian names, addresses, and telephone numbers of all students and adults involved in the trip to the Principal, along with the permission forms, the destination information, and purpose of the field trip two (2) weeks prior to the time of an overnight trip;

l. Submit original Parental Consent for Field Trip Forms to the school office;

m. Carry copies of Parental Consent for Field Trip Form, health information form, travel insurance documentation, and copies of students’ passport/visa, where applicable for all participating students on the trip in the event that medical treatment of student is required and parent is unavailable to approve such treatment;

n. Obtain contractual understanding with carrier that a head count for all students is required prior to departure and return;
o. Provisions for students who will not be participating, including class coverage and assigned work, must be submitted to Principal three (3) days prior to departure;

p. Remain with student(s) until each student has been picked up by a parent, guardian, or responsible party, unless prior alternate arrangements have been made; and

q. Provide the following information to parent/guardian or adult student:
   o Detailed itinerary, including destination, departure date, travel schedule, return date;
   o Purpose of the trip, including a description of activities in which students will be engaged during the trip;
   o Type of transportation and name of carrier; if private transportation is used, contact information shall be provided;
   o Cost per student;
   o Copy of DCPS Student Discipline Regulations, Title 5, Chapter B25 of the D.C. Municipal Regulations, which explain the rules of student discipline and prohibited behaviors; and
   o Names and telephone numbers of teacher(s)/administrator(s) in charge in case of emergency; and when applicable, notification to parent of opportunity to participate in the trip, either as chaperone or participant; and any other pertinent information.

r. Ensure that the school cafeteria manager is notified of the field trip date and the number of students who will not consume lunch the day of the field trip.

2. Principal
   a. Provide the sponsoring teacher(s) with a cellular telephone to use in the event of an emergency, when necessary;
   b. Notify the Instructional Superintendent immediately in the event of an emergency;
   c. Submit information forwarded by sponsor(s) as required by Section G.1.A. and K., for domestic (non-local) and international trips to the Instructional Superintendent three (3) weeks prior to departure; and
   d. Ensure that a Trained Medication Giver accompanies students on field trips to assist any student that is not authorized by their doctor to self-administer medication.
   e. Ensure that all chaperones have received current satisfactory background checks prior to the field trip.

3. Parent/Adult Student
   a. Must complete a Parental Consent for Field Trip Form for each participating student;
   b. Provide 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;
   c. Complete and sign necessary consent and waiver forms;
   d. Secure and provide proof of any necessary immunization for their child;
   e. Secure passports and any other required travel documents;
   f. Purchase required travel insurance, unless provided by the trip sponsor;
g. Provide adequate funds to support students during the period of travel; and
h. Sign and submit a consent form accepting legal responsibility for the student’s behavior before participation will be permitted. The consent will include a waiver of rights to any non-refundable payments or deposits paid to private providers that may be forfeited as the result of students’ illness or behavior prior to departure that would disqualify the student from participation.

4. Student
a. May not travel independently to or from a field trip site unless their parents have requested permission, in writing, from the Principal and received approval, prior to departure;
b. Must exhibit appropriate behavior. Students who are approved to participate in any field trip, including international travel, who are suspended or expelled prior to departure, shall become ineligible to participate in the field trip/travel; and
c. If, for any reason such as illness, suspension, or expulsion, a student becomes ineligible to travel, neither the student’s school or DCPS shall be responsible for reimbursement to parents/adult students, for non-refundable deposits made on behalf of that student to airlines, carriers, places of residence, or other entities associated with the trip.

H. ADMINISTRATION OF MEDICATION
The following is the District of Columbia Public Schools’ 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 that are under the care of a medical provider and have a medication order written by the student’s medical provider shall be eligible to have their medication administered while on field trips only when absolutely necessary.
- Only medication approved by the student’s medical provider and administered at the school should be administered to those students that have an Authorization for Medication Administration Form on file in the School Nurse’s suite.
- Medication that is stored in the Nurse’s suite for the student’s routine care will not be taken on field trips.

1. Role of Parents/Caregivers
a. Medications should be administered by parents before or after school.
b. The student’s parent/caregiver may administer medication on the field trip.
c. If a parent/caregiver cannot attend the field trip with the student, they are required to provide the school with a single dose of the same medication on file for the student on the day of the field trip.
d. The single dose of the approved medication should be delivered to the school Principal/designee by the parent in a labeled container from a registered pharmacist.
e. The medication is to be given by the parent/caregiver to the school Principal/designee and then provided to the designated medicine giver when parents/caregivers are not participating in the field trip.
2. Role of Principal/Teachers/Nurse  
   a. Teachers will be required to secure approval from the Principal on all field trips. Notification by the teacher to the school Principal must include the health needs of all children attending a field trip, including students requiring medication during the trip.  
   b. If the parent/caregiver 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.  
   c. Principal should communicate with 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.  
   d. Once informed by the Principal, the Nurse will communicate with parents/caregivers to ensure that the parent/caregiver has at least two (2) weeks to obtain an additional prescription for the field trip.

