



# ELIZABETH MACKENZIE ELEMENTARY SCHOOL

## Student Travel Policy

### Student Travel Policy

School related travel is a privilege and a reward to those students who have demonstrated a positive standard of behavior, attendance, and academics. On school trips, participants are considered representatives of the school and are expected to be positive members of the school community.

To be considered eligible to participate in school travel students must:

- be respectful towards the school, their peers, and all members of staff;
- be responsible for all missed schoolwork during their absence;

Please note that:

- the eligibility status of students with office referrals or infractions will be evaluated at the discretion of the principal;
- any fundraising required to finance the school trip is the responsibility of students and/or parents;
- if students do not take part in the fundraising, parents/guardians will be responsible for the full financial costs incurred by their child's participation;
- money that has been fundraised for the trip will support the travel of all students, not individual students, and is not reimbursable to individuals;
- other factors which may influence a student's eligibility to travel includes, but is not limited to, attendance, academic achievement, behavior, etc.

Students approved to travel remains at the principal's discretion. If your child is not permitted to travel on a school trip, you will be notified by the school principal in advance.



# Elizabeth Mackenzie Elementary School

## Student Travel Expectations

Dear Parent/Guardian,

Your child has been selected to attend Enter Name of Event Here in Enter Location Name Here from .

School trips are a great opportunity for students to experience new and exciting things, while at the same time meeting youth from other communities. Of course, with these opportunities come expectations and responsibilities. It is very important that you and your child take the time to read and discuss the following details to make certain he/she understands and can meet the requirements that are expected of him/her.

The chaperones who will accompany your child are responsible for his/her well-being. Therefore the chaperones, and the school, have reasonable expectations regarding your child's behavior as noted below:

All participants will:

- attend and participate in all events that are part of the program;
- inform the chaperones at all times where they are going / who they are with;
- have the chaperone's approval to leave the group;
- be responsible to get themselves up, ready, and be on time each morning;
- respect all curfews;
- always be on time, knowing when and where to meet.
- shall not buying, possessing, consuming, or distributing alcohol or illegal substances;
- cooperate with all members of the group and support all event activities;
- adhere to all school rules and expectations for the duration of the trip; and
- respect the rights and beliefs of all others attending the event.

This trip will be a great experience, and will be fun for all. Thank you in advance for meeting the above expectations.

Parent/Guardian's  
Initials:

\_\_\_\_\_

Failure to meet these expectations will result in exclusion from the remainder of the trip, the participant will be sent home, and will not be eligible to participate in school trips for a period of time to be determined by the school principal. The travel and accommodation cost incurred to send a participant and chaperone home from the event may be the responsibility of the participant's parent or guardian.

I \_\_\_\_\_ Student's Name \_\_\_\_\_, understand and will meet each of these expectations and responsibilities.

Student Signature \_\_\_\_\_ Parent Signature \_\_\_\_\_

Chaperone Signature \_\_\_\_\_ Chaperone Signature \_\_\_\_\_