



## **Appropriate Behavior**

As a student traveler, you represent your country, community, and student travel group, as well as yourself, prior to and during your pre-travel and international travel experience. Because of this responsibility, Fort Wayne Sister Cities International's Chapman Student Exchange Program students are held to a higher set of expectations. The Standards for Success are intended to ensure that every student's participation is rewarding and safe. Your commitment to follow these standards for success will help ensure that everyone has a positive, safe and memorable adventure. After you review and discuss these standards with your parents, please sign the Student Success Contract and return it to your Travel Leader.

## **Traveling with a Group**

Soon, you'll travel to foreign lands, meet new people and experience different cultures. This can be very fun and exciting! However, there you will have some responsibilities that help ensure your travel experience runs smoothly.

- Be on time. Always.
- Demonstrate respect for others' time.
- Understand and follow the cellphone guidelines.
- Use electronic devices only when approved.
- Be respectful of other members of your travel group and their property.

## **Code of Conduct**

There are many reasons your Leader has determined that you are ready for this international travel experience, including your leadership skills and sense of responsibility. By demonstrating proper behavior and following the code of conduct, you will be a successful and appreciated member of your travel group. Please remember that negative actions can distract from the role and objectives of your travel group. We provide the following conduct guidelines, to which each student traveler is expected to adhere:

### **Always:**

- Be professional and respectful in all interactions.
- Participate in all scheduled activities. If you are sick or have a valid reason that prevents you from participating, notify your Leader immediately.
- Assume responsibility for any phone calls and incidental expenses incurred at hotels. These expenses are payable the evening prior to departure at each hotel.
- Avoid public displays of affection.

### **Never:**

- Tease or bully a fellow student. There will be zero tolerance for bullying.
- Verbally, physically, or sexually harass or abuse anyone with whom you come into contact.
- Smoke or use tobacco.
- Consume alcohol or abuse prescription or over-the-counter medication.
- Use or possess illicit drugs.
- Engage in sexual activity.
- Participate in body piercing, hair coloring, or tattooing while on your travel program.
- Steal items from businesses, fellow students, travel group Leaders, Travel Managers, motor-coach drivers, or anyone else.
- Post threatening, harassing, or otherwise damaging or inappropriate comments, pictures, video links, or files on social media sites.

If problems arise, you should always ask for assistance from your Leader first. Never try to handle difficult situations or problems without your Leader's help. Payment for damage to hotel rooms or buses is your responsibility. If you notice damage upon arrival at a hotel, notify your Leader immediately.

Any illegal activity will result in immediate removal from your travel program. If you are found to be involved in any illegal activity, all costs related to your return trip will be your own expense. When local authorities become involved, you will be subject to the laws of the country you are visiting.

Failure to conform to this code risks disciplinary action, and possible removal from your travel program. If dismissed, you must return home, which will be at your expense. The decision to remove you from your program is entirely up to Fort Wayne Sister Cities and your travel group Leader, in consultation with your parents.

## **Safety**

Safety is our number one priority. Safety is a key component in the success of your program. Please remember that your travel group Leaders are in charge and responsible for you and your fellow student travelers throughout your program. This means that they will establish guidelines and make decisions on behalf of the travel group. Following the rules in this contract as well as the directions of your Leader(s) and Travel Manager will help you to remain safe while enjoying the program to its fullest extent.

### **Always:**

- Use the buddy system.
- Cross streets and highways with caution, as traffic patterns vary from country to country.
- Swim with a companion and with proper supervision.
- Use caution when hiking, biking, or climbing.
- Respect the nightly curfew established by your Leader. Room checks will be randomly conducted. After curfew, visitors are not permitted in your room.
- Know what to do if you become separated from your travel group.

### **Never:**

- Wander away from the student travel group or travel alone.
- Purchase or possess knives, lighters, swords, guns, or weapons of any kind, regardless of whether such items appear real or decorative.
- Threaten violence or act out in a violent manner.
- Operate a motorized vehicle of any type during the program, including, but not limited to, cars, mopeds, motorcycles, all-terrain vehicles, jet skis, and boats.
- Hitchhike, drive or rent any motor vehicle.
- Ride in private aircraft.
- Participate in hang-gliding, bungee jumping, skydiving, or parasailing.

## **Personal Presentation**

How you present yourself has an impact on how you feel and act, as well as on how others perceive you. Student travelers are expected to portray a positive image to every person they meet. In keeping with these high standards, students are required to dress for success.

### **Suggested daily wear:**

- Comfortable yet presentable clothing.
- T-shirts, polo shirts, or tank tops.
- Cotton slacks or walking shorts. These items are lightweight and are easier to pack and launder than denim jeans.
- Jeans (no holes or tears) are acceptable for most activities; however, they may be heavy, bulky, and do not dry quickly.
- Comfortable walking shoes.

### **Suggested wear for meetings with local hosts, special dinners, and concerts:**

- Slacks and shirts (ties optional) for boys.
- Dresses or skirts/slacks and nice shirts for girls.
- Special coverings or clothing may be required to enter certain buildings.

If you are dressed inappropriately for any given situation, your Leader will ask you to change. Please comply with this request and quickly find something more appropriate to wear.

