

WV DECA ADULT ADVISOR 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 before 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 before 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 at curfew time.
- 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 always knowing the whereabouts of all their students. Each chapter advisor/chaperone should establish a policy with his/her students before the conference/activity 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 the 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 always available to their students OR shall have another advisor/chaperone available to their students.

The local principal and/or designated administrator will be contacted in an emergency 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.

A letter will be sent to the principal/career technical director/superintendent requesting a reprimand.

If the advisor's violation is before 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 NY/Disney/Universal Workshops _____Year Chartered Association CDC

_____Year International CDC

Date: _____

School: _____

Advisor: _____

School Official: _____

Administrator Emergency Phone Number: _____

Advisor Signature: _____