

**Adult, Chaperone, Student -  
Permission, Agreement, Medical  
Forms and Reports**

## WV DECA ADULT ADVISOR AND CHAPERONE CODE OF ETHICS & RESPONSIBILITIES

Since a good example is one method of teaching, and students participating in a conference or activity are impressive, a code of ethics (or guidelines) is set for adult advisors and chaperones. Advisors shall be responsible for reviewing with the participants attending the conference/activity all permission forms, code of conduct policies and the official DECA Dress Code prior to each activity. Advisors must also document this review and their students' understanding and compliance, along with the advisor's agreement to comply with the above responsibilities by signing and returning this form. Two copies of all signed students' permission forms must be brought to the conference/activity.

- Advisors are required to inform students of the appropriate attire for all conferences.
- Advisors must also enforce the advisor and student dress code at each conference.
- It is highly recommended that advisors meet personally with a parent/guardian prior to the conference/activity to explain the student code of conduct and all planned activities.
- Advisors/chaperones are responsible for chaperoning all delegates of any DECA conference/activity. Any inappropriate behavior will be reported to the student's advisor and the Chartered Association Advisor.
- Advisors/chaperones are required to conduct hall duty until the designated time or until all rooms are quiet for one and one half hours (1 ½) after curfew.
- Advisors/chaperones shall conduct daily meetings with participants for progress reports, time schedules and other activities and are required to chaperone any student when in the pool area.
- Advisors/chaperones are responsible for knowing the whereabouts of all of their students at all times. Each chapter advisor/chaperone should establish a policy with his/her students prior to the conference/activity in order to meet this regulation.
- Advisors/chaperones must have with them at the conference/activity a signed permission form with home telephone numbers, parents' or guardians' names and insurance information.
- Each advisor/chaperone shall be responsible for seeing that all participants adhere to **all** conduct practices and procedures.
- Advisors/chaperones will enforce curfew. Chapter advisors/chaperones are responsible for physically checking all sleeping rooms to ensure that their students are in the assigned rooms at curfew. **(DO NOT CALL ROOMS FOR VERIFICATION)**
- **ADVISORS/CHAPERONES WILL NOT USE ALCOHOLIC BEVERAGES OR NARCOTICS.**
- Advisors/chaperones shall be responsible for their delegates' conduct and shall be available to their students at all times **OR** shall have another advisor/chaperone available to their students.
- The local principal and/or designated administrator will be contacted in an emergency situation if the chapter advisor cannot be located within a reasonable amount of time or is unable to give the proper amount of supervision. Student emergencies include: accidents, possession of drugs or alcohol, breaking conference rules, family emergencies and any other designated emergency.
- Advisors/chaperones are assigned job duties during activities. It is the responsibility of the advisor/chaperone to promptly carry out their assignments designated by National DECA or the Chartered Association Advisor.
- All chapters will participate in all designated group activities. Extra individual activities must be approved by the Chartered Association Advisor and completed by curfew.

### CONSEQUENCES OF A VIOLATION

Violations of these practices and procedures, as established, will be referred to the Chartered Association Advisor and/or the WV DECA/CVE Board of Directors.

- Letter will be sent to principal/career technical director/superintendent requesting a reprimand.
- If the advisor's violation is prior to attending the International Career Development Conference, travel expenses to the ICDC will **NOT** be reimbursed by the chartered association.
- Additional duties will be assigned to the advisor at future conferences.
- In the event of a CHAPERONE violating the above responsibilities, a letter will be sent to the chapter advisor/principal/career technical director/superintendent. The chaperone will not be permitted to chaperone any future DECA activity or conference.

