

## GARFIELD FIELD TRIP BEHAVIOR CONTRACT | 10.10.2014

Field Trips are a group experience and much is expected of each individual for maximum harmony to exist. Parents/Guardians and students please read this contract together, sign at the bottom and return to the Lead Organizer of the field trip. This form must be signed and turned in prior to departing on the field trip.

Field Trip Name: \_\_\_\_\_  
Time/Date of Field Trip: \_\_\_\_\_  
Lead Organizer(s) Name(s): \_\_\_\_\_  
Contact Information: \_\_\_\_\_

If you have any questions, suggestions or concerns, please speak with the Lead Organizer(s) of this field trip.

### **STUDENT BEHAVIOR EXPECTATIONS:**

- 1) Students will conduct themselves in a safe and respectful manner at all times. They will follow ANY adult's direction or request immediately without argument or question.
- 2) Students will not participate in any form of violent behavior.
- 3) Students will not participate in any hazing, bullying, intimidation, threats of violence, harassment or any form of inappropriate controlling, either verbal or physical.
- 4) Students are not to leave or separate themselves from the group at any time, unless approved to do so by the Lead Organizer(s) or Chaperone(s).
- 5) Stay out of other peoples belongings (no stealing or unauthorized borrowing).
- 6) Students will not damage or deface any property. Families will be held responsible for any monetary reimbursements due to property owners.
- 7) Students will not bring objects that are deemed dangerous or disruptive, (pocket knives, fireworks, pellet guns, etc.) and subsequently will not possess or use any illegal objects. Use of personal entertainment devices are solely at the discretion of Lead Organizer(s) or Chaperone(s).
- 8) The presence of alcohol, drugs, or tobacco products will result in immediate parent/guardian contact, being sent home, and the same school district consequences as if the incident occurred on school grounds. No refund will be given if the student is sent home.
- 9) Students will not use verbally inappropriate or abusive language or physically inappropriate or abusive actions at any time during the field trip.
- 10) Students must be on time to all activities. A schedule will be provided to each student.
- 11) When staying at a motel, hotel or other accommodations, students will be respectful of other guests at that location. Students will enter the facility quietly and show courtesy to others during the group's stay.
- 12) Members of the opposite sex are not allowed into each other's rooms at ANY time.
- 13) Quiet hours are from 10:30 p.m. to 6:00 a.m. each day.

These expectations are not intended to be all-inclusive, and any action deemed unsuitable or unsafe may be subject to the disciplinary actions outlined below. Please note that the Lead Organizer(s) and/or Chaperones and/or anyone providing support of any kind (to include transportation) are able to assign and enforce these discipline measures.

# GARFIELD FIELD TRIP BEHAVIOR CONTRACT | 10.10.2014

## DISCIPLINARY PROCEDURES:

Depending on the severity of the offense, the following actions may be taken:

1. The student will be warned against future infractions.
2. The student may be removed from the situation and asked to stay with an approved Chaperone. A parent will be notified of the situation.
3. If damages are involved, the student will be responsible for their repair. A parent or guardian is ultimately responsible for any damages incurred by their child.
4. A parent may be notified and asked to come and remove the student from the field trip. Parents will be responsible for any cost incurred in sending their student home due to disciplinary action.
5. In the interest of safety the Lead Organizer(s) or Chaperone(s) reserve the right to withhold a student from any activity during the field trip.

## STUDENT/PARENT/GUARDIAN INFORMATION:

### Attendance:

- Attendance is taken by name before we leave for the trip, as well before leaving any location. (Entering the destination, destination to destination, destination back to bus, bus leaving destination)
- Our roster is critical to keeping our attendance organized.
- Please do not be late in dropping off or picking your student up, and please speak directly with the Lead Organizer(s) if you ever meet the group at their destination.
- Upon returning from a trip, all students must be picked up by a parent/guardian or their designee. No student will be allowed to drive or walk home from school upon our return without written permission from their parent/guardian.

### Chaperone System:

- There are # of Chaperones for this field trip responsible for # of students. Chaperones will stay with the group each day and will be available to assist students as needed.
- Chaperones work directly with the Lead Organizer(s) to coordinate the activities each day. If and when a Chaperone is assigned to a specific group of students, the Chaperone will set an emergency meeting location for their group, in the event that any student gets separated.

We encourage you to review these policies and address any questions to the Lead Organizer(s) prior to the field trip. At your request, we can provide additional copies of this contract for your records. By signing this contract, you are affirming that you and your student are aware of, and accept, the behavior expectations and the disciplinary measures are in place for your student while participating in this field trip.

Student's Name (Print): \_\_\_\_\_

Student's Name (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Name (Print): \_\_\_\_\_

Parent/Guardian's Name (Signature): \_\_\_\_\_ Date: \_\_\_\_\_