



June 3<sup>rd</sup> 2014

Dear Parents/Guardians,

The Montreal trip is just one week away and those of us who are going are very excited. It looks like it will be a fantastic trip, full of wonderful educational opportunities which will become warm Boxwood memories in the future.

Our Montreal trip is an opportunity to build on and apply lessons of good morals and values, and the idea of respect and tolerance that we have been working on throughout the year. It is a shared responsibility to teach students to be good citizens and to be the best they can be.

In preparation for the trip we are asking parents to take some time to speak with your son or daughter about these lessons and how these values translate into action while they are at school and while they are in Montreal. The itinerary has been posted on the school website.

In addition, we are providing all families with an Excursion Contract. This contract is our assurance that all students and families are aware of the unique considerations that we must account for when participating in a residential excursion so far from home. **The contract must be read and signed by the student and parent and returned to the school by Monday June 9th.**

Please know that while in Montreal all expectations for behaviour and school policies apply at all times. As such, valuables should be left at home as we cannot be responsible for the breakage or loss of any valuables. Cell phones are permitted, however the school is not responsible for loss or damage to electronic devices. This trip is a time for the students to socialize with each other. Students will be receiving a calling card that they may use at the hotel to call home.

We look forward to spending a great three days with your son/daughter and know they will have a lot of stories to share with you upon their return.

Sincerely,

Ms. Arnold

Ms. Owen

Mr. Ursi

Ms. Turcotte

Ms. Fitzgerald

# Excursion Contract

**The contract must be read and signed by both the student and parent and returned to the school by June 9th.**

**OVERRIDING EXPECTATIONS:** Students are expected to follow the guidelines for appropriate behaviour and dress as they exist at Boxwood PS. Our school and Board Codes of Conduct apply while at school as well as when on excursions.

**TEACHER INVOLVEMENT:** While staying in Montreal, the teachers who accompany the students will take an active role in monitoring student behaviour and applying consistent consequences for inappropriate actions. As best able, the approach used at Boxwood PS to reinforce acceptable behaviour and to maintain order and discipline will be continued.

**CONSEQUENCES AND PROGRESSIVE DISCIPLINE:** We all want the students to gain the best possible experience from the programs offered while in Montreal, as well as to be responsible to and respectful of the needs and rights of others. Should it be necessary, a student may receive consequences for inappropriate and unacceptable behaviour. Consequences will be aligned with the seriousness and/or frequency of the behaviour, following guidelines in place at Boxwood PS for inappropriate student behaviour. Consequences may include:

- withdrawal of privileges and/or participation in selected activities
- financial restitution for any damages caused
- immediate return to Boxwood PS or home, by parents, bus, or train, etc., at the parents' expense

A student would only be sent home for repeated behavioural concerns, or because of a serious incident, including, but not limited to:

- persistent opposition to authority
- wilful destruction of property
- use of profanity
- leaving any supervised area without a chaperone
- conduct injurious to the moral tone of others or to the physical or mental well-being of others
- consumption or possession of alcohol, illegal drugs or other illegal substances

Parents will be contacted immediately if a situation warrants their child needs to be sent home early. If such a situation does arise, after discussion with a parent, arrangements will be made for the child to be picked up in Montreal, or for the child to be sent home at the parent's expense. Of course, we fully expect that such action will not be necessary.

We have read and fully understand the expectations for appropriate behaviour and the consequences that may be exercised while participating in the Montreal excursion, from June 11-13<sup>th</sup>.

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Parent Signature

Student Signature

Date

**PLEASE SIGN AND RETURN THIS FORM TO THE SCHOOL NO LATER Than June 9th.**