\_\_\_\_\_ Year  Fall Leadership Conference                      \_\_\_\_\_ Year  The Ultimate DEA Power Trip

\_\_\_\_\_ Year  New York/Disney/Universal Workshops                      \_\_\_\_\_ Year  Chartered Association CDC

\_\_\_\_\_ Year  International CDC

Date: \_\_\_\_\_ School: \_\_\_\_\_

Advisor: \_\_\_\_\_ School Official: \_\_\_\_\_

Administrator Emergency Phone Number: \_\_\_\_\_

## WV DECA CHAPERONE AGREEMENT

Please print or type all information

I, \_\_\_\_\_, agree to chaperone \_\_\_\_\_  
(Name of chaperone) (If chaperoning all students from a specific school, put "ALL STUDENTS")

From \_\_\_\_\_ at the \_\_\_\_\_  
(Name of school) (Name of conference)

In \_\_\_\_\_  
(Location of conference/activity) (Date(s) of conference/activity)

***I will be responsible for the above named student'(s) welfare traveling to the conference, during the conference and traveling from the conference.***

***I also understand and agree to abide to the chaperone's responsibilities outlined in the WV DECA Adult Advisor and Chaperone Code of Ethics & Responsibilities and Chaperones and agree to abide by decisions made in the interest of the student(s) and West Virginia DECA.***

Chaperone signature: \_\_\_\_\_

## WV DECA STUDENT CODE OF CONDUCT

Attendance at any WV DECA sponsored conference/activity is a privilege. The following conduct policies will apply to all delegates: students, chapter advisors and any other authorized persons attending the activity. This form must be signed by each student attending a WV DECA conference/activity and a copy must be brought to the conference site. Advisors must keep this form on file for three (3) months after the conference.

### LEVEL ONE VIOLATION

Delegates shall abide by the rules and regulations of WV DECA and *school county policies* at all times, to and from the designated conference/activity. **The following shall be regarded as LEVEL ONE Violations of the WV DECA Code of Conduct**, regardless of when exposed. Determination of penalties for violations will be at the discretion and enforced by the Chartered Association Advisor and/or the WV DECA Board of Directors. **NO DELEGATE SHALL VIOLATE ANY LOCAL, STATE OR FEDERAL LAW AT ANY WV DECA OR NATIONAL DECA ACTIVITY.**

- ✓ **Alcohol, Drugs and Tobacco:** a student shall not possess, purchase, consume, transmit, be under the influence of, or show evidence of having used an alcoholic beverage, other drugs, or substances capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior or judgment; other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and must be on record with the advisor. Nor shall the student possess, purchase, consume, sell or transmit paraphernalia associated with drugs, alcohol, or chemical substance in any form, at any time, or under any circumstances, on public or private properties. No delegate shall be in a room when they know an illegal or controlled substance is present. If alcoholic beverages and/or illegal drugs or evidence of their use are found in a hotel room, all occupants of that room will be subject to the penalty prescribed. **THE CHAPTER/CHARTERED ASSOCIATION ADVISOR RESERVES THE RIGHT TO SEARCH ANY STUDENT OR BELONGINGS.** *Any baggage (i.e. luggage, containers, backpacks, duffle bags) brought to this event may be searched at any time.*
- ✓ **Curfew and Room Assignment:** failure to be in your assigned hotel room more than 15 minutes after curfew time and until 6 a.m. Males in a female's room or females in a male's room are **NOT** permitted. Curfew means being in your assigned room with the door closed and quiet. If you are not staying in the hotel, students shall be off the grounds of the hotel at curfew or immediately following the last scheduled event.
- ✓ **Personal Conduct:** participating in social activities other than those with conference participants; conducting acts and/or possession of weapons capable of causing bodily harm or fear of life, defacing, damaging or stealing any public or private property (for which financial responsibility will rest solely with offending individuals or their chapter); other serious violations of personal conduct regulations. Students shall avoid places and actions which in any way could raise question as to moral character or conduct.
- ✓ **Private Transportation:** no driving or riding in a private automobile during a conference/activity, unless accompanied by an authorized advisor. Occasionally a chapter advisor may allow a student to drive or ride in a private automobile to a conference. These students are required to submit the "**Permission to Use Private Transportation**" form to the chapter advisor prior to the conference/activity. Permission to drive/ride applies to transportation of the student named on the form and only to and from the conference site. Once a driving/riding delegate has arrived at the conference/activity site, s/he shall not be in a private automobile again until leaving the site at the end of the conference/activity.
- ✓ **Abusive Behavior and Lewd Conduct:** a student shall not engage in any lewd, inappropriate dancing, sexual activity of any type, or obscene act or expression. A student shall not engage in verbal, physical or sexual harassment, hazing or namecalling. Students will refrain from inappropriate or profane language and actions, and the use of slurs against any person on the basis of race, color, creed, national origin, age, ancestry, sex, sexual orientation or disability is prohibited.
- ✓ **Admittance of Unregistered Conference Guests in Hotel Room:** inviting or having unregistered conference individuals in your hotel room or at a conference activity is strictly prohibited.
- ✓ **Dishonesty:** of any kind on competitive events to include cheating, plagiarism or lying.
- ✓ **Leaving Conference/Activity Site:** failure to inform chapter/chartered association advisor of your whereabouts.
- ✓ **Additional Violations:** violations not mentioned; as identified by the chartered association or chapter advisor, chaperone, and/or school official.
- ✓ **Leaving a Session Prior to Its Conclusion:** leaving sessions prior to their conclusion (except in the case of an emergency); failing to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which a delegate is registered (unless engaged in a specific assignment taking place at the same time).

