



Student Behavior Guidelines for On Trek Program

Dear Student,

As you embark on this exciting journey, we'd like to remind you of our behavioral guidelines. Student trips can be one of the highlights of your school year. We strive to make the trip enjoyable, exciting, safe and educational. You, as the traveler, have a responsibility to yourself, your teachers, your fellow students and us, to conduct yourself in ways that contribute to success of your trip. Here are some guidelines for your behavior. Note that there are more situations that can arise than can ever be anticipated. If you are ever unsure of anything, get help from your teacher, leader or chaperone. Always act in a responsible manner that protects your safety and the safety of all others on the trip.

Your Partner

During the trip you will select a partner. This will be one of your roommates. You will be asked to select your partner before the trip begins. (Note: there may be a situation where there are uneven numbers of students, in which case you may be part of a trio of 3 partners.) During your trip, stay with your partner(s) at all times. Stay with your partner(s) when talking with other students, teachers, parents, trip leaders, any vendors, or any other person you may encounter. Enjoy your partner(s) and watch out for them during the trip. If you are unsure of anything, check with your trip leader or teacher.

How to Behave

Remember, what you do and don't do are choices you make. Traveling with your group is the highest privilege. To make this trip better we expect that you will follow these guidelines:

General:

1. Be courteous at all times.
2. Pay strict attention when leaders or teachers are instructing you.
3. Refrain from roughhousing at all times.
4. Be on time.
5. Keep your language clean and polite.
6. Obey your teacher, leader and chaperones at all times.
7. Responsible conduct is required at all times.
8. Shoplifting, alcohol, illegal drugs, tobacco, fireworks, snap rocks/poppers, and weapons of any kind are forbidden. You may be searched at the discretion of the teacher.
9. If you are ill or hurt, call your teacher or leader immediately.

Hotel:

1. Keep your voices down while in your room or walking in the halls of the hotel.
2. **Walk** in the hallways and hotel and at all other venues.
3. Your leader will point out fire exits to you at check-in.
 - a. Remember how to get there from your room.
 - b. If there is an alarm,
 - i. take your key,
 - ii. leave your belongings,
 - iii. leave by the nearest fire exit, (be sure the door is cold before opening) and
 - iv. meet at the designated meeting place.
4. Save the envelope your key came in, to return it to the leader at the end of the hotel stay.
5. Select a room leader to keep the key to your room. Always be sure the room leader has the key to your room before leaving and locking the room.
6. Keep your hotel room neat. (If your room is dirty or there is another problem when you check in, let your leader know immediately.)
7. Use payphones or your cell phone if you have one to call home. You may call your teacher or leader or a chaperone on the hotel phone. (Any charges to your room will be charged to your parents.)
8. You may rent a safe deposit box from the hotel to store money and valuables you won't need that day, or a teacher or chaperone will manage your extra money. Only take money with you that you will need that day.
9. Keep your door locked while you are in the room. Secure the door with the chain.
10. **No one** is allowed in your room except your roommates, your teacher, your trip leader, and chaperones. Your partner(s) should be with you if ANYONE other than your roommates comes into your room. Hotel staff and security guards are **not** allowed into your room, (except for the maids when you are not there). If you are unsure, call your teacher or trip leader immediately.
11. When someone knocks, be sure you know who it is before opening the door, leaving the chain still in place for a second verification of their identity.
12. Boys are not allowed in girls' rooms at all and girls are not allowed in boys' rooms at all, unless this is pre-approved by the school administration. This could be a 3rd level consequences event.
13. If there is a pool, and swimming is allowed, swim only with a chaperone present and during assigned pool hours. (And with a partner present).
14. If your hotel has balconies, **never lean or climb on the railing**. Stay on your own balcony.
15. If you call room service or use a pay TV movie, you will be required to pay for it. If room service is allowed, it is cash basis only.
16. Quiet hours are set by your teacher and trip leader. You will be in your room quietly until the meeting time set by your teacher and trip leader.
17. Lights-out will be set at which time your lights will be out and you will be in bed.
18. You must sleep in your assigned room each night.
19. Dress appropriately for the events and weather of the day. We do not usually return to the rooms for a change of clothes. If you have a performance in uniform, your teacher will instruct you the night before how to dress.
20. Bring what you need for the entire day.
21. Remain in your room until called to assemble as a group.
22. **If you need help at any time for any thing, call your teacher or leader.**
23. Before check-out, re-check your room to be sure you have everything.

Touring:

1. Wear your name badge any time you are out of your room. Put it in a specific place in your room so you may find it easily in the morning. This is your entry ticket to all meals and events.
2. Stay in your seat while on the bus, keeping your legs and feet out of the aisles.
3. Keep your possessions in sight at all times. If you must leave something, leave it with a teacher or chaperone, unless the bus has been designated for that purpose. You are responsible for any loss of your possessions. Never carry another person's bag.
4. Remain with your group at all times, unless groups have specific permission to break up. Remain with your partner(s) at all times.
5. Always check with your assigned chaperone before going anywhere.
6. Obey all traffic signals. Use crosswalks and traffic signals when available. Pay attention and be careful when you are using stairs, escalators, elevated walkways or balconies.
7. Stay off structures, embankments and any other area that is not designated for climbing or walking.
8. Keep in your group, not talking or interacting with strangers.
9. **If you need help at any time for any thing, call your teacher or leader.**

Consequences

There are actions you may choose to take that may result in these consequences.

Your teacher is the final authority on any consequences to be applied to you. There are 3 levels of consequences:

1. You will be issued a warning.
2. You will be required to call home, in the presence of a teacher, chaperone, or leader, and explain to your parents what you did and what the next consequence will be.
3. You will be sent home. Your parents will be required to pay for the extra cost to send you home. This may include an airline ticket for you, an airline ticket for a chaperone to escort you to your parents and return to the trip, transportation to the airport and any other related costs.

Your teacher may require any level of consequence without going through the lower levels. Level 3 can be the immediate consequence for use of alcohol, illegal drugs, fighting, vandalism, theft or causing harm to anyone. Any damage to property or theft found to be your responsibility will be paid for by your parents.

┌ Tear here
Student Contract

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I have read and understand the behavior rules of the On Trek program. I will comply with all of these regulations.

Student Signature: _____ **Date** _____

Parent Contract

I have read and I understand and support the rules and regulations of the On Trek program. I consent that my child or ward has read these rules and will do his/her best to comply with all of them. It is understood that the signature on this behavior contract of one parent or guardian implies the consent of the other.

Parent Signature: _____ **Date:** _____

Enjoy

