



DEDICATED TO STUDENT GROWTH AND
ACCESS TO GLOBAL HIGHER EDUCATION

TRANSITIONS WITHOUT BORDERS

A NON-PROFIT ORGANIZATION

DEDICATED TO STUDENT GROWTH AND ACCESS TO GLOBAL HIGHER EDUCATION

STUDENT & PARENT HANDBOOK PROGRAM CAMPS 2016

Welcome to our Student & Parent Handbook. This is a guide that sets the standards of expectations for all students attending our camps. By signing the separate application and enrollment contract, parents and students acknowledge that they read and agree to abide by all the content presented in this handbook.

Disclaimer: The policies and procedures in this Student and Parent Handbook are neither rights nor a modification of the enrollment contract. Every effort has been made to provide students with complete and accurate information. We reserve the right to modify, amend or revoke any rules or regulations and to change programs and requirements. We will make reasonable attempts to communicate any changes to this document, but any such changes may be implemented without prior written notice and without obligation and, unless specified otherwise, are effective when made.

Who We Are

Transitions Without Borders is a non-profit organization working internationally with schools to facilitate transitions, assist student self-actualization, and increase equity and access to international higher education. Our counselors are professional, passionate and experienced volunteers who are dedicated to supporting students in their growth from secondary school to university in North America, Europe, and beyond.

Vision

All students should have access to guidance and preparation for university admission, in- and outside- their country.

Mission

To empower students with limited access to university guidance and preparation to develop their strengths, interests and goals, define their post-secondary paths, and make informed choices. We offer support through school interventions, extra-curricular programs and summer camps in French Polynesia.

TWB Code and Standard of Behavior

Our camps provide a learning and exploratory environment. Our close community flourishes when we all respect each other. We expect students to abide by the rules and guidelines presented in this handbook, including standards of ethics and good citizenship.

The highest standard of behavior is expected. We believe that students should be honest, sincere, and willing to accept responsibility for all their actions, including errors in judgment. Students are expected to:

- treat each other, their teachers and staff with dignity and respect.
- demonstrate commitment by meeting all obligations and taking each of their responsibilities seriously.
- be honest and fair with others.
- respect community and personal property.
- follow norms of hygiene and health.

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ACADEMIC INFORMATION

The curriculum information of Transitions Without Borders (hereafter TWB) is presented separately from this handbook. In the curriculum we stress that at the center of our academic program lies the student. The student is the interest we serve rather than the interest of any specific target school or organization. This means that our curricula are tailored to achieve what is best for the student, not necessarily what is best for getting him/her on a pre-determined path. Many paths are together analyzed, mapped and explored. Then TWB programs and teachers provide the best suited tools to navigate the maze to put the student in an ideal position for potential acceptance at institutions, and, most importantly, in an ideal position to succeed in their eventual educational career.

ACADEMIC HONESTY

Honesty is a core value and an attribute of personal integrity. It applies to all aspects of life, including academics and applications. Incidents of academic or of application cheating or plagiarism are example of dishonest conduct and are taken very seriously. If a student disregards this policy, the student may be asked to separate from the community. TWB cannot take responsibility for such instances. Plagiarism is the violation of academic integrity and honesty by presenting another person's words or ideas as your own. Plagiarism is a case where a student lies, cheats and steals, in one action, when presenting a paper or project or homework or application that has been plagiarized. TWB takes all cases of plagiarism very seriously.

LEARNING DIFFERENCES

Our program is not equipped to deal with students with learning differences. While special accommodations cannot be provided, from time to time we may be able to provide assistance at our discretion also for such students.

ATTENDANCE POLICY

Students must attend all of their classes, seminars, meetings, meals, evening activities, sports activities, excursions and other events during the program. If a student misses a class, the student, parents, and advisor will all receive an automatic email notifying them of the absence. Repeated offence, with the exception of medical and other health reasons

may be reason for dismissal. Appropriate free-time will be organized, but even during free time all rules of conduct presented in this handbook apply.