**No organization could put into writing a rule or regulation to address everything that could possibly happen, so we must use an analysis of practice, intent and rational decision making to guide our interpretations.**

### **POSSIBLE LEVEL ONE VIOLATION PENALTIES**

1. Expulsion from the conference. The parent/guardian will be notified and the violating student(s) **will** be sent home. The parent/guardian must immediately arrange and pay for alternative travel plans to return home. The school official will also be notified.
2. Student **will not** be eligible to attend any future chartered association or international conference.
3. Forfeiture of awards or scholarships will be forthcoming. Student shall also refund any funds provided by WV DECA supporting participation in the conference or activities.
4. Other penalties at the discretion of the chartered association or chapter advisor, chaperone and/or school official.

### **LEVEL TWO VIOLATIONS**

**The following shall be regarded as LEVEL TWO Violations of the WV DECA Code of Conduct**, regardless of when exposed. Determination of penalties for violations will be at the discretion and enforced by the Chartered Association Advisor and/or the WV DECA Board of Directors.

- ✓ **Conference Conduct:** failure to wear the supplied conference ID badge and wristband (when provided) at all times from arrival at the conference until departure at the end of conference (need not be worn outside of conference facility activities).
- ✓ **Curfew:** failure to be in your assigned hotel room less than 15 minutes after curfew time and by not being in your assigned room with the door closed and quiet. Causing any noise or other disturbance audible by anyone in the hallway after curfew; ordering any food after the designated curfew, causing any other unnecessary disturbance or participating in any other inappropriate activity after designated curfew time.
- ✓ **Willful Companionship:** being in the willful companionship of someone who violates any portion of the conduct code, or failing to report any direct knowledge (other than hearsay) of the conduct code violations.
- ✓ **Dress:** failing to abide by the established dress regulations, as outlined in the WV DECA Dress Code.
- ✓ **Hotel Conduct:** failing to meet the professional standards of housing facilities; Accruing incidental room charges (i.e. phone calls, room service, Pay-Per-View movies, Internet charges, etc.) without settling the account prior to checkout. (MUST BE FINANCIALLY PREPARED); throwing objects out the window, over the balcony or into the hallway; moving hotel furniture from rooms (e.g. onto the balcony); failing to follow hotel rules and regulations; disturbing other hotel guests by excessive noise, door slamming, etc., which results in a complaint to hotel management. Two complaints result in a Level One penalty.
- ✓ **Smoking:** smoking while traveling to and from a conference and while at the conference is prohibited.
- ✓ **Tardiness:** delegates must be prompt and prepared for all activities. You should plan on arriving 5-10 minutes early for each activity. If tardy by 30 minutes or more, a Level One penalty applies.
- ✓ **Additional Violations:** violations not mentioned; as identified by the chartered association or chapter advisor, chaperone and/or school official.

