



Winterline Global Education

Community Rights and Responsibilities

COMMUNITY RIGHTS AND RESPONSIBILITIES

When living together in a community, everyone has both rights and responsibilities that must be balanced with the needs of others.

Your rights as a participant living with other participants include:

1. The right to a clean and healthy environment
2. The right to read, study and sleep free from avoidable interference or noise
3. The right to privacy and freedom from interference with personal activities
4. The right to free access to group and private spaces without pressure or intimidation from other participants
5. The right to be free of any unnecessary emotional distress, discrimination, or harassment
6. The right to have conflicts resolved in a timely fashion

The rights listed above are also your responsibilities to other members of your community. Failure to uphold your responsibilities in this regard may result in appropriate consequences.

The Field Advisors can play a valuable role in assisting you to address concerns before they become conflicts. They can provide impartial, objective mediation aimed at helping you and other members of the group talk to each other and resolve conflict, effectively assisting in situations like these:

- When participants are at such odds that they cannot speak to each other without arguing
- When someone refuses to recognize that a problem exists even though it is apparent to others
- When, after a trial period, a previously agreed upon solution has not worked out
- When someone is concerned about the health and safety of someone else
- When two or more people have continually talked about a problem and cannot seem to reach any reasonable solutions.

STANDARDS OF CONDUCT

Standards of Social Conduct

Winterline expects its participants to engage in responsible social conduct that reflects well upon Winterline and models good citizenship. Individuals are held accountable for behaviors that may impact the welfare, rights, and property of the community. The

social conduct desired by Winterline is best illustrated in the six principles of community developed in 1990 by Ernest Boyer for the Carnegie Foundation:

1. Winterline is an **educationally purposeful community**, a place where Field Advisors, partner staff, and participants share goals and work together to strengthen teaching and learning.
2. Winterline is an **open community**, a place where freedom of expression is uncompromisingly protected and where civility is powerfully affirmed.
3. Winterline is a **just community**, a place where the sacredness of the person is honored and diversity is aggressively pursued.
4. Winterline is a **disciplined community**, a place where individuals accept their obligations to the group and where well-defined governance procedures guide behavior for the common good.
5. Winterline is a **caring community**, a place where the well-being of each member is sensitively supported and where service to others is supported.
6. Winterline is a **celebrative community**, one where rituals affirming both tradition and change are widely shared.

Standards of Community Conduct

Winterline strives to build a community among its participants and Field Advisors respecting each individual as well as recognizing the cultural values, norms, and laws of the host community. Any consequence of these violations are at the expense of the participant. To give participants the opportunity to attain their goals within a safe and healthy community, Winterline sets forth these Standards of Conduct which describe prohibited behavior:

1. **Conduct that Intentionally or Recklessly Threatens the Health or Safety of Any Person:** This includes but is not limited to leaving a participant alone in a dangerous situation, arson, tampering with safety equipment, and smuggling unauthorized persons into the residential area.
2. **Physical Assault:** Defined as any attempt to cause injury or inflict pain to oneself or others, or to actually cause injury or inflict pain to oneself or others.
3. **Harassment:** Defined further in the Harassment section of this Handbook
4. **Sexual Misconduct:** Defined further in the Sexual Misconduct section of this Handbook
5. **Dishonesty:** This includes but is not limited to furnishing false information to program officials or staff, and alteration, fabrication, or misuse of program documents, identification cards, or computer files and systems.

