



Heights High School Field Trip Guidelines of Conduct

While participating in a Heights High School sponsored field trip, students are representatives of the U.S. and Cleveland Heights-University Heights School District (CHUH) at all times and must abide by the Heights Tiger Expectations as well as the following Guidelines of Conduct for the duration of our travel to NEW YORK CITY. As a result, anyone participating in the field trip who engages in conduct unbecoming of a CHUH student will be violating these guidelines and will be subject to appropriate review and disciplinary action up to and including expulsion of school.

Students and parents must acknowledge and accept that HHS has the authority at all times to establish rules of conduct necessary for the operation of this field trip, which includes students' free time. They must also agree to accept the disciplinary action deemed appropriate by Heights High school, which may include but is not limited to dismissal from the field trip and/or the loss of academic credit, if given.

Please take a moment to read the Heights High School Guidelines of Conduct carefully before applying.

Alcohol, Tobacco and Drug

HHS students may not consume alcohol or tobacco at any time or for any reason during the HHS sponsored field trip. Any alcohol or tobacco infraction or suspected infraction while participating in the sponsored field trip will be subject to the same rules outlined in the CHUH district's code of conduct. If it is determined that a violation has occurred the result will be disciplinary action, up to and including expulsion from school.

HHS students are not allowed to buy, sell, use or possess illegal drugs. Any drug infraction while on a sponsored field trip will be considered a violation of these guidelines and will result in disciplinary actions as outlined by the CHUH Code of a Conduct.

While participating in this school sponsored trip, students are representatives of the U.S. and CHUH School District at all times and must abide by the Tiger Expectations for the duration of the trip. As a result, anyone participating in the school sponsored trip who engages in conduct unbecoming of a Cleveland Heights High student will be violating these guidelines and will be subject to appropriate review and disciplinary actions, up to and including expulsion of school.

While in a foreign country, U.S. citizens are subject to that country's laws and regulations, which can differ significantly from those of the United States and which may not afford the protections available under U.S. law. CHUH School District will not assist in legal matters arising from a student's involvement with alcohol, tobacco or drugs, aside from providing referral for legal counsel.

CURFEW

HHS students are expected to abide by an established curfew. HHS reserves the right to change this curfew for any reason if deemed necessary during the trip. The HHS curfew is not meant to limit the student's cultural experience in any way. It exists for the sole purpose of student safety. HHS staff must provide the families, including host families where appropriate, a letter before the sponsored field trip begins explaining the rules of the program and the itinerary. For Host Families, if a student does not arrive by the curfew hour, the homestay is expected to notify the HHS staff immediately. If this trip includes accommodations in a residence hall/hotel/hostel, the HHS Staff accommodating the delegation will conduct nightly curfew checks. Also, the HHS staff may make random visits to the main plaza and local hangouts at the curfew hour to make sure all of the students have gone home. Any violation of the set curfew will result in disciplinary actions up to and including expulsion of school.

Attendance

HHS students are expected to attend all scheduled orientations, activities, excursions, and classes. In the case of illness it is the student's responsibility to notify the HHS Staff. Any unauthorized violation of the attendance guidelines will result in disciplinary actions, up to and including expulsion of school.

Prohibited Behavior/Reasons for Dismissal/Reason for Disciplinary Action

Violations of the CHUH Guidelines of Conduct that can result in dismissal from participating on the trip and/or disciplinary action include, but are not restricted to, the following:

- Violation of the alcohol or drug guidelines
- Criminal behavior or violation of local laws
- Violation of residential guidelines and/or rules (including the Curfew guidelines)
- Self-endangerment, including involvement in activities/behavior that could result in personal harm, including (but not limited to): frequenting dangerous places, association with criminals, intoxication, etc.
- Abusive language towards Heights High staff, homestay, housing staff or students
- Any form of sexual harassment
- Disorderly, indecent, or obscene conduct, gestures or actions
- Violent behavior directed towards others
- Theft or vandalism
- Participation in demonstrations or other political gatherings

- Property damage to any of the following: city/state/country facilities, host family/school facilities, hotels, the host family's property
- Unauthorized use of, or entry to, any HHS or host facilities or equipment
- Unauthorized access to HHS administrative or personal records, including the viewing, copying or distribution of these documents
- Use of HHS equipment for any illegal purpose
- Forgery or alteration of HHS related, legal, or government documents
- Plagiarism, cheating, use of unauthorized materials or engaging in accessing or distributing confidential academic materials
- Falsification of personal records, including, but not limited to, any alteration of transcripts or grade reports, student medical or other records, the application for admission, financial aid documents, or other official documents required for participation in the HHS program
- Conduct unbecoming of an HHS student including (but not limited to) violation of any HHS Tiger expectations.

Procedures for the Violation of the CHUH Guidelines of Conduct

In the event of a violation of the CHUH Guidelines of Conduct, there will be a fact finding of the circumstances and the student(s) involved will be subject to an administrative review process. The procedures following a violation include:

1. **On-Site Incident Report**

If a student violates the Tiger expectations, the HHS Staff will complete an on-site incident report outlining the details of the incident. Involved students will be provided the opportunity to give any additional information pertaining to the incident. The on-site incident report, as well as any additional information, will be sent to HHS Principal for the administrative review process.

2. **Administrative Review Process**

The incident report will be reviewed by the Principal or designee. During this review, disciplinary action(s) may be taken against the student(s). If the student denies involvement in the Guidelines of Conduct violation, the review will focus on the available reports and other pertinent information. HHS Staff, who will communicate to student, will be notified in writing as soon as possible after a decision has been reached. Disciplinary actions for violations are in effect as soon as the student has been notified either verbally or in writing.

3. **Disciplinary Sanctions**

Disciplinary actions include, but are not restricted to, the following:

- Restitution: charges to be paid for damages or theft.

- Loss of Privileges: use of facilities, participation in activities or excursions. No refund will be given for missed activities or excursions.
- Disciplinary Probation: violation of probationary terms and conditions will result in immediate dismissal from the HHS field trip.
- Forfeit of Academic Credit.
- Immediate Dismissal: the immediate removal of a student from the HHS field trip.

Consequences of Dismissal

Parents and/or guardians of a dismissed student are responsible for purchasing a one-way return airline ticket and for covering all transportation fees to the airport for their student and accompanying HHS staff. Dismissed students will not be entitled to a refund of fees, and are responsible for all non-recoverable costs incurred by the host or HHS. HHS may, in addition, impose further disciplinary sanctions, such as suspension or expulsion if deemed necessary.



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By submitting this document for consideration, the parent(s) and student, by his or her signature, hereby acknowledges and agrees to the above mentioned terms and conditions.

Parent Signature

Date

Student Name (Print) - _____

Student Signature

Date

Teacher/Advisor Signature

Date