### **POSSIBLE LEVEL TWO VIOLATION PENALTIES**

1. Verbal and written warning and immediate compliance with conference rules.
2. Disqualification from competition and/or conference.
3. Repeated violations (after a warning) or another violation of a Level Two may result in Level One penalties.

As a student member, chapter advisor, parent/guardian or school official, I have read, understand and agree that I must abide by the Student Conference/Activity Code of Conduct Procedures.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARTICIPANT'S NAME** \_\_\_\_\_

**WV DECA PARTICIPANT CONSENT AND MEDICAL HISTORY**

As well as attending conferences, there is the possibility that your son/daughter will have the opportunity to go on sightseeing tours, go swimming, etc. You are also informed that due to advisors' responsibilities, and the structure of the conference, the conference does not allow for minute-by-minute supervision of students, and there may be periods of time whenever your child will not have direct supervision from his/her advisor. Other advisors will be at the various activities that will be visible if students need assistance.

**I agree that my student's picture may be included on any national/state/local publication** \_\_\_ YES \_\_\_ NO

**MY SON/DAUGHTER HAS MY PERMISSION TO GO SWIMMING** \_\_\_ YES \_\_\_ NO

My signature below authorizes \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Student's Name) (Age) (Date of Birth)  
\_\_\_\_\_ of \_\_\_\_\_  
(Social Security No.) (Complete Home Address, including Zip Code)  
and \_\_\_\_\_ to attend the:  
(Phone Number) (Cell Number)

Check all that Applies:

- |   |  |
|---|--|
| _____ <input type="checkbox"/> Fall Leadership Conference<br>(Date)   | _____ <input type="checkbox"/> Chartered Association CDC<br>(Date) |
| _____ <input type="checkbox"/> The Ultimate DECA Power Trip<br>(Date) | _____ <input type="checkbox"/> International CDC<br>(Date)         |
| _____ <input type="checkbox"/> New York/Disney/Universal<br>(Date)    | _____ <input type="checkbox"/> Officer Training<br>(Date)          |

And hereby authorize in advance any necessary medical treatment required by \_\_\_\_\_  
(Student's Name)

I also grant \_\_\_\_\_ or **Adam Fezell** authorization to seek medical treatment.  
(Chapter Advisor) (Chartered Association Advisor)

In any event where the parent cannot be reached, please contact (name, relationship to student & phone)

\_\_\_\_\_ **MEDICAL INFORMATION** \_\_\_\_\_  
Local Family Physician: \_\_\_\_\_ Last Tetanus Shot: \_\_\_\_\_  
(Name) (Year)  
Physician's Phone No: \_\_\_\_\_

Known allergies (drug or natural): \_\_\_\_\_ Current medication being taken: \_\_\_\_\_

History of heart condition, diabetes, asthma, epilepsy, rheumatic fever or previous injury or serious illness:  
\_\_\_\_\_

Any physical restrictions or other conditions: \_\_\_\_\_

**INSURANCE INFORMATION**

Insurance Company Name: \_\_\_\_\_ Policy Number: \_\_\_\_\_

I have read and absolve and release school officials, the chapter advisor/chaperone or chartered association advisor/staff from any claims for personal injury or illness which might be sustained while he/she is enroute to and from or during the DECA sponsored activity. I authorize the advisor to secure the services of a physician and/or hospital, and to incur the expenses for the necessary services in the event of an accident or illness, and I will provide for the payment of costs.

