

STUDENT TRAVEL - CODE OF CONDUCT

Students who wish to travel with support and/or funding from Napa Valley College and any other related program must agree to this Student Travel Code of Conduct. This form is supported by the Administrative Procedures for Standards of Student Conduct (AP5500) and Field Trips and Excursions (AP4300). The form below must be completed and returned to the attending advisor prior to travel.

1. Be currently enrolled at NVC.
2. Have an attending advisor (NVC faculty, staff, or administrator) & abide by their decisions while on the trip.
3. Be prompt with all timelines and deadlines.
4. Complete and turn in all required waivers to the attending advisor prior to the trip.
5. Attend all meetings called by the attending advisor.
6. Represent yourself and the college in a positive and productive manner. Dress appropriately and remember you are a representative of the college at all times.
7. Stay with the group you're traveling with, keep others informed of your whereabouts, look out for each other, and you must return with the group.
8. Remain in the trip/conference area (hotel, etc.) at all times. School funded travel is not the time to shop, tour, or vacation.
9. Act in a courteous manner, especially if staying in a hotel/sharing a room with others.
10. If staying in a hotel, remember that you are financially responsible for all incidentals (room service, phone, etc.).
11. You are financially responsible for damage you incur to buses, hotel rooms, etc.
12. Plan to bring extra spending money of your own as needed for incidentals.
13. No alcohol consumption even if you're 21 or older.
14. Abide by all state and federal laws.
15. Abide by all school, district, and trip policies and expectations.
16. Separate yourself from others who are in violation of state and federal laws and/or school, district, and trip policies and expectations.
17. Interact with others in a positive and productive manner. Violence or the threat of violence will not be tolerated.
18. Expect to be treated as an adult and plan to behave as an adult.
19. Have a safe, enjoyable, and valuable learning experience.
20. Failure to abide by this code of conduct may result in trip termination, reimbursement of all funds by the student, and/or further disciplinary action from the advisor, the funding organization, and/or the college.

NAPA VALLEY COLLEGE

Student Travel - Code of Conduct Agreement

STUDENT NAME: _____ ID #: _____

ORGANIZATION/CLASS: _____

TRAVEL DESTINATION: _____

TRAVEL DATES: _____

By signing and submitting this form to the attending advisor prior to travel, I agree to uphold the AP5500-Standards of Student Conduct, AP4300-Field Trips and Excursions and this "Student Travel – Code of Conduct."

Signature: _____ Date: _____