

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 parent/guardians review and sign this Code of Conduct form and return it along with your medical, transportation and college credit forms (if not already submitted). If you have any questions, please contact the Executive Director (contact information on page 2).

1. Alcohol, non-prescription drugs or weapons will not be permitted at any Alaska 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. Female students are not allowed in the male dorm buildings and male students are not allowed in the female dorm buildings.
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. Please do not contact the Alaska Business Week office to request a roommate assignment.
4. You are expected to stay on campus from the time you arrive on campus 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 check-in.
5. Students are not to be in ANY automobiles during their time at Alaska Business Week. If you bring a vehicle to the campus you will be required to park in a specific lot after you check in and then will be required to turn in your keys for the week. 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 Resident Advisor or other Alaska Business Week staff member with you.
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 Alaska Business Week office, and report your status to your Company Advisor.
7. Curfew during ABW will be 11:00 pm. 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 Resident Advisors or Executive Director. 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 in the Alaska Business Week office if you need to be excused from the program due to illness or injury.
9. For your own safety and the safekeeping of your personal belongings, be sure to close and lock your dorm room any time you leave, even if you are still in the building. Neither Alaska 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 Alaska Business Week staff should an incident occur.)
11. Cell Phones, CD and MP3 players are allowed at Alaska 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!
12. Students are required to wear appropriate clothing while attending an Alaska Business Week program. Refer to the attached Dress Code Policy. Shoes and shirts are required in all dining halls and buildings. 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.

(Continued on Reverse)

13. During the 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. Alaska 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, Alaska Business Week staff member, volunteer, university staff member or any other person while attending an Alaska Business Week program, should report immediately to the Alaska Business Week 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 staff member. Prompt attention will be given to any issues brought forward.
17. SMOKING/TOBACCO - It is against state law for a person under the age of 18 to purchase or attempt to purchase, possess, obtain or attempt to obtain cigarettes or tobacco products (including electronic cigarettes). Therefore, it is the policy of ABW not to allow smoking during the program session for those under 18 years of age. APU 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 the Code of Conduct.
19. CONSEQUENCES OF VIOLATION OF CODE OF CONDUCT - Any violation of this Code of Conduct may be considered cause for Alaska Business Week 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 acknowledgment and agreement to follow the attached Dress Code Policy and the above Code of Conduct Policy in its entirety.

Student Name _____
(Print) (Signature)

Parent/Guardian Name _____
(Print) (Signature)

Date Signed _____

Please read this form in its entirety and sign above. Form can be submitted via email or mail (information below)



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Alaska Business Week Dress Code

Please read carefully

During your week at Alaska Business Week (ABW), we want you to have the best experience possible. We have developed the following dress code out of respect for our participants, the university community, visiting business professionals and the community volunteers that you will be involved with during the week.

Dress at ABW is casual. Shorts and summer attire are acceptable within the guidelines outlined below. **DRESS MUST BE TASTEFUL AND APPROPRIATE.** If in doubt, wear something else.

Please be advised that the following dress code will be enforced for all individuals attending the program, including staff, company advisors, volunteers and resident advisors (RA).

By planning ahead and packing appropriately, you will be contributing to a positive camp atmosphere and you will save yourself the inconvenience of having to change. If you choose to dress inappropriately, you will be asked to change or be required to wear a camp-issued shirt. RAs will enforce the dress code.

- Shorts and skirts should be at least mid-thigh length. (Closer to the knee than to the hip.)
- Items of clothing which expose bare midriffs, bare chests, undergarments, or that are transparent (see-through) are prohibited. Tank tops with straps wider than one inch are permitted. Spaghetti straps, shirts which expose a bare back, halter tops and tube tops are prohibited.
- Dress that constitutes a safety hazard or that disrupts the optimum learning environment is prohibited. Articles of clothing or jewelry which display profanity, illegal/immoral actions, products, or slogans which promote tobacco, alcohol, drugs, gangs, sex or are in any other way distracting, are not to be worn on campus.
- Excessively baggy or tight clothing, and clothing which advertises gang symbols or affiliation, is prohibited.
- Shoes and shirts are required in all dining halls and buildings.

If you have any questions about the Dress Code Policy, please contact an ABW staff member or a RA.