

Republic of the Philippines

**CAMARINES NORTE STATE COLLEGE**

F. Pimentel Avenue, Brgy. 2, Daet, Camarines Norte

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4600

, Philippines



Office of the Student Services and Development

# GENERAL RULES OF CONDUCT AND AGREEMENT FOR OFF-CAMPUS ACTIVITIES

Students are expected to behave in a manner that best represents Camarines Norte State College and exemplifies the virtues of prudence, wisdom, and humility. Thus, courteousness and active participation in forums, workshops, socials, presentations, etc. are anticipated.

# Before any off-campus activity, it is expected that

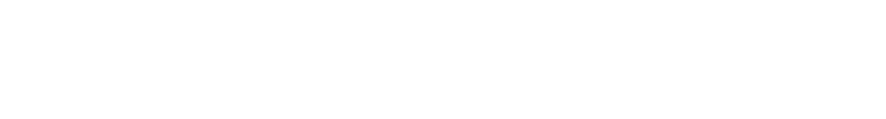
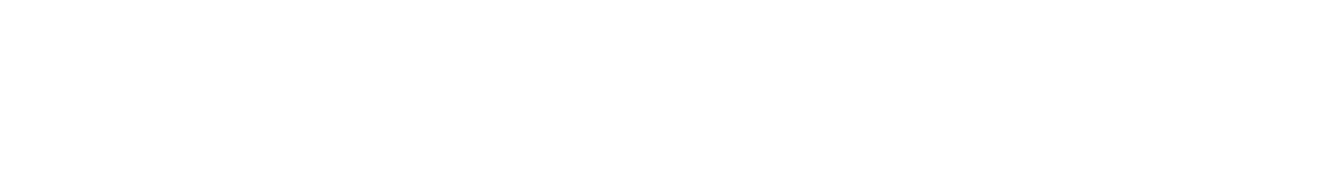
1. Students shall provide the Personnel-in-Charge (PIC) with their personal mobile numbers and emails as well as those of their parents or legal guardian.
2. Medical condition/s must be reported to the PIC. In case the students are permitted to travel in spite of their reported condition/s, they are expected to bring their medications and other medical equipment for their personal use.

A parent, personal nurse, or aid may accompany the student if the latter’s medical needs require help from another person. However, expenses for the parent/ personal nurse or aid shall not be shouldered by the College and shall be charged as the personal expense of the student and his/her family.

# During the off-campus activity

1. Students shall not be allowed to visit family, friends, partners, etc. during the duration of the trip.
2. Students are prohibited from and be subject to disciplinary action if they:
   1. Break curfew
   2. Leave the event venue without permission from the PIC
   3. Smoke
   4. Drink Alcohol
   5. Possess and use prohibited and illegal substances including drugs
   6. Possess dangerous and lethal weapons
   7. Perform/display sexual misconduct, and
   8. Other offenses as stipulated in the Student Handbook
3. Students shall be accompanied by the PIC during the duration of the trip and shall not be allowed to wander off on their own, especially without permission from their PIC.
4. Students are expected to maintain a good attitude towards travel companions including other students, personnel/s-in-charge (PIC), and drivers among others.
5. Students are expected to dress modestly and appropriately. Provocative attires are not parallel to the values of CNSC and shall be grounds for disciplinary action.
6. Students must be ready to depart on time each morning. Tardiness shall not be tolerated.
7. Students are responsible for their personal belongings. The PIC and the host shall not be held liable for any loss or damage to property incurred by the students.
8. In an emergency, the PIC shall be immediately called through the number they have given to the students and their parents during orientation/ briefing.
9. Any untoward incident shall be reported immediately by the PIC to their immediate supervisor, and the parents or guardian of the student.

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# In the off-campus overnight quarters (i.e., hostels, dormitories, etc.)

1. Students must be in their rooms by 10:00 P.M. and lights-out at 11:00 P.M. unless evening activities are part of the program or were granted permission by the PIC; granted that the PIC accompanies the student/s.
2. After lights out, students are not allowed outside of their rooms.
3. Any swapping of rooms or seat assignments shall be subject to the approval of the PIC or the host organization or institution, whichever is applicable.
4. The PIC shall check the students’ whereabouts before curfew and in the morning before breakfast.

# After the Off-Campus Activity

1. Students shall submit a report e.g., learning journal, or attendance report, whichever is deemed necessary by CHED or College policy, within 10 working days from the return from the off-campus activity.
2. Students may submit an activity proposal in relation to the off-campus activity that they participated in.
3. Students whose participation in conferences, seminars, training, forums, etc. were paid for by the school are highly encouraged to share their experiences, and knowledge in echo seminars.

I agree to abide by the rules listed above. I also understand that by not following the rules I shall be subject to disciplinary action and risk being terminated or blacklisted from any student programs of the College.

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Over Printed Name:

Parent’s Signature Over: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed Name:

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