6. **Theft and/or Damage:** This includes but is not limited to the attempted or actual theft of or damage to program or partner property, property of a member of the community, or other personal or public property.
7. **Unauthorized Entry** into or occupation of facilities which are locked, closed to participant access or otherwise restricted.
8. **Disorderly Conduct:** This includes but is not limited to acts that: breach the peace; are lewd, indecent, or obscene; cause intentional disruption or obstruction of teaching, field programs, administrative procedures.
9. **Failure to Comply** with the directions of Field Advisors or partner staff acting in performance of their duties, to include but not limited to tardiness for residential or field programs, failure to submit to a field sobriety test or drug screening, and/or possession of prohibited items.
10. **Misuse of Alcohol or Other Drugs:** Defined further in the Alcohol and Other Drugs section of this Handbook
11. **Any Violation of In-Country Law**, to the extent that such violations are not covered by other Standards of Conduct.
12. **Program Non-Participation:** Full participation in the program (includes group activities, partner and Winterline programming, and community assignments).

Consequences for Violations of Conduct

Should a violation of conduct occur, the following sanctions may be taken:

1. Primary Sanctions:

- **Accountability Contract:** An *Accountability Contract* is a written agreement developed in response to a violation of the Standards of Conduct. The *Accountability Contract* outlines an *Action Plan*, developed between the student and staff, to guide future behavior expectations. Upon the development and signing of the *Accountability Contract*, the student indicates his/her agreement to uphold the behavior expectations of the *Action Plan*. It also indicates his/her understanding that failure to uphold these expectations may result in the additional sanctions below.
- **Probation:** *Probation* concerns behavior that is of such a nature as to place the participant in jeopardy of expulsion. A behavioral contract may be set forth with specific obligations determined and outlined by staff. Notification is made to the participant's parents/legal guardians.
- **Stayed Expulsion:** *Stayed Expulsion* allows the participant a final opportunity to behave responsibly. A behavioral contract may be set forth with specific obligations determined and outlined by staff. Notification is made to the participant's parents/legal guardians.

- Expulsion: Permanent separation of the participant from the program. No refund of the program fee is allowed. The participant is ineligible for readmission to the program and is declared persona non grata status at Winterline alumni functions. The participant must leave the program on the date determined by the Executive Director and pay for all costs associated with returning home. The participant is responsible for remitting any outstanding balance to Winterline. Notification is made to the participant's parents.

2. Additional Sanctions:

- No Contact: Prohibition of direct or indirect physical, verbal, and/or written contact with another individual or group.
- Loss of Privilege: Denial of a specified privilege(s) for a designated period of time.
- Restitution: Compensation assessed for loss, damage, or injury.

LIVING WITH WINTERLINE

Inclusive vs. Exclusive Relationships

Romantic or sexual relationships between participants are strongly discouraged. Because of the nature of the group and the closeness of participants to each other, such a relationship would strain the group dynamics even when both parties have apparently given voluntary consent. Romantic or sexual relationships with non-participants are also strongly discouraged. Such relationships have the potential for adverse consequences, including, but not limited to: damage to group cohesion, violation of cultural norms and community relationships, and the health and safety of all individuals. Student conduct that may violate Winterline Standards of Conduct (i.e. "Conduct that Intentionally or Recklessly Threatens the Health or Safety of Any Person") will be reviewed and subsequent action taken.

TOBACCO, ALCOHOL, AND OTHER DRUGS POLICY

Winterline is committed to providing a safe, healthy learning community for all its participants. Winterline recognizes that the improper and excessive use of tobacco, alcohol and other drugs may interfere with its mission by negatively affecting the health and safety of its participants. Problems such as vandalism, assault, harassment, and disruption of sleep and residential space increase in relation to misuse. It is due to the harm caused by excessive and/or illegal use of tobacco, alcohol and other drugs that Winterline has established these policies which prohibit members of the community from behaving inconsistent with Winterline's core values.

Tobacco Policy

Use of tobacco is not permitted within Winterline residential common spaces, rooms, or within proximity of the group, including on-site at partner or third party facilities. This is based on the smoking policies at our partner institutions and out of respect for those in

the community who do not use tobacco. Tobacco use must not interfere with participant. Violations of this policy will result in consequences to be determined and implemented by appropriate parties.