\_\_\_\_\_  
(Student Signature) (Parent/Guardian Signature/Relationship)  
\_\_\_\_\_  
(Chapter Advisor Signature) (School Official Signature)

## WV DECA STUDENT AND ADVISOR DRESS CODE

DECA is a professional organization for students enrolled in Marketing/Business Education/CWST. As in business, where company policies related to dress and grooming are maintained, DECA adheres to an established dress code. Should questions concerning the code arise, contact your chapter advisor or refer to this form, prior to making a decision. **Failure to abide by the established dress regulations, as outlined in this Dress Code, is a Level Two Violation. The following dress is applicable to all DECA conferences:**

**ACCEPTABLE CASUAL ATTIRE:** Proper attire when traveling to a conference, and acceptable dress for participating at the Fall Leadership Conference. Also appropriate for nonconference activities, such as shopping, sightseeing, dances or going out for meals:

**Males:** Jeans, slacks, cords (no low-rise pants), knee length walking shorts, sports shirts, and DECA t-shirts and sweatshirts. NO gang related clothing, or clothing containing pictures or statements relating to alcohol, drugs or other items deemed inappropriate in the home school or accessories allowed. All clothing must be in good repair and proper size. Undergarments may not show outside or over garments.

**Females:** Jeans, slacks, cords (no low-rise pants), skirts, blouses, knee length walking shorts, sports shirts and DECA t-shirts and sweatshirts. NO gang related clothing, or clothing containing pictures or statements relating to alcohol, drugs or other items deemed inappropriate in the home school or accessories allowed. Low cut fronts, open sides, open backs, see through, tube, halter, strapless or midriff tops are not permitted. All clothing must be in good repair and proper size. Undergarments may not show outside or over garments.

**ACCEPTABLE BUSINESS ATTIRE:** Opening/Closing Sessions, general sessions, campaign speeches, chartered association/national interviews, testing, briefing, exhibit areas, workshops or banquets.

- ✓ A dress shirt, tie and jacket are required for opening and closing sessions.
- ✓ For chartered association pictures taken at International CDC, boys must wear khaki pants and girls must wear khaki pants or skirts with blue blazer.
- ✓ When appearing before a judge at ICDC, a DECA blazer must be worn.

**Males:** Business Suit or sport coat with coordinated dress pants, collared dress shirt, necktie, dress shoes that are slip on or lace ups and dress socks (no tennis shoes, hiking, work, army or flip flop sandals). Shirts must be tucked in. Belts must be worn. No denim is permitted. All body piercing (except earrings), must be removed during all professional conference activities.

**Females:** Business Suit or blazer with coordinated skirt or dress (not to exceed 2 inches above knees) or pants (no capris), coordinating dress blouse or collared shirt, dress shoes such as pumps, heels or flats; (no tennis shoes or flip flop sandals). No denim is permitted. All body piercing (except earrings), must be removed during all professional conference activities.

**ACCEPTABLE POOL ATTIRE:** If a swimming pool, Jacuzzi, or sauna are available and open to the conference attendees, below is the proper attire only when going to and from the pool area or when using the pool. Under no circumstances is this attire permitted in the hotel lobby or general areas except in the immediate pool area itself.

**Males/Females:** Robe (or warm-up suit) over swimming suit, shoes or sandals.

As a member of WV DECA, I have read, understand & agree that I must abide by the WV DECA Dress Code.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Use only if Private Transportation is supported by your county policy**

**PERMISSION TO USE PRIVATE TRANSPORTATION TO A WV DECA CONFERENCE/ACTIVITY**

WV DECA Conference/Function: \_\_\_\_\_

Date(s): \_\_\_\_\_

\_\_\_\_\_ has our permission to drive a private automobile to and from a WV DECA event. It is understood that any driving other than what is necessary to be transported to and from the conference site is a violation of the Conduct Code. Once a driving delegate has arrived at the conference/function, he/she shall not be in a private automobile again until leaving the site at the conclusion of the conference/function.

This permission form is for the student driving a personal car only. This student is not allowed to transport any other WV DECA member(s) or student(s) in the car.

This form is valid only for the dates specified on the form and with the school's approval.

Driving a private car is considered an emergency and not recommended by WV DECA. The undersigned are aware of the above provisions and give permission for the named student to drive a private vehicle in the manner described.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Chapter Advisor)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(School Official Signature)

\_\_\_\_\_  
(Date)