



(FORM #2)
**2012 Alaska Business Week
Summer Programs
CODE OF CONDUCT**

****Signature Required****

Due to the number of people involved in the **ALASKA BUSINESS WEEK** program and for your safety, it is important that everyone know what rules we plan to live by for the week. We ask that you and your parents/guardians review and sign this Code of Conduct form and return it to the **WASHINGTON BUSINESS WEEK** office along with your medical form and registration fee (if not already submitted). If you have any questions, please contact the **BUSINESS WEEK** office at (800) 686-6442 or registrar@wbw.org.

1. Alcohol, non-prescription drugs or weapons will not be permitted at any **BUSINESS WEEK** program. Students may bring over-the-counter medication such as Tylenol or Tums for headaches or stomach aches or prescriptions with a valid prescription.
2. Females are not allowed on the male dorm floors and males are not allowed on the female dorm floors. The lobbies of the dorms may be open to all students until 10:45 p.m. each night.
3. Rooms and roommates are assigned at check-in. You are expected to remain in your assigned rooms - **NO MOVING**. If you are without a roommate, campus staff will assign one to you. **If you and a friend register on campus at the same time, you may request to room together at that time. Please do not contact the BUSINESS WEEK office to request a roommate assignment.**
4. You are expected to stay on campus from the time you check in to the time you check out at the end of the week. A map with the campus boundaries outlined will be given to you at registration.
5. Students are not to be in **ANY** automobiles during their time at any **BUSINESS WEEK** program. If you bring a vehicle to the campus you must obtain a parking permit at room registration. It will be \$15 for a parking permit for the week. Place the parking permit in your car as instructed by the university staff, and park your car in the designated lot. You will **NOT** have access to your car until you are ready to leave on Saturday. If you need to enter your car, you must take a dorm supervisor or a **BUSINESS WEEK** staff member with you. You may be required to turn in your keys for the week.
6. If for any reason you should decide to leave the program after you have registered, you must obtain permission from your parent/guardian and the **BUSINESS WEEK** office and report your status to your Company Advisor.
7. Curfew regulations shall be interpreted to mean that each student shall be in her/his room at the time stated in program materials or by the **BUSINESS WEEK** Program Manager. You know how long it takes you to get ready for bed, please plan accordingly.
8. You must be present and prompt at all meetings, lectures, and functions. There will be a first-aid room near the **BUSINESS WEEK** office if you need to be excused from the program due to illness or injury.
9. For your own safety and the safe keeping of your personal belongings, be sure to lock your dorm room anytime you leave, even if you are still in the building. Neither **BUSINESS WEEK** nor the university will be responsible for your belongings.
10. Do not hang out of or throw objects from your room windows. This could result in serious injury or death. (Security will notify **BUSINESS WEEK** staff should an incident occur.)
11. Cell Phones, CD and MP3 players are allowed at **BUSINESS WEEK** programs, but do not bring them to program sessions, seminars, and company meetings. CD and MP3 players, cell phones and text messaging must be turned off and headphones removed prior to entering a session or company meeting. This includes games, too!

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12. Students are required to wear appropriate clothing while attending a **BUSINESS WEEK** program. Shoes and shirts are required in all dining halls and buildings. Shorts and summer attire are acceptable. Dress that constitutes a safety hazard or that disrupts the optimum learning environment is prohibited. Clothing or jewelry that shows too much skin, displays illegal/immoral actions or items, including alcohol, drugs, gangs, or violence, is not to be worn on campus.
13. During any **BUSINESS WEEK** program you are expected to act like responsible adults; this includes no profanity or mischievous behavior on campus at any time. Respect must be shown to others at all times.
14. Anyone being in the willful companionship of another person violating this Code of Conduct will also be subject to disciplinary action.
15. **BUSINESS WEEK** maintains an environment where harassment of any kind is not acceptable. No staff, volunteer or program participant shall harass another staff member, volunteer or program participant on the basis of race, color, creed, religion, sex, gender, age, national origin, citizenship, veteran or marital status, sexual orientation, the presence of any sensory, physical, or mental handicaps or any other legally protected status.
16. Any student who feels they have been placed in an uncomfortable position by any other participant, **BUSINESS WEEK** staff member, volunteer, university staff member or any other person while attending a **BUSINESS WEEK** program, should report immediately to the **BUSINESS WEEK** the staff person in charge. If it is inappropriate to speak to the staff person in charge about your concerns they may be addressed to another **BUSINESS WEEK** staff member. Prompt attention will be given to any issues brought forward.
17. **SMOKING/TABACCO** - It is against state law for a person under the age of eighteen to purchase or attempt to purchase, possess, or obtain or attempt to obtain cigarettes or tobacco products. Therefore, it is the policy of Business Week not to allow smoking during the program session for those under 18 years of age. The university also has a strict, campus-wide, no smoking policy for minors and absolutely NO smoking indoors by anyone. Violation of any laws or program guidelines/Code of Conduct while attending the Business Week Program will subject the participant to removal from the program and result in the participant being sent home.
18. **ROOM CHECK/SEARCHES** - To ensure the safety of each student while on campus, room checks/searches may be conducted. They may be routine or may be due to reasonable suspicion of breaking this Code of Conduct. Parents or Guardians will be notified if a room check/search has been performed.
19. **CONSEQUENCES OF VIOLATION OF CODE OF CONDUCT** - Any violation of this Code of Conduct may be considered cause for the **BUSINESS WEEK** Administration to require violators to withdraw from the program. Serious misconduct will be reported to your parents, school principal and/or other authorities. Under these circumstances, **PARENTS** and Campus Security will be notified (any time day or night) and you will be sent home at your own expense. It is your **PARENTS** responsibility to make arrangements to pick you up.

Signatures below indicate acknowledgement and agreement to follow the above Code of Conduct in its entirety.

Print Student's Name _____

Date _____

Student Signature _____

Parent/Guardian Signature _____

Please mail to:

**Alaska Business Week
c/o Washington Business Week
33305 1st Way South, Suite B212
Federal Way, WA 98003**

NOTE: We cannot admit any student to Alaska Business Week without this completed form.

IMPORTANT! Please return this form within 3 weeks!