TARDINESS

We expect students to arrive on time to their classes and other obligations.

ENGLISH USE EXPECTATION

At TWB the common language is English, even though French may also be used during the on-campus program. We encourage students to speak English to ensure understanding between everyone.

HOMEWORK (Evening Lone Work)

From time to time, after guidance received from our instructors, it might be necessary for students to do work alone (mostly research). Students are expected to be responsible for staying on pace with their work, show motivation and complete the required steps. The TWB program is designed to support and accompany students, but after all, self-motivation and resilience are the main ingredients for personal success in this educational and career quest.

TEXTBOOK POLICY

Textbooks and other resources of TWB property will be available for consultation and will be lent to students during the program. They must be returned when courses end. TWB will charge students for lost or damaged textbooks and other resources.

TESTS, ASSESSMENTS, MOTIVATION LETTERS, EXAMINATIONS ETC.

TWB believes that tests, assessments, motivation letters, examinations and other directed work are important and useful educational experiences, given their role in a student's academic experience as well as in their school applications. Whenever any such tool is deemed necessary, it is expected that students will fully collaborate and partake seriously in such tasks.

STUDENT LIFE

TWB offers a warm, supportive and caring environment. Students and faculty work together in a variety of capacities.

ACTIVITIES

A number of activities in sports, culture, international understanding, leadership etc. are organized. Students are expected to immerse themselves and participate.

ADVISOR

Each student may access at any time the faculty advisor for guidance and support. Advisor meetings provide a structured, ongoing, and positive vehicle to foster an atmosphere of trust and learning among adults and students. TWB advisors are the primary point of contact between TWB and advisees' families.

VALUABLES and BANKING

TWB provides safe storage for students' valuables and cash (pocket money). The student will receive a signed receipt of deposit for the valuables every time he/she makes a deposits/withdrawal. While we trust that our community respects the rules of property outlined in this handbook, we strongly discourage the possession of cash on self or in the rooms, in order to avoid possible thefts. TWB is not responsible for any theft of personal property or cash that was not entrusted to TWB through signed receipt of deposit. At set times, TWB can accompany students to local banks in case they have a need for cash withdrawals.

DINING AREA

Meals are important times for our community to come together. Most meals are buffet-style. TWB believes in principle of food sustainability, favoring local healthy products. While we try to satisfy most special food requests, we are not equipped to provide accommodation for certain difficult allergic situations.

Concerning the attire during meals, students should remember the following:

- Casual wear, which does not include pajamas, is acceptable.
- Casual wear should be in good taste and modest.
- Students must clear their tables.
- Headphones or earbuds may not be worn during meals.
- Any electronic device is not allowed during meal time
- Dishes, cups, glasses or silverware must remain in the dining area.
- Except for single servings of fresh fruit, food or drink should not be taken from the dining area.
- Food is not allowed in the rooms. Student must consume also snacks in the dining area.

DORMITORIES

Dormitories are living quarters where privacy, quietness and respect must reign. They should be maintained clean and tidy by the Students. During rest times or sleep time, respect for others is paramount. Repeated offenses of disturbance, noise, bullying, put-down, mockery may be cause for dismissal. Mixed company is not allowed at any time in dormitory space, as well as smoking, rough-housing, drinking and any other harmful or illegal activity.

RELIGION

TWB is not a member of any religious group, faith or denomination. We uphold ethical and respectful living; we believe in tolerance, respect for each other's beliefs and traditions. We oppose any form of denigration of others, bigotry or close-mindedness. TWB encourages students to practice their religions devoid of proselytism, and helps students find an appropriate place of worship.

STUDENT RESPONSIBILITIES

We expect students to use their best judgment in all situations. Students are expected to uphold the standards of TWB at all times and have a responsibility to encourage others to do the same.

CELL PHONE / ELECTRONIC DEVICE POLICY

Students may own a cell phone that works in French Polynesia, whereby they can contact (or be contacted by) parents, guardians or friends in case of need. All students should register their mobile phone number with TWB. Concurrently at set window-times TWB may require that the use of connected devices be switched off. This is to encourage and foster an environment of self-search, reflection, study and sharing with teachers and other students. During those times the Internet connection will not be available on the TWB campus, and students are required to switch all electronic devices off. Repeated offenses may result in impounding the specific device for a period of time or until the end of the camp.

CONFIDENTIALITY

Students are encouraged to seek the counsel and assistance of faculty members at any time. In order for this counseling to be effective, the principles of confidentiality will be observed. Faculty members are obliged to refer confidentially held information to MS. Melissa Gygax, head of TWB or, in her absence, an appropriate Administrator, when:

- an individual's health or well-being is in danger.
- the security or welfare of TWB is at stake.
- the problems being discussed are beyond the experience and expertise of the faculty member.

COUNSELOR

TWB has on premise a trained counselor for emotional and behavioral support. The Counselor is available for individual counseling and/or small group sessions, and facilitates workshops for students and parents. Students can schedule appointments directly.

FIRE PROCEDURES

While there will be an introductory fire drill, please be aware of the following procedures:

- If a fire is found and cannot be extinguished easily, sound the alarm.
- When the alarm is sounded, close all windows and feel if the door is hot. Then leave the room immediately.
- Proceed quickly, quietly, and in an orderly fashion out of the building to the established meeting point.
- Stand quietly until you hear the all-clear signal or receive other instructions.

FIRE SAFETY

Fireworks and other explosives, candles, heating appliances and cookers, irons, incense, matches, lighters, lighter fluid, and cigarettes are not allowed in the buildings or on balconies or terraces at any time. Endangering the safety of others may be cause for dismissal.

GAMBLING

Gambling is strictly prohibited on campus or during sponsored trips or activities.

LITTER AND GUM

Students and members of the TWB community are expected to keep the campus and surrounding property free of litter. Gum chewing is not allowed during classes or sports, dining hall, at any time. Please dispose of litter and gum properly.

NEIGHBORS

TWB may be situated in a small village community. Please be considerate of our neighbors and be mindful of excessive noise, especially after 20:00.

The property adjoining the campus is privately owned, with the exception of the beach. All private property and roads are off limits to students unless they are given specific permission to be in those areas.

BEACH AND SWIMMING

TWB does not provide a lifeguard. While staff is trained in water rescue and lifeguarding, the beach is public and TWB does not staff for beach surveillance. Students will be under swimming supervision during TWB -sponsored excursions only, but will enter water at their own risk during other times. TWB does not assume any responsibility for water-related problems. Students may not access the water except on appointed windows of time (posted on campus). It is imperative that students be able to swim. *TWB does not assume any responsibility for water-related problems.*

OTHER SAFETY CONSIDERATIONS

- Students are not permitted on the roof of any building.
- Possession of a weapon of any kind is a major rule violation and may result in suspension or dismissal.
- Students may not accept rides or enter vehicles that are not approved by TWB at any time.

PUBLIC DISPLAYS OF AFFECTION

Intimate expressions of affection including kissing, prolonged hugging, lap-sitting, and inappropriate touching are not conducive to a healthy communal growth environment and therefore are not allowed.

SPECIAL NOTE ON JURISDICTION

TWB rules apply to all students while they are under the jurisdiction of TWB. All students are under TWB jurisdiction while in residence, during all trips and functions, sports events, and while traveling to and from campus.

TRANSPORTATION

Automobiles Students are not allowed to drive, possess or rent cars, and are not allowed to ride with other individual unless TWB members.

Motorcycles: No student may drive, possess or ride a motorcycle or moped.

Bicycles: Students can ride bicycles with parental permission and must wear helmets, but only under guidance and accompaniment of an TWB member. Students should be capable of riding bicycles, since excursions require bicycle-riding.

Skateboarding, Rollerblading and Scooters: If allowed during TWB -sponsored outings, students must wear helmets when riding on skateboards, rollerblades, or scooters. Please be mindful of the safety of others.

WEAR

TWB does not require uniforms and neither a strict dress code. But some basic rules of modesty apply for the entire duration of the program, on premise as well as during outings, whether in-program or free time. Students are expected to be in casual wear that is clean, decent, tasteful, un-torn. While allowing for choice and personal expression, students must still use discretion when choosing casual clothing. The following are not permitted:

- Clothing bearing inappropriate or vulgar messages, advocating violence, or containing profanity or sexual references.
- Clothing that advertises or promotes alcohol, cigarettes, and drug products.
- Any items which are torn, ripped, dirty, or in poor repair
- Students should never dress in a way that reveals undergarments.

TWB reserves the right to require students to change attire if its staff estimates that particular attires do not comply with the rules above, and/or are not conducive to quality education and team-work.

TIME OFF

TWB provides time off to explore the surrounding area. Outings will be under the supervision of TWB, and students are required to remain within sight of a TWB staff member at all times for safety reasons. All students are required to follow TWB rules when outside premises. TWB cannot be responsible for the conduct or actions of any student who escapes the invigilation of a TWB staff member. Parents must recognize that if their son or daughter escapes invigilation, they are assuming responsibility for their child's safety and that they hold ultimate responsibility for their son/daughter's wellbeing.

PERSONAL SAFETY

While the local environment is not considered dangerous by most countries' standards, personal safety and caution must be practiced by students at all times. Students must be vigilant, since even in French Polynesia cases of aggression have been reported. Therefore students may not exit the TWB quarters without supervision, never alone and always with one of the TWB staff members in sight at all times. Befriending locals in public places and on the beach must be done with caution. Students must avoid contact especially with people who are inebriated. TWB provides active and passive safety measures in the quarters, but when present in dormitory spaces, students must lock doors at all times. TWB cannot assume responsibility for personal disregard of safety rules.

MOSQUITOES AND OTHER INSECTS

While TWB fits infrastructure with protection against insects (netting on windows, repellent devices etc.) and maintains infrastructure to be devoid of insects (cleanliness and no stagnant water), students might still be exposed to them. Most encounters are without consequences but in some instances mosquitoes and insects have carried some illnesses including but not limited to Dengue, Zika and Chikungunya. Students are

encouraged to always wear protective oils or insect repellents. Oils with Citronella are especially efficient. They can be purchased locally.

TECHNOLOGY RESPONSIBLE USE POLICY

At TWB, we provide our students with the opportunities and tools for learning, including Internet access. We see technology as one of those tools with great potential to facilitate information fluency. But we also want our students to be safe, legal, and responsible. At TWB sites the network may have Internet filters and security measures in place to prevent inappropriate materials from getting through, though no filter can catch everything.

Students are expected to embrace the following responsibilities, whether on- or off-campus:

- **Respect Yourself:** Offline or online, what you choose to say is a reflection of yourself. Do your best to choose appropriate usernames, words and images, check your spelling and grammar, and leave a positive impression with your audience. Remember, anything you post online could potentially stay there forever.
- **Protect Yourself:** Make sure the information, images and materials you post online will not put you or your family at risk. Do not publish personally identifiable information. Protect your passwords and don't let others use your online accounts. Avoid inappropriate websites, images, and videos. Tell an adult if any websites, messages, or behaviors make you feel uncomfortable. If you are not sure what to do, ask for help.
- **Respect Others:** Treat others as you would like to be treated. Try to be as clear as possible in your messages while using polite and appropriate language. Avoid gossiping, spreading rumors, or posting embarrassing photos and videos of others. Don't write anything you would be uncomfortable showing your parents or teachers.
- **Protect Others:** You can help stop bullying by not being a bully. If you observe mean or hurtful messages about other people, report the situation to an adult as soon as you can. Don't steal other people's passwords or break into their accounts. Protect the private information of others including phone numbers, home addresses, Skype names, and other contact details.
- **Respect Intellectual Property:** A lot of the information, images, and videos you will use, will come from the Internet. Remember that digital and physical works were created by other people and you must give them credit. Write as much as possible in your own words and keep a list of your sources for all information, images, and videos you use.
- **Protect Physical Property:** Be careful when using technology equipment. Avoid dropping equipment by carrying it in a secure way and never leaving it on the floor or on the edge of a desk. Keep food and drink away from electronic equipment.

IRRESPONSIBLE AND INAPPROPRIATE USE

By signing the admissions agreement, every student and his or her legal guardian agree to uphold the responsibilities listed above. Be aware that irresponsible and inappropriate

use of technology tools may result in social, academic, or behavioral consequences, including dismissal.

DORMITORY / RESIDENTIAL LIFE

COED VISITATION AND OPEN DORM

Boys may not enter girls' quarters and vice-versa at any time.

STATE OF ROOMS

All quarters (sleeping, bathroom, showers, corridors etc.) must be kept clean and tidy. Students are not to leave clothing, backpacks, or any other personal objects causing untidiness. The School is not responsible for lost or stolen items left in these rooms.

ROOM INSPECTION

TWB members may inspect each dorm room at his/her discretion. Students are expected to keep their rooms tidy and clean.

DAMAGES AND BREAKAGES

When students arrive, their rooms will be in good condition. If something breaks, goes missing, or does not work, please notify a TWB staff member immediately. TWB may bill for the damage, depending of its assessment if it was done voluntarily or not.

DECORATIONS

Students should use judgment when decorating their rooms. Decorations should not include:

- anything that advertises or involves alcohol, tobacco, or drugs
- sexually explicit content
- violent or racist content

Please do not use nails on dormitory room walls.

DORMITORY SEARCHES

TWB may conduct searches of students' rooms, lockers, bags, etc. During searches, the school aims to minimize the compromise of student privacy and dorm security.

- If possible, two adults will conduct searches. One of those adults will be an TWB administrator.
- Typically, the student will be present during any search of their room or property.

KEY FOBS AND BRACELETS

Doors may be protected via electronic (electro-mechanical) locks, which are operated with key fobs. All students' key fobs give them access to their own quarters until the evening check-in, as well as access to other places during specific time-windows. Report lost key fobs immediately to any TWB staff. Replacement fobs cost USD 30 and are billed to the student's account.

LAUNDRY AND LINENS

Washing machines will be available for students at specific times.

MAIL

Due to long postal transit times to the islands, paper mail is discouraged. Please address mail to: students@TransitionsWithoutBorders.org

Students pay for all shipping costs and customs duties for any packages they receive. The School will bill student accounts for unpaid customs and/or shipping charges.

OFF-LIMITS

If deemed necessary, an area may be put off-limits. When a space is off-limits, only selected people indicated by TWB staff may access those spaces.

PETS

Students may not have pets, including fish, in dormitories.

PORNOGRAPHY

Students may not possess, display, or share offensive or degrading materials.

ROOM ASSIGNMENTS

Room assignments at TWB are made reflecting a variety of priorities including grade level grouping, mixing nationalities and cultures, returning student preferences, and staff judgment. Room assignment changes are, as a general rule, not allowed. But it is sometimes the case that rooming or dorm assignments are changed. TWB reserves the right to make room changes at its discretion. In such cases, close attention is made to minimizing the impact of any changes and both students and parents will be informed of the change.

THEFT PREVENTION

TWB does not tolerate theft and a student caught stealing is subject to immediate dismissal.

Caution is the best deterrent against theft.

- Do not borrow anything without asking the owner first.
- Do not keep large sums of money or other valuables in their rooms.
- Lock up wallets or purses (TWB is able to keep your valuables in a safe).
- Give any valuables to TWB for safekeeping.
- Lock closets after use.
- Record serial numbers of valuable items.

If students discover an item missing, they should speak to a TWB staff member immediately and complete a Theft Report Form. In cases of a series of thefts, the local police may be called.

Note: TWB does not assume responsibility for the loss or theft of personal property.

UNOCCUPIED ROOM POLICY

- No student under any circumstances may enter another student's room if the occupant is not present.
- No student may give another student permission to enter or stay in the room if the occupant is not physically present in the room.
- If a student needs to retrieve a possession that is in another student's unoccupied room, he/she must ask the permission from and be accompanied by a TWB staff member.

FOOD

At TWB we abide by a nutrition philosophy of “responsible food”. This means that all our food is, as much as possible, fresh, local (“zero kilometer”) and providing a balanced healthy diet. The base of our cooking is vegan, with vegetarian options and local fresh fish options and at times local meat if requested. We collaborate with expert local chefs to provide a balanced diet in fruits, vegetables, proteins, carbohydrates, minerals and reduced all-vegetable fats. Dishes are presented in a way that is pleasant to the eye, with lots of colors and variety, and tastiness. We do not impose a vegan or vegetarian diet, but encourage healthy diet as part of healthy living.

DISCIPLINE

There are three categories of discipline infractions.

Minor infractions are those activities that detract from learning, or upset a learning/teaching/coaching atmosphere or dormitory life. Such offenses are typically addressed with conversations, loss of privileges, or restrictions. A pattern of minor offenses may result in a referral as a major infraction.

Major infractions are significant disruptions to the educational processes and atmosphere. Major violations are addressed at the administrative level and may result in suspension as well as other sanctions.

Dismissal infractions are actions so serious as to warrant immediate removal from the TWB community. Dismissal cases are reviewed administratively. These include but are not limited to: illegal activities (like drug purchase distribution or use, theft) sexual misconduct, aggravated bullying, etc.

A student in violation of a TWB dismissal rule or, in some cases, a major TWB rule, results in separation from the camp. Students who are dismissed from TWB must leave campus at the earliest possible time and the family is responsible for any cost (supplemental or otherwise) related to the early departure.

As indicated in the enrollment contract, there is no refund for withdrawal, or dismissal, and all costs pertaining to the separation from TWB programs are the responsibility of the student family.

Disclosure of Disciplinary Action

TWB may be obligated to report any serious disciplinary infractions to local enforcement officers. Reporting may include suspensions, restrictions, or dismissals.

BULLYING, HAZING, HARASSMENT, SEXUAL HARASSMENT AND ACTIVITY

Everyone has the right to live in an atmosphere free of intimidation and hostility. Harassment is unwelcome verbal or physical conduct that is intimidating, threatening, or demeaning.

Bullying is not tolerated. Bullying occurs when a student is the target of repeated negative actions, usually in the form of intentional, repeated hurtful acts, words or other behavior. The definition of bullying includes all hurtful acts whether physical, verbal, or written, and includes acts of cyberbullying. Such activities include, but are not limited to:

- display of explicit, offensive or demeaning materials
- hazing or threats
- obscene or suggestive remarks or jokes, verbal abuse, or insults
- undue pressure to use alcohol or drugs
- words or actions which are demeaning with respect to race, religion, ethnic origin, gender, or sexual orientation
- intimidation such as name-calling or threatening.
- social alienation such as shunning or spreading rumors.
- physical aggression such as spitting or pushing.

Intimacy

Due to high risks of transmissible diseases, the difficulty of determining whether a sexual act was consensual or not, as well as the risk of pregnancy, sexual intimacy and sexual activity of any kind is not allowed during the time of the program. TWB reserves the right for action in case it witnesses cases it deems not in compliance with proper conduct.

