

Travel Participation Criteria

Participation in international and out-of-state school trips is a privilege accorded to full-time students in good standing at Ottoson Middle School. It is not a requirement or a component of any course or course grade. International and out-of-state trips are an optional enrichment activity offered by school staff. Families are responsible for the full cost of the trip. Offering these trips provides us with opportunities to raise scholarships and create accessible opportunities for students. We will make every reasonable effort to support and accommodate students to make these options available to a wide range of students.

As trips vary in levels of educational mission, risk, distance, length, and commitment, the criteria for participation vary among trips.

The school must be conscious of the safety of all students as well as the way in which the trip represents the school in our community. Students who are not in good standing in the 30 days before a trip will be excluded from trip participation. At this point, **funds or deposits will not be returned**, as deposits and shared costs may not be recouped by the trip group. Students may be excluded from a trip in the 30 days before the trip for any of the following reasons:

- Has been suspended from school in the past two months.
- Would be under suspension from extracurricular activities or athletics.
- Is carrying an F in any classes (Grades will be reviewed by the administration.)
- Is in danger of receiving an M due to attendance
- Has current conditions that will affect the safety of the student or other students. (We will make every effort to provide reasonable accommodations for students' health conditions).
- Or other reasonable exclusions at the sole discretion of the Principal, including issues impacting the safety of the student or other students.

Prior to INITIAL approval for any trip, we will review all students who do not meet any of the above criteria. We do not want to accept non-refundable deposits or reserve spaces for students who are not likely to meet criteria for participation.

Travel Behavior Contract

Participation in international and overnight school trips is a privilege accorded to full-time students in good standing at Ottoson Middle School. It is not a requirement or a component of any course or course grade. International and overnight trips are an optional enrichment activity offered by school staff. Families are responsible for the full cost of the trip.

During school trips, it is important to remember we are representing our school and our community. Students are subject to all school rules and expectations while on the trip. While in another country or state, it is important to remember that we are also subject to the rules and customs of the places we are visiting. A violation of any rules and expectations, including but not limited to those set forth in the Student Handbook, may result in both school and travel consequences that all students and their families need to be aware of.

In situations when students have violated rules and/or expectations and safety is a concern, students may be removed from the group. Although rare, parents/caregivers may be called to come pick up their child and take them home. It is also important to note that in emergency situations, students may not be able to participate in all group activities and/or may need to separate from the group. In the event of separation due to disciplinary infractions or emergencies, we will follow disciplinary and safety procedures outlined in the OMS Handbook. Students will be supervised, and staff and chaperones

will coordinate and communicate with administration and families in these situations. **By signing below, parents/caregivers accept the responsibility that they may need to travel to join their student in cases of disciplinary infractions or emergencies.**

When traveling, students will be part of a large group. The scheduled activities are group activities, and students are expected to participate so that they really learn something during the experience. As a member of a group, therefore, students carry a certain responsibility- not just for themselves, their teachers, and their parents, but to others as well. Below are some guidelines that are designed to ensure safety and adherence to school policies and procedures:

- No traveler is permitted to carry knives, firearms, or any other dangerous weapons.
- No traveler is to be in possession of any controlled substances or liquor.
- No smoking.
- No verbal abuse will be tolerated.
- Cell phone/Internet use should be kept to a minimum during group moments, unless to take pictures.
- Students are expected to have breakfast, lunch and dinner with their group unless otherwise specified.
- Students are required to participate in all group activities such as sightseeing and excursions since this constitutes the trip. Travelers are never to go off alone during free periods. Travelers should always be with a partner when they are not with their teachers. Always be sure to have a chaperone/director contact number with you at all times.
- Naturally, students should always be punctual. Other people will be counting on you.
- No littering or leaving trash behind *anywhere*. Respect other people's property. Students are financially responsible for damage they cause.

You are representing not only your school and your town, but also your country. We are all good-will ambassadors when we travel. We will provide you with as much information as possible to help you understand the places you will be visiting and the people you will be meeting.

Travel Cancellation Policy

Please see the attached page (inserted by teacher) concerning the cancellation policy of _____, our travel company.

By signing below, I acknowledge that I have read and understand the Travel Participation Criteria, Behavior Contract, and Cancellation Policy:

(Traveler's Signature)

(date)

(Parent's/ Guardian's Signature)

(date)