Alcohol Policy

As part to the Winterline curriculum, participants are taught and encouraged to develop safe and responsible drinking practices. As such, Winterline holds group dinners and supports other occasions where alcohol is available, per local laws and cultural norms. The expectation is that participants learn responsible and safe drinking practices in a safe, supportive, and moderated environment.

The following regulations serve to both govern the safe, supportive, and moderated environment:

1. Only beer or wine are available for participants. A maximum of two drinks may be served.
2. Alcoholic beverages are for personal consumption only; a participant may not get a drink for another person nor receive a beverage from another person.
3. Alcohol may not be taken from the gathered area.

The following regulations serve as the expectations for personal possession and use of alcohol:

1. Alcohol consumption must take place in appropriate open spaces. Participants are prohibited from bringing alcohol to areas that may be considered “behind closed doors”, including, but not limited to, private spaces, sleeping quarters, etc.
2. Participants are prohibited from traveling with alcohol.
3. Participants must drink responsibly. Should the Field Advisors feel that persons or the group are using alcohol inappropriately, the Field Advisors have the ultimate authority to determine the best course of action. This may include: limiting access to alcohol, stopping the consumption of alcohol, and/or banning alcohol consumption for a set period of time.

Alcohol Use

Winterline expects participants to adhere to local laws governing alcohol use in host countries and to be prudent and respectful in their intake of alcoholic beverages. Many countries perceive public drunkenness as inappropriate behavior and treat it much more severely than in the U.S. The misuse of alcohol in-country can harm the reputation of the program and create problems for current and future participants. Participants who choose to drink in host countries are expected to do so responsibly and with moderation. Hosting or organizing parties and/or the uncontrolled, excessive use of alcohol in host countries is not acceptable. Students must show responsible behavior in regards to alcohol by being on time and prepared for the next day’s events and/or travel.

Country	Drinking Age	Laws as of August 2016 (subject to change)
---------	--------------	--

Austria	16	Only students 16 and older may purchase alcohol, for him/herself only. This may not be shared or purchased for other students.
Cambodia	No age minimum	Students may purchase alcohol in Cambodia.
China	18	Only students 18 and older may purchase alcohol, for him/herself only. This may not be shared or purchased for other students.
Costa Rica	18	Only students 18 and older may purchase alcohol, for him/herself only. This may not be shared or purchased for other students.
Czech Republic	18	Only students 18 and older may purchase alcohol, for him/herself only. This may not be shared or purchased for other students.
Germany	16	Only students 16 and older may purchase alcohol, for him/herself only. This may not be shared or purchased for other students.
India	25	Students may NOT buy or consume alcohol. The legal drinking age is 25 in the areas Winterline visits.
Italy	16	Only students 16 and older may purchase alcohol, for him/herself only. This may not be shared or purchased for other students.
Panama	18	Only students 18 and older may purchase alcohol, for him/herself only. This may not be shared or purchased for other students.
Phillippines	18	Only students 18 and older may purchase alcohol, for him/herself only. This may not be shared or purchased for other students.
Singapore	18	Only students 18 and older may purchase alcohol, for him/herself only. This may not be shared or purchased for other students.
Spain	16	Only students 16 and older may purchase alcohol, for him/herself only. This may not be shared or purchased for other students.

Thailand	20	Only students 20 and older may purchase alcohol, for him/herself only. This may not be shared or purchased for other students.
United States	21	Only students 21 and older may purchase alcohol, for him/herself only. This may not be shared or purchased for other students.

Alcohol Misuse

Winterline will address alcohol misuse and abuse as reported by other participants, partners, or community members. Should a participant engage in inappropriate behavior arising out of misuse or abuse of alcohol as determined by the Field Advisors, the Field Advisors will address the issue and alert the Dean of Students about the incident. The Field Advisors will write an incident report about the inappropriate conduct which will remain on file. There may be additional consequences for the participant resulting from this behavior. Should a repeat incident occur, the Field Advisor and Dean of Students will determine next appropriate steps which may include probation, suspension or expulsion from the program. In the event of repeated inappropriate behavior, the student's parents will be informed.

