

**OFF-CAMPUS CODE OF CONDUCT FOR IMPERIAL VALLEY COLLEGE AND THE CALIFORNIA COMMUNITY AND
JUNIOR COLLEGE ASSOCIATION**

Adopted CCJCA Executive Board 5/29/64

Adopted by the Board of Trustees with Amendments 8/8/79

Questions should be directed to the Dean of Student Affairs and Enrollment Services

Since it is fundamental to the continuance of off-campus trips and activities that the rights of the majority shall not be jeopardized by the actions of a few, this Code of Conduct is adopted:

(1) **BASIC REPOSIBILITIES**

- (a) Each participant, student or faculty member, shall recognize his/her responsibility for proper conduct at conferences, athletic events, performances, trips, etc.
- (b) Each faculty member in charge shall recognize his/her responsibility for the actions of the group.
- (c) The group shall establish any procedure deemed necessary for the encouragement of proper conduct. This shall include publicizing the Code of Conduct in advance of the event so that responsibilities of each participant are clarified.
- (d) Prior to the event the faculty member responsible shall inform each participant of this Code of Conduct.

(2) **REGULATIONS OF CONDUCT**

- (a) It is contrary to California State Law to possess, serve, or consume alcoholic beverages at any college function, including the off-campus conferences of recognized community college groups, regardless of the age of those participating. Furthermore, anyone who appears at these events under the influence of alcoholic beverages, or is present where they are being consumed or served, shall be subject to disciplinary action. This article also refers to the time spent going to and returning from the event.
- (b) When overnight trips are scheduled, mixed gatherings of men and women, regardless of where or when held, shall be restricted to public rooms on the main floors, or rooms officially designated, or in all areas in the company of an advisor or non-student personnel member approved by the advisor.
- (c) The responsibility for property damage shall rest with individuals as defined by law.
- (d) All participants are expected to show proper consideration for the rights and welfare of others. Undue noise and disturbances shall be considered violations of this code.
- (e) The student(s) to whom a room is registered will be held responsible for the conduct of those in that room.

(3) **DISCIPLINARY ACTION**

- (a) Any violation of the Code of Conduct shall be referred for action to the Dean of Student Affairs and Enrollment Services, or other appropriate College administrator.
- (b) Any action by the College such as conduct probation, suspension, etc., shall be in addition to action taken by the group, conference organization concerned, or law enforcement.

(4) **RESPONSIBILITIES OF FACULTY MEMBERS AND CLUB ADVISORS ON OFF-CAMPUS TRIPS**

- (a) Each faculty member is responsible for actions of his/her students.
- (b) Violations of the Code of Conduct should be reported to the Dean of Student Affairs and Enrollment Services, or other appropriate College administrator immediately upon return to the campus.
- (c) Disciplinary action shall be taken at the event and shall include disqualification from participation in the event. In some cases the conference itself may have a code and disciplinary rules with which each advisor should be familiar. Should disciplinary action take place at the event, the College may take further action after the matter has been taken under consideration by the Dean of Student Affairs and Enrollment Services, or other appropriate College administrator.
- (d) It is highly desirable that, whenever possible, the advisor's room be located adjacent to those of the students.
- (e) Student participants are to accompany the group both to and from the event, unless prior approval has been granted by the Dean of Student Affairs and Enrollment Services, or other appropriate College administrator.

Student's Name

Student I.D.#

Student's Signature

Date

Program/Club Name

Area Administrator/Club Advisor(s)

Date of Activity

Location of Activity

Description of Activity