There is more to your presentation than simply the clothing you choose. You will also want to keep the following guidelines in mind:

- Shower regularly.
- Use appropriate toiletries.
- Launder clothing.
- Remove visible piercings when requested by Leaders or Travel Guides.
- Do not curse or use vulgar or inappropriate gestures.

These guidelines differ from country to country, so remember that what is inoffensive to you may be very rude to your hosts.

## **Laws in Foreign Countries**

The following is an excerpt from an official Department of State document warning students about the hazards of drugs and the risk of arrest while abroad.

Americans are expected to obey all of the laws of the countries they visit, and those who break these laws sometimes face severe penalties. Each year, more than 2,500 American citizens are arrested abroad—about half on narcotics charges, including possession of very small amounts of illegal substances. A number of countries have enacted more stringent drug laws, which impose mandatory jail sentences for individuals convicted of possessing even small amounts of narcotics for personal use.

Once you leave the United States, U.S. laws and constitutional rights do not apply.

- If you're arrested, the American consular officer CANNOT get you out.
- Bail is not granted in many countries when drugs are involved.
- The burden of proof in many countries is on the accused to prove his/her innocence.
- In some countries, evidence obtained illegally by local authorities may be admissible in court.
- Few countries offer drug offenders jury trials or require the prisoner's presence at his/her trial.
- Many countries have mandatory prison sentences of seven years or more without parole for drug violations.

## **Substance Policy**

Fort Wayne Sister Cities Chapman Student Exchange Programs upholds a strict policy for drug and alcohol use.

Violating any of the following guidelines will be considered a major offense:

- Under no circumstance are you permitted to obtain, purchase, possess, sell, or use drugs during any portion of the program, regardless of host country policies.
- Smoking is not allowed.
- You may not purchase, sell, or consume alcoholic beverages at any time. Graciously decline any alcohol offered by hosts; they will not be offended.
- Penalties may apply if you try to bring alcohol through customs, as most students are not of legal age.

A student who violates the drug and alcohol policy may be immediately dismissed from their travel program. Any expenses related to an early dismissal, including, but not limited to, the cost of a round-trip ticket for the leader or chaperone accompanying the student, will be the responsibility of the student's parents or guardians. A student who violates the drug and alcohol policy will not be permitted to travel with Fort Wayne Sister Cities' Chapman Student Exchange Programs in the future.

## **Consequences**

Depending on the severity of an infraction, consequences will vary. Some examples of consequences are listed below:

- Verbal warning.
- Loss of free time, including being confined to your room for an evening or restricted from a social function.
- Calling parents, at the expense of the student, to report behavior.
- Documenting behavior.
- Shadowing a leader.
- Writing an apology letter.
- For serious or chronic misbehavior, a student may be dismissed from the program and returned home at the parent or guardian's expense. This expense may include the cost of a round-trip ticket for a Leader or chaperone to accompany the student.
- Removal of inappropriate posts from social media sites.

This list does not imply a progression of consequences. If a very serious or dangerous infraction occurs, the student involved may be sent home immediately at his or her parents' expense even if it is the first violation. There is an explicit expectation of exemplary behavior on the part of every student traveler. We trust your behavior will bring honor to the program, to your school, and to your family.

## **Minor Offense**

I will receive a verbal warning.

## **Moderate Offense**

My Leader will telephone my parents to discuss the incident and possible consequences. I may need to write letters to the Fort Wayne Sister Cities International executive board and the offended parties (hotel, etc.) if appropriate.

## **Major Offense**

I will be placed on the next flight home, at my parent/guardian's' expense.

**Review and submit the signed contract to your Leader. Please keep a copy of this contract for your records.**

**Fort Wayne Sister Cities' Chapman Student Exchange Program  
Traveler Success Contract**

I, \_\_\_\_\_, understand that in becoming a Fort Wayne Sister Cities' Chapman Exchange student traveler, I am representing a program that offers a unique and enjoyable educational travel experience and an opportunity for personal growth and development. I recognize that I will be presented with numerous chances to develop international friendships and gain an understanding of the world, its people and their cultures.

As a student traveler, my actions reflect not only on me, but on my entire travel group, as well as my family and my country. To that purpose, I will remain mindful of my actions, manners, speech, and conduct with others. I understand I am extending goodwill, friendship, courtesy, and respect to whomever I meet, and sharing the best of who we are as American citizens.

I accept the supervision and discipline of my travel group Leader(s), who have been carefully appointed by Fort Wayne Sister Cities' Chapman Exchange Student Travel Programs to ensure a safe and rewarding learning experience for all student travelers.

I have read and I understand the accompanying Standards for Success. I understand that these guidelines are necessary for my safety, security, and general welfare and those of my fellow student travelers. If I purposefully fail to follow those agreed-upon guidelines, I agree that I am responsible for the stated consequences of my actions:

**Minor Offense**

I will receive a verbal warning.

**Moderate Offense**

My Leader will telephone my parents to discuss the incident and possible consequences. I may need to write letters to the Fort Wayne Sister Cities International executive board and the offended parties (hotel, etc.) if appropriate.

**Major Offense**

I will be placed on the next flight home, at my parent/guardian's expense.

Signature of Student Traveler \_\_\_\_\_ Date \_\_\_\_\_

Parental agreement

We (I) have read the Standards for Success and agree that our (my) son/daughter will be governed by these policies.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_