

Due to the number of people involved in the Alaska Business Week (ABW) 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 other forms. 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 ABW 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. Students must stay on venue grounds during all program hours. The program will run from 8 am to 5 pm each day.
3. Students are not to be in ANY automobiles during their time at ABW. If you drive yourself to the program you will NOT have access to your car during program hours. If you need to enter your car, you must take an ABW staff member with you.
4. If for any reason you should need to leave the program, you must obtain permission from your parent/guardian and the ABW office, and report your status to your Company Advisor.
5. You must be present and prompt at all meetings, lectures and functions. There will be a first aid room in the ABW office if you need to be excused from the program due to illness or injury.
6. Cell Phones and MP3 players are allowed at ABW programs, but not in general assemblies or company meetings. Electronics must be turned off and headphones removed prior to entering an assembly or meeting.
7. Students are required to wear appropriate clothing while attending an ABW program. Refer to the attached Dress Code Policy. Shoes and shirts are required in all 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.
8. 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.
9. Anyone in the willful companionship of a person violating this Code of Conduct will also be subject to disciplinary action.
10. ABW 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.
11. Any student who feels they have been placed in an uncomfortable position by any other participant, ABW staff member, volunteer, any other person while attending an ABW program, should report immediately to the ABW 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.

12. 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). It is the policy of ABW not to allow smoking during the program. Violation of any laws or program guidelines/Code of Conduct while attending the ABW will subject the participant to removal from the program and result in the participant being sent home.

13. CONSEQUENCES OF VIOLATION OF CODE OF CONDUCT - Any violation of this Code of Conduct may be considered cause for ABW to require violators to withdraw from the program. Serious misconduct will be reported to your parents and proper authorities and you will be sent home.

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)



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, and volunteers.

By planning ahead 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.

- 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 buildings.

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