

# JCWA Code of Conduct 2010-2011

JCWA members are reminded that they are taking part in a school activity during the travel of JCWA and are subject to the Code of Conduct enforced in the Shaker Heights High School and defined in the Policies and Procedures handbook mailed out to students at the beginning of the 2010-2011 school year. All students are expected to participate in all planned activities and comport themselves in a respectable manner that is favorable to the school and the community. The rules stated below are made in the spirit of making the experience pleasant, rewarding, and safe for all students in the group.

## Departure:

Students are expected to report to school at the specified time at the north parking lot by the North Gym. We would hate to leave people behind, but we also must stay on schedule.

## Motel/Hotel Policy:

1. Students are to follow the rules of courtesy.
2. Students are responsible for any additional bills incurred during their stay at the hotel before checking out.
3. Students are to be in their assigned rooms by the curfew enforced either by the conference, hotel, or by the Board and the advisors.
4. Students are expected to sign in with the advisors before retiring for the night.
5. Students are **prohibited** from bringing in any alcohol, tobacco, or other illicit drugs on the trip.
6. Students should greet Mr. Cuda and Mrs. Steggert in the morning at breakfast, as well as in other times of contact during the conference.
7. Students are to attend all designated meetings as well as committee sessions.
8. Students are reminded that they are also under all of the rules issued by the conference host, as well as those of the Shaker Heights City School District.
9. Students are never allowed to travel anywhere alone. The larger the group, the better.
10. Students must receive permission **in advance** from an advisor in order to visit friends/relatives in the area of the conference. Requests should be submitted in writing, from parents, before we leave. At no time will permission be given during a conference activity.

## Note:

- ✓ Students are to be well-dressed in western business attire for all conference activities. This means for men: a neatly pressed shirt, tie and sports jacket, or suit, pressed pants (**no jeans or cargo pants**) and appropriate footwear (no sneakers, flipflops, etc). For women: pantsuits or skirt with nice blouse (vest of jacket recommended to maintain business appearance). Use common sense and good taste. Dress for Success!
- ✓ In extreme circumstances, the advisor reserves the right to enter and/or search a room without notice.
- ✓ The advisor may add rules and take disciplinary action against students who violate the rules, or spirit of the conference, by their actions.

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This form, signed by the student and a parent/guardian, must accompany your payment. If a space is reserved, then cancelled, a return of money cannot be guaranteed and will be determined after the conference. The amount that may be refunded will be based on JCWA's ability to meet its expenses.

Conference \_\_\_\_\_

Student's Last Name \_\_\_\_\_ First Name \_\_\_\_\_

I agree to adhere to the policies stated above.

Student's Signature \_\_\_\_\_

My child has my permission to attend this conference and has agreed to follow the policies described above.

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_