 Marsh Avenue Expeditionary Learning School

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Courage, Tolerance, Compassion, Collaboration

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**MAELS**

 **Student Field Trip Contract**

 I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, wish to participate in this educational experience and my parent and/or guardian and I agree to abide by the stipulations outlined below. We understand that I will not be permitted to participate unless this form is signed and all of these stipulations are met. We further understand that if any deposits have already been made and these stipulations are not met we may forfeit the deposits.

 **CONDITIONS & ELIGIBILITY REQUIREMENTS**

In order for field trips to be safe and educational experiences, each student will be expected to demonstrate that he/she can display the proper conduct and academic standards needed to attend. The following academic, behavioral, and procedural guidelines will be monitored by the MAELS staff in determining the eligibility of a student to attend each field trip.

**ACADEMIC/BEHAVIORAL**

**Students will demonstrate responsibility and effort in habits of success. They will also maintain a high standard of behavior in our school.** Students will be eligible to attend the field trip if all of the following occur:

* Class work is completed; as per standards described by our Habits of Success
* Homework is consistently turned in on a timely basis;
* Passing grades (“E”, “G”, or “S”) in Conduct.
* Appropriate behavior in the cafeteria and hallways

**Students may not be able to attend if the following occur:**

* A student receives a “N” in conduct in any one class,
* A student has been involved in a bullying incident,
* A student is suspended,
* A student receives a teacher removal, or
* A student has not abided by our cell phone policy 2 or more times.

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8th grade students: senior privileges and/or end-of-year activities may be denied if a student displays continued inappropriate school behavior.

**STANDARDS OF CONDUCT**

**While on the trip, students will agree to abide by all NYC DOE policies regarding field trips, all MAELS rules, and any special rules that are implemented for this trip by the instructors. Students understand that, in effect, they are in school 24 hours a day for the entire trip. These rules include, but are not limited to the following:**

* Students will conduct themselves in a safe and respectful manner at all times. They will follow the direction or request of MAELS staff immediately without argument or question.
* Students will not participate in any form of violent behavior.
* Students will not participate in any hazing, bullying, intimidation, threats of violence, harassment or any form of inappropriate controlling, either verbal or physical.
* Stay with the group at all times.
* No boys in girls’ rooms or girls in boys’ rooms. EVER.
* If we are staying overnight, students must show consideration for other guests, observe rules given by the hotel adhere to any instructions given by the staff member of MAELS. Students will enter the facility quietly and show courtesy to others during the groups stay.
* Because of our hectic schedule, students must get ample sleep. Curfew (lights out) will be strictly enforced. Quiet hours are from 10:30 p.m. to 7:00 a.m. each day.
* To be early is to be on time, to be on time is to be late, and to be late is unacceptable.
* We have high expectations for all members of the traveling party and students are expected to follow all instructions in preparation for, and during this educational experience.
* Parents are required to accept responsibility for any damage or costs incurred by their son/daughter.
* Stay out of other people’s belongings (no stealing or unauthorized borrowing).
* 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.
* 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.
* Students will not use verbally inappropriate or abusive language or physically inappropriate or abusive actions at any time during the field trip.

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 Chaperones and/or anyone providing support of any kind (to include transportation) are able to assign and enforce these discipline measures.

**DISCIPLINARY PROCEDURES:**

* Depending on the severity of the offense, the following actions may be taken:
* The student will be warned against future infractions.
* The student may be removed from the situation and asked to stay with an approved Chaperone. A parent will be notified of the situation.
* 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.
* 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.
* In the interest of safety the Chaperone(s) reserve the right to withhold a student from any activity during the field trip.

We encourage you to review these policies and address any questions prior to the scheduled 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 eligibility requirements, behavior expectations and the disciplinary measures that are in place for your student while participating in this field trip.

Student’s Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Class\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_

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

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

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