

Discipline and Behavior Management

*Edutrip International has established a code of conduct that applies to all Hutong Mandarin Learning summer program participants. These rules have been designed for your safety and well-being and to increase your enjoyment of accommodation life. **Each participant must agree to and sign the Summer Camp Code of Conduct (PDF of this form is attached below).***

These rules and regulations will be strictly enforced. Students found in violation of program rules and regulations are immediately removed from the program regardless of when during the program the infraction occurs. Students removed from the program for a rule violation have 24 hours to vacate the accommodation and make travel arrangements to return home. Tuition and fees are not refunded if a student is sent home. Please feel free to call the program coordinator, Kevin Liu 86 13811879223 if you have any questions.

1. Student Conduct: I will conduct myself appropriately all assemblies and activities. I am representing my chapter and my school, and I will conduct myself accordingly. I will show respect towards other campers, advisor, or camp staff. I will follow instructions from any advisor, adult supervisor, camp staff. I understand that acts of violence will not be tolerated that firearms and weapons , including knives, are prohibited at Summer camp.

Students may be withdrawn from the program if, in our judgment, they pose a direct threat to their own health or safety or to that of others, or refuse to cooperate with efforts deemed necessary by staff. A fundamental goal of program is to foster a community environment based upon mutual respect and openness. Therefore, any form of discrimination, including but not limited to that based on race, ethnicity, nationality, gender, or sexual orientation constitutes as unacceptable behavior. In addition, the use of profane words is prohibited in any language.

2. No Prohibited Articles: I will not bring or buy any form of tobacco, alcoholic beverages, illegal drugs or fireworks while at camp. The use or possession of alcoholic beverages and/or illicit drugs anywhere on campus or in its facilities, including dormitories, is strictly prohibited. Students found in possession of, under the influence of, in the presence of, and/or suspected of consuming these prohibited items will be removed from the program immediately and may receive additional penalties. Students may also receive penalties *ex post facto*, if evidence surfaces that the student was engaged in these prohibited activities during the program. THERE IS NO EXCEPTION.

3. Classroom and Activity Hours: Classes and activities are scheduled Monday through Sunday, mornings through to night. Students will report to their classroom or designated area on time for every scheduled class and activities session, as directed by the professor, and will not leave the designated class area without the permission of the instructor. Classes are mandatory for all students. Punctuality and attendance will be required.

4. Homework Assignments: Students are expected to complete all work assignments given out by the teacher.

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5. Curfew: All students must be in the dorms by 11:00pm, Sunday through Thursday, and by 12:00 midnight on Friday and Saturday for curfew check. Students who are late for curfew will face disciplinary consequences and may be sent home. There are no exceptions or extensions to the curfew. Once a student has been checked in, they are free to hang out in the dorm until 1am, Sunday through Thursday, and 2am on Friday and Saturday, when students then have to be in their dorm rooms with the lights out.

6. Dormitory Hours: Quiet hours are from 11:00pm-6:00am. Respect hours are all hours.

7. Visiting Hours: Boys and girls are not allowed to be in each other's room. No visitors in dormitory rooms after 10:00PM.

8. Family Visits/Absence from Campus: Students are not allowed to leave the program grounds during any part of the program without permission from Edutrip International. If a family member would like to come and visit their son/daughter they are more than welcome to join our International Cultural class, activities or Awards Banquet towards the end of the program. If you have any questions about this, please email Kevin Liu, Manager of Summer Camp Program, info@edutripintl.com.

9. Security/Damage Deposit: I will assume personal responsibility for any equipment I use and I will pay for any loss or breakage. I will respect the camp property. Students will be charged a \$100 security and damages deposit. This will cover lost keys, lost identification cards, dorm room lockouts, and damages done to dorm rooms, lounges, and bathrooms. These damages include, but are not limited to: cigarette smoke damage, broken lounge furniture and appliances, unclean and unsanitary living spaces, and "propping" exterior doors. This deposit can be returned partially or in full depending on the extent of damages, if any. The refund will be issued by

10. Planned Activities: I will participate in all aspects of the camp program and follow the daily camp schedule. I will be challenged to have fun and participate in all activities. I will display sportsmanship in competitive events. To help students get to know each other, the Summer Camp includes a variety of fun group events organized on campus. Our planned social activities occur during the afternoons, evenings, and on weekends. These events are mandatory for all students. Students are also expected to be *on time* for all trips and group activities. Transportation will leave on time as scheduled.

11. Appropriate Dressing: I will wear appropriate clothing at all times. I will not wear inappropriate advertising on clothing, including illegal drugs, alcohol, tobacco, sex or violence.

12. Compliance: Students must follow **all instructions** from the program director, coordinator, international ambassadors, professors, and other program assistants and are advised to stay with the group at all times.

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13. Laws and Regulations: Student need to observe and obey Chinese laws and regulations, and accept Chinese social morality and customs

Signatures of participant and parent/guardian will signify willingness to abide by the conditions and regulations of Edutrip International and the Program. Failure to abide by these conditions may result in immediate dismissal.

Upon acceptance into Edutrip International, each participant must agree to and sign the Code of Conduct PRIOR to their arrival on campus. Please scan and email signed forms to us, Kevin Liu, Kevin@edutripintl.com.

Failure to meet with these standards will result in these steps:

1. My advisor will be notified of my inappropriate conduct
2. I may be asked to call my parents/guardians and report my conduct not in compliance with these guidelines.
3. At the advisor's and /or Director's discretion, this may result in parents'/guardians' arranging transportation home.