Drug Policy

The manufacture, consumption, possession, sale, distribution, or transfer of illegal drugs or controlled substances, to include drug paraphernalia, while participating in the program is prohibited.

Impairment

Participants are prohibited from participating in the program, while impaired or under the influence of a drug or controlled substance, or with a drug present in his/her system.

1. The Program reserves the right to require participants to submit to a urine drug screen if the participant is part of a randomly selected group for periodic drug screening and/or if authorized officials believe that a participant is:
 - a. Using or under the influence of prohibited drugs or controlled substances, whether through exhibiting abnormal behavior or telltale markings as observed by staff or other participants or through information made available to staff that—upon review and investigation—is considered a reasonable basis to require a drug screen test.
 - b. In violation of this policy while the participant is participating in the Program.
 - c. Found in possession of suspected prohibited drugs or controlled substances or when any of these drugs or controlled substances are found in any area controlled or used by the participant.

2. Drug screen tests will be performed with concern for the personal privacy of each participant.
3. Any participant failing to submit a urine specimen after a thirty-minute period will be informed that this refusal constitutes failure to comply.
4. Any participant who in any way alters, tampers with, or substitutes a urine specimen will be considered in violation of this policy.
5. Any participant who, as a result of urine drug testing, is found to have detectable levels or identifiable trace quantities of a prohibited drug or substance in his/her system, regardless of when or where the drug or substance entered that person's system, without satisfactory explanation to authorized officials will be considered in violation of this policy.
6. The Program reserves the right to have authorized officials conduct searches of participants and their personal property for the purpose of determining if any such participant is in violation of this policy. Procedures for searches defined further in the Search Policy section of this Handbook.
 - a. Any participant who refuses to submit to a search and/or provides misleading or false information will be informed that this refusal constitutes failure to obey this policy and are grounds for expulsion.

For the purposes of this policy, the term “drugs” includes:

1. Illegal substances such as narcotics and hallucinogens
2. Controlled substances which were not legally obtained, including:
 - a. Prescribed drugs when prescription is no longer valid
 - b. Prescribed drugs used contrary to the prescription
 - c. Prescribed drugs issued to another person
 - d. Prescribed drugs unaccounted for on the participant's medical history form

PROHIBITED ITEMS

Participants may not possess any of the following items without express permission from the Field Advisors. Confiscated items will not be returned and will be disposed of appropriately. This list is not intended to be all-inclusive and refers to anything of the equivalent.

- Illegal Drugs and Drug Paraphernalia (includes pipes, water pipes, vaporizers, vape pens, hookahs, souvenirs)
- Firearms/Ammunition (includes air, bb, pellet, flare, paintball, starter, blow, and replicas)
- Sharp Items/Weapons (includes ice pick/axe, box cutter, utility knife, saber, swords, or look-alikes). Knives must be no bigger than a Swiss Army knife.
- Martial Arts/Self Defense Items (includes billy clubs, black jacks, brass knuckles, kubatons, night sticks, nunchakus, throwing stars, stun guns/shocking devices)
- Select Tools (includes hammer, crowbar, axe, saw, hatchet)

- Disabling Chemicals (includes pepper spray, mace, tear gas)
- Dangerous Materials (includes bleach, paint/thinner, fireworks, flares, all fuel)
- Open Flames (includes candles, incense, oil lamps)
- Items with Hot/Heating Elements (includes hot/coffee pots, halogen lamps, clothes iron)
- Personal Hair Appliances (Hair irons must be have auto shut-off devices)
- Select Sporting Goods (includes darts, bats, bows & arrows, spear gun)
- Oversized Items (includes surfboards, bikes, scuba gear, steamer trunks, x-large luggage, x-large musical instruments, x-large exercise equipment, x-large souvenirs)
- Live Animals/Pets/Plants
- Taxidermy of any kind/size (includes insect and animal specimens)