3. Role of Trained Medication Giver  
   a. Obtain a copy of the Authorization for Medication Administration Form on file in the student’s health record to bring on the field trip.  
   b. Ensure the label on the medication matches that of the medication on the Authorization for Medication Administration Form.  
   c. Ensure that the date on the label containing the medication has not expired.  
   d. Keep the medication and Authorization for Medication Administration Form in a secure place during the entire period of the field trip.  
   e. Administer the medication based on the Authorization of Medication Administration Form as indicated on the label.  
   f. Upon return to the school, record that the medication was administered onto the Record of Administration Sheet in the medication administration book, located in the Nurse’s suite.  
   g. Document any unexpected occurrences and/or returned medication that was not administered in accordance with the established Administration of Medication policies and procedures.  
   h. Additional medications shall be returned to the parent and not stored in the Nurse’s suite.  
   i. In the event of an emergency the trained medication giver shall adhere to DCPS policy by calling for emergency assistance.

I. NOTIFICATION IN CASE OF EMERGENCIES

   a. 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 chaperone/chaperone/sponsoring teacher shall immediately notify the Principal, who will notify 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.
b. In the event of an emergency during travel or a change to the travel itinerary, the sponsoring teacher/chaperone shall notify the Principal who will notify parents, the Instructional Superintendent, and the Chief of Schools. The Chief of Schools will notify the Chancellor.

c. If for any reason, due to illness, any behavior that violates the *DCPS Student Discipline Regulations*, or personal emergency, a student must return home, he or she must be accompanied by a chaperone. Any costs assumed in this regard will be the responsibility of the parent/guardian.

II. FIELD TRIPS/TRIPS NOT SPONSORED BY DCPS

When a DCPS employee plans non-DCPS sponsored trips, even when the guidelines called for in this directive are followed, parents will be informed, in writing, that the trip is a non-DCPS sponsored trip. The employee must inform parents in writing that DCPS takes no responsibility/liability for the trip. The employee shall be responsible for:

a. Completing the Non-DCPS School Sponsored Trip Notification Verification form notifying student participants and their parents that the trip is not school sponsored and that DCPS is not liable for losses or injuries incurred as a result of the trip;

b. Not advertising the trip as DCPS sponsored or organizing the trip during instructional time or business hours;

c. Not naming DCPS on any related contract or using school letterhead (including DCPS permission forms and emails) to advertise or convey any information about the trip;

d. Handling all required arrangements and documentation needed for the trip with the student, parent, guardian, travel agency, and any other entity for a successful trip;

e. Ensuring that the trip meets one of the categories stated in Section I.A.;

f. Notifying all parties involved that DCPS is released from all claims associated with the field trip. All claims are the responsibility of the outside agency and/or employee sponsoring the trip; and

g. Ensuring that funds are raised to cover all related expenses of the class, class sponsor(s), parents, and chaperones. Local and federal funds cannot be used to pay for any portion of a non-DCPS trip.

h. The *DCPS Student Discipline Regulations* shall remain in effect on non-DCPS trips. Staff should be aware of this and distribute a copy of the regulations to parents.

III. SELECTING STUDENTS TO PARTICIPATE IN INTERNATIONAL TRAVEL

Principals may excuse students from school to participate in international travel upon selection by either DCPS or an outside agency, provided that the experience is directly related to and correlated with a specific unit of study or specialized function of the school.

Students who are selected for participation in international travel (whether school-sponsored or non-school sponsored) should have:

1. A record of academic achievement which indicates that grades will not be affected due to absence from school and classes for the length of the trip;

2. Demonstrated evidence of self-discipline, which will enable them to function effectively with limited supervision in a foreign country;
3. A commitment to communicate their travel experiences to others upon return to their school;
4. Capacity to act as an ambassador of his or her school, community, city and country;
5. Parental consent.

IV. CONSIDERATIONS FOR TRAVELING STUDENTS
DCPS recognizes that international field trips provide unique opportunities for students to broaden their knowledge of other cultures through a firsthand experience. Participation in international field trips is limited to students in grades 7 – 12.

International travel may be used to serve as an introductory device to stimulate or motivate interest, provide direct sources of information and opportunities to broaden understanding through firsthand experiences, extend and enrich programs and/or serve as culminating activities.

Students selected for participation in international travel should be afforded every opportunity to do advance work, make-up assignments or have travel experience substituted for regular classroom participation. Prior agreement should be obtained from the student’s teacher(s).
1. Principals should facilitate written agreements regarding what teachers will accept and requirements that absent students must meet. Such agreements must include provisions for make-up tests or being excused from tests.
2. Requirements placed upon students must be reasonable and attainable. Students should not be required to complete regular classroom assignments during travel unless the assignments are related to the travel.
3. Teachers should ensure that both students who travel and their other classmates profit educationally from the international experiences. Students who travel should be encouraged to take pictures and slides, maintain logs, or consider alternative means of sharing their experiences with other students upon their return.