

**“Our Dreams Take Flight”**  
5<sup>th</sup> Grade Cultural Exchange Trip to Japan 2022  
Sponsored by Oya No Kai, Inc.

*Portland Public Schools (also known as the “District”) does not fund, sponsor, or endorse this travel study program. The District is not responsible for conducting or supervising this trip. Portland Public School employees who participate in travel study programs are not acting in their capacity as District employees and do so at their own risk. Students participating in travel study programs do so at their own risk.*

**BEHAVIORAL EXPECTATIONS AND DISCIPLINE CODE**

This Behavioral Expectations and Discipline Code provides examples of minor and major transgressions which may lead to disciplinary action and is not intended to be exhaustive of possible offences nor prescriptive for the only disciplinary sanction.

**General Rules**

1. Stay with your group. Student participants must be within 10 feet of the group and ready to participate in activities at all times.
2. Respect, listen to, and obey accompanying adults.
3. Use of Electronic Games, MP3 iPods, iPhones or other cellular devices is strictly prohibited. Students may bring digital cameras that are not telephones.
4. Be gracious and respectful of all homestay families. Do not make inappropriate requests regarding meals, presents or trips.
5. Refrain from the behavior listed below.

**Behaviors Which are Unacceptable at Any Time**

1. Swearing
2. Name calling, teasing, taunting or harassing
3. Back talking to trip directors, chaperones, teachers, host parents or any responsible adult
4. Negative talk (especially when comparing homestay families, activities, etc.)
5. Littering
6. Fighting (either physical or verbal)
7. Leaving a hotel/hostel or hotel room, a school, a host family's home or a sightseeing location without permission from a trip leader or responsible adult.
8. Vandalism of any property
9. Theft of any private or public property or of money
10. Purchase or carrying of any inappropriate reading material, alcohol, cigarettes or lighters, guns or any weapons (including fake representations of weapons of any size)
11. Inappropriate touching of self or others in a sexual manner and/or other inappropriate behavior of a sexual nature (e.g. flashing private parts to others, masturbating in front of others, explicit sexual talk or taunting)
12. Violations of COVID-19 policies in the host country (including those of the host schools) and/or any other COVID-19-related policy which may be supplemented by Oya No Kai, Inc.
13. Any other behaviors which would reflect negatively on Richmond Elementary School, Portland Public Schools, Portland, Oregon or the United States of America.

Students who break any of the rules are subject to the disciplinary actions and consequences at the discretion of the Trip Director/Chaperones. **For repeated and/or severe violations, the consequence may be removal from the trip and being sent home at the parent's expense.** Failure to abide by local regulations may result in fines, arrest, deportation, or a combination of these.

## Disciplinary Actions

At the discretion of the Trip Director and/or trip chaperones, the following actions will be the first steps taken to address mild to moderate student misbehavior:

- Student will sit with an adult on the bus or at mealtimes
- Student will be removed from the group
- Student will miss a planned activity or activities until behavior improves

If, in the opinion of the Trip Director and at their discretion, the infraction warrants a written Incident Report (including but not limited to student not responsive to repeated chaperone efforts to redirect negative behavior; student behavior requiring disproportionate amount of chaperone attention thus threatening the safety of other trip participants; and/or violations 6-12), any combination of the following steps may be taken:

- Student will be placed on trip probation. Parents will be contacted by the trip director. Student will speak with parents directly. Parents will be asked to inform their child that if they commit another infraction of the same or worse magnitude, they will be sent home.
- Immediate suspension of student participation. Parents will be called and must make plans to retrieve their child immediately at their expense.
- Any alternative arrangement made to the satisfaction of the Trip Director.

All reasonable efforts will be made to inform parents of student misbehavior at the earliest juncture possible. However, in the event of an egregious violation, the need for swift disciplinary response may preclude advance notification of the need for a student to be retrieved from the country. Therefore, it is the obligation of all trip participant guardians to be available to retrieve their child at any time during the course of the exchange.

## PARENT AND STUDENT AGREEMENT

I, the undersigned Student Participant, acknowledge that I have read the **Behavioral Expectations and Discipline Code** and agree to abide by the rules and regulations outlined in the **Behavioral Expectations and Discipline Code**. I realize that my safety and the success of the 5th Grade Japan Cultural Exchange depend, in large part, upon the cooperative spirit of every participant. I understand that the chaperones and other adults responsible for this trip deserve my utmost respect and attention during the planning meetings, while in transit to and from Japan and while in Japan. I will immediately respect and respond to all reasonable requests and directions from adults. I also acknowledge and agree to the set of penalties that will be enforced if any rules are broken.

**Student Participant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I/We, the undersigned, the Legal Parent(s) or Legal Guardian(s) of \_\_\_\_\_ (Student Participant) understand that in the event of any major Student Participant misconduct, the chaperones, the Trip Director and my child will telephone home to work out the situation, if possible. But I also understand and agree that if the Student Participant breaks any of the rules they will be subject to any/all reasonable penalties set out in the **Behavioral Expectations and Discipline Code**, up to and including telephoning home (collect) or being sent home early at our expense. I/We understand that the determination of what is a reasonable penalty shall be determined by the Trip Directors and chaperones and will be accepted and not be contested by me.

My/Our signatures below indicate my/our understanding and agreement to these conditions and the other conditions and statements set forth in this Agreement, the waivers, consents and powers of attorney set forth or created herein, and my acknowledgement of the accuracy and completeness of the information provided herein.

***Each custodial parent and/or legal guardian of the Student Participant must sign below unless court documents proving sole custodianship are provided.***

\_\_\_\_\_  
*Signature of Custodial Parent/Legal Guardian*

\_\_\_\_\_  
*Signature of Custodial Parent/Legal Guardian*

\_\_\_\_\_  
*Print Name of Custodial Parent/ Guardian*

\_\_\_\_\_  
*Print Name of Custodial Parent/ Guardian*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

**STATE OF OREGON**

County of \_\_\_\_\_)

On this \_\_\_\_ day of \_\_\_\_\_, 2021, before me, a Notary Public in and for the State of Oregon, personally appeared \_\_\_\_\_ personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) who executed the Behavioral Expectations and Discipline Code of a Minor and acknowledged it to be his/her/their free and voluntary act and deed for the uses and purposes mentioned in the instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year first above written.

\_\_\_\_\_  
NOTARY PUBLIC FOR OREGON  
My Commission Expires: