

# Code of Conduct and Discipline

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The *Summer@Eastman* Programs (each a “Program”) at the *Eastman School of Music* (hereafter “School”) create a living and learning experience designed to challenge high-achieving high school students. Participating in this unique experience, however, carries some responsibilities. As members of the learning community, program participants (hereafter “Students”) are expected to meet the challenges of the rigorous academic program and participate with enthusiasm in community activities. It is also expected that personal integrity, respect for the rights of others, and a positive attitude will enable Students to maintain the highest standards.

This Code of Conduct is intended to promote group cohesiveness and foster an environment conducive to the achievement of the Program’s goals. If a Student is unsure what this Code or any policy means, he or she has the obligation to ask.

Compliance with this Code of Conduct is required of all Students. Failure to comply may, at the discretion of the School, result in dismissal from the program. In the event of a significant violation, the Student’s parent or guardian will be contacted.

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## **RESPECT OF OTHERS**

Program participants shall be respectful of the *Eastman School of Music* community, which includes people with diverse backgrounds and beliefs. Conduct that is disrespectful or demeaning to others, including but not limited to verbal or physical harassment, will not be tolerated.

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## **PROHIBITED ACTIVITIES**

The following actions are prohibited during any part of the Program (including field trips and transportation as well as on the School campus):

- Possession, use, distribution, or being in the presence of alcohol or illegal drugs is not permitted
- Misuse of prescription drugs
- Use of tobacco products
- Possession or use of weapons (including--but not limited to--firearms, fireworks or other explosive materials, knives, or other items intended or commonly used to inflict harm) -- any weapon found will be confiscated.
- Disorderly Conduct (including but not limited to):
  - Fighting, including hitting or pushing another person, either as an aggressor or in response to actions of another.
  - Behavior that is otherwise reckless, disruptive, or dangerous to person or property.
  - Verbal or physical harassment of others including, but not limited to, bullying, cyberbullying and playing pranks or practical jokes, including via electronics.
  - Misuse, damage to, or theft of School property. Students will be liable for damage to *Eastman School of Music* property. The use of tape and the driving of nails, screws, or tacks into walls or furniture is prohibited. No furniture may be moved out of the assigned quarters, and no equipment (other than occasional pieces such as

bookcases, table, lamp) may be added without permission. Housing is limited to registered students only.

- Tampering with or misusing fire or emergency equipment.
- Use of a camera, cell phone or other video or audio recording device in spaces where privacy is expected, such as restrooms, showers, locker rooms and bedrooms being used by others.
- Failure to comply with the reasonable request of an *Eastman School of Music* official.
- Interaction of a sexual nature or sexually suggestive manner with any other person (applies to any student under the age of 18).
- Traveling outside the designated campus area boundary or leaving campus without permission or supervision.
- Allowing non-residential visitors into students' rooms.

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## **RESPONSIBILITY FOR DAMAGES**

Students and parents may be held financially responsible for any damage to or loss of School property caused by Students.

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## **CELL PHONE USE**

While Students may carry their cell phones, the phones should remain off during class time and should not be visible, unless otherwise instructed by *Summer@Eastman* faculty. We reserve the right to take a student's phone if the student is asked to put it away and refuses. The cell phone will be returned to the student at the end of class. Repeated violations may result in dismissal from the Program.

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## **ATTENDANCE POLICY**

Coming to class is a very important part of the Program, and it will be difficult to understand the academic material without attending every class. Classes should only be missed in the case of an emergency or illness. If this is the case, please contact the instructor and *Residential Life* as soon as possible via email or phone.

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## **PLAGIARISM POLICY**

As members of an academic community, students assume certain responsibilities. One of these responsibilities is to engage in honest academic work. Academic dishonesty may include plagiarism (misrepresenting someone else's work as one's own), copying the academic work of a fellow student, or collaborating with another student unless permitted by the instructor. These are serious violations of the trust upon which an academic community depends. Academic dishonesty may lead to dismissal from the Program.

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## POLICY FOR CONTACTING PARENTS

*Summer@Eastman* and *Residential Life* Staff may contact parents using the phone numbers provided in the application and for the following instances:

- Any illness or injury
- Alcohol or Other Drug use
- Multiple unexcused absences
- Multiple violations of any policy
- \*Student Dismissal from the program

\*If a student is dismissed from the program, a parent/guardian is required to make travel arrangements within 48 hours of receiving notice. Failure to do so may result in additional fees for area lodging and supervision of the program participant. *Summer@Eastman*, *Residential Life*, and the *Eastman School of Music* are not responsible for arranging additional housing, meals, or supervision of participants who have been dismissed from the program.

Policy Violations	
Alcohol and Other Drugs Damage to facilities Weapons Harassment Violence	May result in dismissal from the program and no refund of housing costs
Quiet Hours	Warning; \$25 fine for each offense thereafter
Hall Sports/Roughhousing	Warning; \$25 fine for each offense thereafter
Visitation	Parental Notification; \$50 fine; dismissal from the program
Unexcused Absence	Warning; Parental Notification; \$50 fine; dismissal from program
Curfew	Warning; Parental Notification; \$50 fine; dismissal from program
Leaving Eastman Campus without permission	Parental Notification; \$50 fine; dismissal from program

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## STUDENT PLEDGE

I agree to attend all scheduled classes/coachings/lessons, participate in all events, and to abide by the rules and regulations given in this form and in supplemental materials, if applicable. I have read and understand this Code of Conduct.

I understand that if I do not comply with the Code of Conduct I may be dismissed from the Program. I understand that all fees must be paid prior to the beginning of instruction and that no deduction or refunds will be made for late arrival, early departure or expulsion. If dismissed from the Program, I will remain in a designated area until pickup or departure from the Eastman Campus within 48 hours of receiving notice. Failure to do so may result in additional fees for area lodging and supervision.

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## SIGNATURES

Your signatures below indicate that you have read and understand the information outlined above.

\_\_\_\_\_  
Student name (print)

\_\_\_\_\_  
Program attending

\_\_\_\_\_  
Student signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

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## PARENT OR GUARDIAN PLEDGE

I hereby permit Student to attend the *Summer@Eastman* Programs and to be governed by Code of Conduct and any other applicable School rules. I have discussed with Student the Code of Conduct and the need to obey all rules, regulations, and instructions of *Summer@Eastman* Programs personnel. I understand that Student's failure to obey the above may result in his/her dismissal from the Program. I also understand that all fees must be paid prior to the beginning of instruction and that no deduction or refunds will be made for late arrival, early departure or expulsion. If dismissed from the Program, I understand that Student will remain in a designated area until pickup or departure from the Eastman Campus, which should occur within 48 hours of the phone call made by the Program Director to the Student's parent or guardian. Failure to do so may result in additional fees for area lodging and supervision.

\_\_\_\_\_  
Parent/Guardian name (print)

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

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## PLEASE SEND COMPLETED FORMS TO:

### Summer@Eastman Office

Eastman School of Music

26 Gibbs Street, Box 36

Rochester, NY 14604

Phone: (585) 274-1074

or email to: [summer@esm.rochester.edu](mailto:summer@esm.rochester.edu)

or FAX: (585) 274-1089



**EASTMAN**  
SCHOOL OF MUSIC  
UNIVERSITY of ROCHESTER