Foul Language

It is the policy at TWB that students and staff speak in a manner that is dignified and proper. Any swearing, bad mouthing, use of profane or improper language, whether directed at someone or not, is not allowed. Even if recently it has become increasingly socially acceptable, words like S*it, f*ck, god, or other profanities, similarities, inferences, deflections, references thereof in any language, are not permitted. Students who use such words will be asked to refrain, and if persisting, will be subject to the discipline infraction rules presented above.

Reporting Responsibility and Response

Any student, staff, faculty or community member who feels they have been or are being sexually, verbally or physically harassed or observes the harassment of another should report that situation immediately to the TWB counselor. The report may be confidential. The counselor will investigate the matter, and take appropriate steps to address the findings. Sanctions for offenses may include suspension or expulsion.

AREAS OF EMPHASIS REGARDING STUDENT EXPECTATIONS

Alcohol

Any student-drinking, whether under-age or not (in relation to local laws or the laws of the student's nationality) is not allowed. Drinking alcohol is not permitted during any TWB function or activity. TWB reserves the right for sanctions in case it observes inappropriate drinking states.

Being Out-of-Sympathy with the Program

Students or adults whose actions and/or statements demonstrate a pattern of disrespect or indifference to TWB 's mission, values, and program may be considered out-of-sympathy with TWB and separated from the community.

Curfew Violations

Students must remain in their dormitories from evening check-in until lights out and in their own rooms from lights out until 06:00 the following morning. This is a major school rule and its violation may result in dismissal.

Drugs

The use, consumption or possession of any illegal or unauthorized drugs is strictly forbidden. "Unauthorized drugs" includes the use or possession of a prescription drug not registered with TWB staff in the student's own name and/or the abuse of a prescription drug even if registered in the student's own name. Possessing drug-related paraphernalia, materials is also strictly forbidden, and constitute violations of the TWB drug policy. Any violation of the TWB drug policy may result in immediate dismissal. TWB reserves the right to test for drugs at any time. Parents will be notified of any drug test results.

Fighting/Threatening

Fighting or physical violence for any reason is not tolerated. Fighting includes (without implied limitation) the throwing of punches or serious physical struggle. Likewise, threatening another is not tolerated. Threatening includes any behavior, including writing or speaking, which purposely places or attempts to place another in fear of imminent bodily injury or physical contact.

Dishonesty

TWB students are expected to be honest and truthful. Cases of dishonesty includes withholding information, supplying false information, lying, or academic dishonesty in the form of plagiarism, cheating, etc. will result in disciplinary consequences up to and including dismissal for particularly offensive cases or patterns of dishonesty.

Pregnancy/Fatherhood

If a TWB student becomes pregnant, she is ineligible to remain enrolled at TWB. The Administration will work with the student and her family for repatriation with no refund. If a TWB student impregnates a girl or fathers a child, he is ineligible to remain enrolled at TWB. The Administration will work with the student and his family for repatriation with no refund.

Relations with the Local Authorities

Students may find themselves in situations in which the local authorities are involved, or where TWB is obligated under local Law to notify those authorities. TWB takes its responsibilities to protect its students very seriously. TWB will notify parents as soon as possible whenever the local authorities are involved and will take necessary and reasonable steps to ensure that our students are protected in legal situations. Eventual legal costs are the responsibility of the family.

Theft

Theft or destruction of personal or School property is forbidden and may be cause for immediate dismissal.

Tobacco/Smoking

Smoking, including the use of e-cigarettes, is not allowed on or off-campus.

MEDICATIONS

All medications must be seen and registered by TWB staff members. Students will be allowed to keep some over-the-counter medicines, provided they have written consent from their parents/guardians to do so.

SELF-DESTRUCTIVE BEHAVIOR

Students who engage in any sort of physically or emotionally self-destructive behavior—including but not limited to suicidal gestures or other serious, self-harming behaviors—are normally asked to seek treatment outside the community or may be repatriated.