**FIELD TRIP BEHAVIOR GUIDELINES**

**New York City, NY 2016**

Parents and students please read and initial each item below. This way there will be no misunderstandings on the trip. ***This form must be turned in with the permission slip.***

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| \_\_\_\_\_\_\_\_\_\_ParentInitials | \_\_\_\_\_\_\_\_\_\_StudentInitials | 1. Be at the Columbia Metropolitan Airport at the designated time. We must leave to meet our designated appointment time. We have no control over the flight schedule and planes will not be held. Refunds will not be given for missed flights. |
| \_\_\_\_\_\_\_\_\_\_ParentInitials | \_\_\_\_\_\_\_\_\_\_StudentInitials | 2. Groups of students will be assigned to a specific chaperone while we are touring. YOU MUST REMAIN WITH THAT CHAPERONE AT ALL TIMES. |
| \_\_\_\_\_\_\_\_\_\_ParentInitials | \_\_\_\_\_\_\_\_\_\_StudentInitials | 3. The designated pick up person must be at the Columbia Metropolitan Airport at the designated time.  |
| \_\_\_\_\_\_\_\_\_\_ParentInitials | \_\_\_\_\_\_\_\_\_\_StudentInitials | 4. Remember, that you are representing Hand Middle School and will behave and dress appropriately. The school dress code policy and discipline policy will be enforced. This means you may receive referrals, etc. while on this trip. |
| \_\_\_\_\_\_\_\_\_\_ParentInitials | \_\_\_\_\_\_\_\_\_\_StudentInitials | 5. No student can receive **any** discipline referrals, out-of-school suspensions, Hearing Board Referrals beginning **Wednesday, August 26, 2015 and ending May 30, 2016**. **If a student is not able to participate because of a discipline issue after payment is made, a refund can only be given if that student can be replaced by another paying student. No refunds can be given after plane/flight arrangements have been made.** |
| \_\_\_\_\_\_\_\_\_\_ParentInitials | \_\_\_\_\_\_\_\_\_\_StudentInitials | 6. Remember that the cost of the trip is based on a predetermined number of students. If the trip is cancelled due to a disaster beyond the school’s control, refund will not be given to students. |

Parent Signature Date Parent Emergency Number

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Student Signature Date Student Cell Number