

SCIS HQ Upper School Trip Regulations

Code of Conduct

Students are expected to conduct themselves at all times as ambassadors of SCIS and the culture, policies, and rules thereof. Behaviour and/or conduct not in the best interest of SCIS may constitute grounds for suspension or dismissal from a trip, depending upon the gravity of the offence. Behavioural expectations include, but are not limited to, the following:

- Respecting and following all rules implemented by trip supervisors at any time, whether they are for a group or specific to an individual.
- Refraining from any overt physical contact with another student, whether affectionate or aggressive, as outlined by trip supervisors at any time.
- Attending and actively participating in all required activities on a trip, as determined by the trip supervisors at any time.

The use of tobacco or related smoking products and the use of alcohol are harmful to human health. Consumption of alcohol and use of tobacco or related smoking products is prohibited on a school related trip. During a trip, if a student is reported smoking/vaping, drinking or using tobacco or related products by or to a trip supervisor, an investigation shall ensue which may result in dismissal from the trip.

Use of non-prescription drugs will result in an immediate dismissal from the trip and the incident will be reported to the SCIS administration for investigation. If the evidence is verified, the student may face further disciplinary action. SCIS does not tolerate the use of non-prescription drugs. All required prescription drugs, with usage instructions, must be shown to a trip supervisor before departure on the trip.

If a violation of any of the above occurs during a trip, the trip supervisor will inform the SCIS administration and impose one of the following consequences:

1. Notify the parents and place the student on the next available flight/necessary transportation to SCIS at the expense of the family.
2. Allow the student to remain on the trip while suspended from activities.

Travel Requirements

When on an SCIS organised trip – either within PR China or outside the country – students must bring their passport and/or identification card. The passport/card must be valid and current. If a student has more than one passport they must take the one that contains their current valid Chinese visa. The same passport/card must be used for bookings made by the school and travel on the trip. It is the responsibility of the family to ensure the student arrives for the trip departure with the correct passport/card.

Acknowledgement

Receipt of this letter acknowledges acceptance of these conditions unless further communication indicates otherwise. All students attending the trip are sent this letter through the SCIS ManageBac system so receipt is assumed. It is the responsibility of both the family and student attending the trip to ensure discussion of these responsibilities are undertaken at home.