

Acknowledgement of Policies and Procedures
NRAC Middle School Eighth Grade Columbus and Cincinnati Trip

Student Name

Please initial each statement below and sign at the bottom.

_____ We understand that the cost of the trip is \$450 and must be paid in full no later than March 14, 2018. If the balance is not paid, we understand that the student will be removed from the trip.

_____ We understand that our child will be removed from the trip if school fees are not paid.

_____ We understand that students can be removed from the trip by administration based on behavior and attendance during the school year and **will not receive a refund if removed after March 14, 2018.**

_____ We understand that **if removal from the trip due to behavior occurs after March 14, 2018, no refunds will be issued.**

_____ We understand that **no refunds can be issued after March 14, 2018.**

_____ We have read and understand the Code of Conduct set forth for the trip. We understand the consequences in place for students who break the rules in the Code of Conduct while on the trip.

_____ We understand that our child may bring a cell phone if the appropriate form is filled out and turned in to the chaperone **when luggage is dropped off.** Chaperones will collect cameras and cellphones each night and redistribute them in the morning. We also understand that no other electronics will be permitted.

_____ We understand that if our child needs medication on the trip, the appropriate forms need to be filled out (over-the-counter or prescription) and turned in with the medication by a parent **no later than May 1, 2018** to the school nurse.

_____ We understand that our child will receive three t-shirts of the requested size and cannot exchange for a different size. Shirts are ADULT SIZES. Please choose the appropriate size below:

Small_____ Medium_____ Large_____ XL_____ 2XL_____ 3XL_____

_____ We understand that our child may appear in photos which could be published on the school website or social media (without names).

I, _____, parent/guardian of _____ understand the policies and procedures regarding the NRAC Middle School Eighth Grade Columbus and Cincinnati Trip and give my child permission to participate in this trip.

I, _____, (student's signature), understand the policies and procedures regarding the NRAC Middle School Eighth Grade Columbus and Cincinnati Trip.

WAIVER AND RELEASE FORM

I, _____ (print parent's name), am the parent/guardian of

_____ (print student's name), an eighth grade student at NRAC Middle School. I(we) hereby request that the above-named student be permitted to attend and participate in the Washington, D.C. trip. I(we) understand and acknowledge that my(our) child will be transported to ***Columbus and Cincinnati*** by commercial bus and will be staying overnight in a hotel (possibly over the river in Florence, Kentucky) for ***two (2)*** nights and traveling for three (3) days, **from May 16 to May 18, 2018.**

In consideration of the student being allowed to participate in ***the overnight trip*** on behalf of my(our) child and myself(ourselves), the undersigned parent(s) or guardian(s), I(we) hereby assume ***all risks in connection with the trip*** to and from ***Columbus and Cincinnati***, the overnight stay, and all the activities during the trip. I(we) nevertheless, release the ***North Ridgeville City Schools, NRAC Middle School, and*** members of the ***NRAC Middle School*** planning committee and all employees thereof, from all claims, demands, judgments, or liability for any injury or damage which might arise as a result of my(our) child's participation in the ***overnight trip***, including all risks connected therewith whether foreseen or unforeseen.

I(we) also understand that tour company guides will be acting as chaperones upon the ***Columbus and Cincinnati trip***. We further release each and every of such chaperones from all claims, demands, judgments, or liability for any injury or damage which might arise as a result of my(our) child's participation in the ***Columbus and Cincinnati trip***, including all risks connected therewith whether foreseen and unforeseen.

Date: _____

Parent or guardian of the above-named student

North Ridgeville Academic Center-Middle School Eighth Grade Columbus and Cincinnati Trip

Code of Conduct

1. The way you are expected to behave at school is the behavior expected from you on this trip. All school rules apply during the trip.
2. Loud talking, shouting, improper language, pushing, shoving, and fighting **will not be tolerated**.
3. Comments are not to be directed to pedestrians or motorists. This is considered disrespectful and dangerous.
4. Students must also show respect to all other tourists staying at the group's hotel, and must at all times keep volume levels at a reasonable level – both in their individual rooms and in the public areas including the hotel lobby and hallways.
5. Polite table manners are to be practiced at all times. Absolutely no throwing of food, paper products, or straws. You are not to disturb those sitting at your table or near you.
6. Electronic devices, with the exception of cell phones as detailed on the Cell Phone Use Agreement, will not be permitted on this trip. Cell phones will only be allowed during the day, with the exception of lengthy bus trips, and will be collected by chaperones at the end of each day and redistributed in the morning.
7. You are **not permitted** to leave the hotel or the tour site without the permission of your chaperone.
8. Mistreatment of another student, the motor coach, or the hotel will not be tolerated. Parents and students assume full responsibility for any damage done to any facility including the hotel property and busses.
9. Students must be with a chaperone at all times when the group is away from the hotel. **Always travel in a group of at least two.**
10. Students must follow the directions of the tour manager, staff, and chaperones at all times on this tour.
11. Students will not open the hotel room door for anyone other than your chaperone.
12. Students should not borrow money, clothing, food, or drink from another student.

13. No student shall have in his possession any drugs, alcohol, tobacco, or any other things deemed dangerous. If a student is found with any of these things or is caught shoplifting **he/she will be subject immediately to consequence number 4.**

It is expected that all students will conduct themselves as ladies and gentlemen throughout the trip. Courtesy and good manners should be practiced always. Any student who disregards this code of conduct or displays any other behavior that is inappropriate will be subject to the consequences below.

Remember your behavior reflects your parents, school and your community.

Consequences:

1. You will be given a verbal warning, which will be documented.
2. Removal from your group for the remainder of the time on site to the company of your chaperone.
3. Removal from your group to the company of your chaperone for the remainder of **the day** in addition to a call home.
4. If a student is shoplifting or has in his possession any drugs, alcohol, tobacco, or any other dangerous articles or is engaged in any dangerous behavior, he/she will be sent home immediately at the expense of their parents. (steps 1-3 do not apply for the behavior described in #4. Immediate expulsion from the trip will occur.) Possible suspension or expulsion from school may follow.

*****If a student must be removed from the trip, neither Nowak Tour & Travel nor North Ridgeville City Schools will be responsible for refunding any of the student's money.*****

Please discuss the code of conduct and consequences as well as any other handouts given in relation to this trip with your child.

By signing the **“Acknowledgement of Policies and Procedures”**, you are indicating that you and your child have read and understand all of the rules and consequences for the Columbus and Cincinnati trip.

You also understand that if your child is removed from the trip while in attendance, North Ridgeville City Schools and Nowak Tour & Travel are not responsible for the cost involved in sending your student home. You also understand that you will not be refunded any of the cost of the trip.