

**Statement of Understanding**

**Please read carefully and review conditions with your child**

All students begin the year with eligibility; the following actions or behaviors will result in loss of eligibility:

1. Any student who receives a **4** in conduct or effort as stated within the school conduct and effort rubric on their report card will be placed on trip probation. Any additional conduct or effort 4's will result in loss of eligibility. 3's in conduct or effort in more than one class on a report card will also result in loss of eligibility.
2. Any Student who receives multiple 3's as stated within the school conduct and effort rubric in conduct and/or effort on a report card will be placed on probation with the same conditions as item 1. Multiple 3's or any additional 4's after this occurrence will result in loss of eligibility.
3. Any violation of school drug, alcohol or tobacco policy, incidents of violent or threatening behavior, the occurrence of excessive absences/tardiness or a significant number of detentions will result in immediate probation or loss of eligibility. The decision as to whether one these occurrences merits probation or loss of eligibility will be made by a committee consisting of the trip coordinators, guidance counselors and a member of the building administration (Principal or Vice Principal).

**It is the parent/guardian's responsibility to monitor their student's conduct and effort grades to ensure that the student retains eligibility for the trip. Parents/Guardians should monitor effort/conduct grades using the aspen portal. If there is any difficulty accessing the portal, please call the front office at 978-388-0515 to request a copy of the current report card. It is the school's responsibility to send notice to the parent/guardian that a student is on probation through letter, email or phone call.**

**IMPORTANT**

**1. If a student loses eligibility due to conduct and effort grades on their second quarter report card –we will refund as much money (minus deposit and fundraiser \$) as possible dependent on which non-refundable items have been purchased in the child's name. If a student loses eligibility after February 3, 2016, NO REFUND will be available.**

2. School Committee policy mandates that any child participating in an overnight field trip must have a liability waiver signed by their legal guardian and received by the school office prior to the trip. The language in this waiver is determined by the school committee and all trip participants will receive this waiver shortly before the trip's departure. This form needs to be returned if the child is to participate.

All students interested in attending the trip must agree and adhere to the following conditions:

1. Submitting a signed copy of this "Statement of Understanding" form on or before **November 4, 2016**. This is the LAST day for students enrolled at the start of the 2016-2017 year to sign up for the trip.
2. **Parent/guardian and student signatures indicate that all parties understand the expectations related to student effort/conduct eligibility, payment timelines, and ability to refund money. If parents/guardians and students are unsure of any part of the Statement of Understanding trip coordinators Mike Wesolowski or Joe Costello will be contacted via email or phone prior to November 4, 2016.**
3. Submitting a **\$100 Non-Refundable Deposit** made out to AMS on or before **November 4, 2016**.
4. Submitting a final payment (minus deposit and fundraiser reduction) due on or before **January 20, 2017**.

**\*\*Due to the uncertainty of the price of airline tickets this trip may be reduced to four days instead of five. The final decision on the length of trip will be made after receiving prices from the airlines in mid January. Currently we do not anticipate the trip being less than 5 days.**

I understand the above information and will adhere to these conditions

\_\_\_\_\_  
Student's Name (Please Print)

\_\_\_\_\_  
Student's Signature

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

\_\_\_\_\_  
Date

**Please make all Payments in the form of a MONEY ORDER made out to AMS and include student's name in memo**