

PASCO-HERNANDO STATE COLLEGE

INTERNAL MANAGEMENT MEMORANDUM #6-3

TO: All Faculty and Staff

FROM: Katherine M. Johnson, President

DATE: June 4, 2012

SUBJECT: Guidelines for Conduct While Representing the College in College-Affiliated Activities Both On and Off-Campus

The purpose of this Internal Management Memorandum (IMM) is to inform College employees, students, and other College representatives about the standards of conduct required at College-affiliated activities both on and off-campus.

On-Campus Activities & Events

The College complies with the Federal Drug-Free Schools and Communities Act of 1989 and accordingly prohibits the possession and consumption of alcohol on any College campus and at any on-campus College-affiliated activity or event. The College also prohibits the illegal possession and use of any controlled substance as defined in Chapter 893 of the Florida Statutes, including cannabis (marijuana), on any College campus and at any College-affiliated on campus activity or event.

Off-Campus Activities & Events

For purposes of this Internal Management Memorandum, a College-affiliated off-campus activity or event is one which includes PHSC students as participants. The term employees and representatives refers to those who are serving as coaches, advisors or in some other supervisory capacity to those students.

Any employee, student, or other College representatives attending an off-campus College-affiliated activity or event shall refrain from the possession and consumption of alcohol and from the illegal possession and consumption of controlled substances for the entire duration of the event, including travel to and from the event. Additionally, representatives of the College shall conduct themselves in a mature and appropriate fashion and shall avoid any conduct that is illegal and/or that would tend to bring disrepute to the College. Every student shall be bound by the *Code of Student Conduct* as set forth in Board Rule 6Hx19-6.13 and shall comply with such *Code* for the entire duration of the event, including travel to and from the event. Any student who violates the *Code of Student Conduct* may be subject to disciplinary action by the College in accordance with Board Rule 6Hx19-6.17.

Each student attending an event as a representative of the College shall complete a

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Meeting/Convention Attendance Form (SSA-4) prior to participation in the event or activity. Except in the case of an emergency, each student is expected to attend all of the functions of the event or activity described in the form. Students who do not comply or who fail to attend events for which they are pre-registered may be required to reimburse the College for expenses disbursed on their behalf.

KMJ/scs

History: 11/01/91
01/01/93
08/01/93
08/01/95
08/01/97
02/04/08
06/04/12