



# Code of Conduct Form

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*This form is to be completed by those students attending the FCCLA conference or activity indicated below and brought to the event by the chapter adviser.*

**Name:** \_\_\_\_\_ **Chapter:** \_\_\_\_\_

**Conference:** \_\_\_\_\_ **Conference Date(s):** \_\_\_\_\_

Attendance at any FCCLA sponsored conference, meeting, workshop or activity (hereby referred to as "conference") is a privilege. The following conduct policies will apply to all delegates: students, adults, and any other authorized persons attending the conference. This form must be signed by each student, and the student's parent or guardian, attending a FCCLA conference or activity (including, but not limited to, conferences, meetings, workshops, etc.) and brought to the conference by the chapter adviser.

Delegates shall abide by the rules and practices of FCCLA at all times, to and from the designated point of origin of the activity. Delegates shall respect and abide by the authority vested in Michigan FCCLA. Determination of penalties for violations will be at the discretion of Michigan FCCLA. Additional penalties may be imposed by the local school district.

**The following shall be regarded as major violations of the FCCLA Code of Conduct and will result in being sent home and not being allowed to participate in any FCCLA activities for the remainder of the school year. Determination of other penalties for violations will be at the discretion of Michigan FCCLA, FCCLA chapter adviser, or local school district.**

1. Alcohol, drugs, and tobacco: A student shall not possess, use, transmit, be under the influence of, or show evidence of having used an alcoholic beverage, other drugs, substances or tobacco products 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 medication prescribed by a physician for an individual student and must be on record with the adviser. Nor shall the student possess, use, sell or transmit paraphernalia associated with drugs, alcohol or chemical substances in any form (including tobacco), at any time, or under any circumstances, on public or private properties. All local and state laws concerning personal behavior will be honored.
2. Willful companionship: Being in the willful companionship of someone who violates any portion of the Code of Conduct, or failing to report any direct knowledge (other than hearsay) of the Code of Conduct violations.
3. Personal conduct: Conducting acts and/or possession of weapons capable of causing bodily harm or fear of life, defacing 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.
4. Private transportation: No driving or riding in a private automobile during a conference, unless accompanied by an authorized adviser (delegates are to be housed at the conference site). Occasionally a chapter adviser, under special circumstances, may allow a student to drive or ride in a private automobile to a conference. Once a driving/riding delegate has arrived at the conference site, he or she shall not be in a private automobile again until leaving the site at the end of the conference.
5. Abusive behavior and lewd conduct: A student shall not engage in any lewd, indecent, sexual or obscene act or expression. **A student shall not engage in written, verbal, physical or electronic activities that may lead to harassment, hazing, or bullying.** The use of **any harassment** against anyone on the basis of race, color, creed, national origin, ancestry, age, gender, sexual orientation, or disability is prohibited.
6. Violations of the student's school district code of conduct.

**Should a code of conduct violation occur for the following items, regardless of when exposed, the violating student(s) may be sent home and may not be allowed to participate in any FCCLA activities unless special permission is given from the local school district after the first day of classes the next school year. Determination of penalties for violations will be at the discretion of Michigan FCCLA, chapter FCCLA adviser or local school district.**

7. Conference Conduct: Failing 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 the conference; leaving sessions prior to their conclusion (except in the case of 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).
8. Curfew: Failing to be in your assigned sleeping room from the curfew time designated until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after designated curfew time; ordering or receiving any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time.
9. Dress: Failing to abide by the dress regulations established for the conference, as outlined in the Dress Code.
10. Personal Conduct: Failing to keep adult advisers informed of activities and whereabouts at all times; participating in unapproved social activities; having a member of the opposite sex in a room if no adult chaperone is present or for behavior unbecoming of a delegate.
11. 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, etc.) without settling the account prior to check-out; throwing objects out the window or into the hallway; moving hotel furniture from rooms (e.g., onto the balcony); failing to follow hotel rules and regulations; inappropriate noise or verbal abuse; and not demonstrating respect for other hotel guests not participating with the FCCLA conference.
12. Unregistered individuals are **not** permitted at FCCLA conferences.
13. Cell phones and pagers are **not** permitted at meetings or conference activities, sessions, or competitions. Students may use them during free-time.
14. The chapter adviser shall be responsible for their chapter delegates' conduct. Delegates that do not follow the Code of Conduct may subject their entire delegation to be sent home at the individual's and/or chapter's expense.
15. Advisers are responsible for room check. No group or chapter activities are to be scheduled by advisers after curfew.
16. Delegates shall allow Michigan FCCLA to use conference photographs, video footage, and their names for promotional purposes.

*Michigan FCCLA will not discriminate on the basis of race, color, creed, national origin, ancestry, age, gender, marital status, weight, sexual orientation, or disability. Any student requiring an accommodation as a result of disability should contact the chapter adviser to arrange such accommodation.*

As parent/guardian, I have reviewed the Michigan FCCLA Code of Conduct with our son/daughter, and he/she agrees to abide by the rules. The Chapter Advisers and/or Michigan FCCLA has the right to send the delegate home from the activity, at my expense, provided that he/she has violated the Michigan FCCLA Code of Conduct and I have been notified of the violation and transportation arrangements.

The delegate has my permission to attend the Michigan FCCLA activity. I understand the delegate will be supervised by the FCCLA chapter adviser. I, the parent/guardian, will not hold the school, the adviser, the Board of Education, Michigan FCCLA nor the conference staff responsible for any injuries while attending or while en-route to and from the FCCLA sponsored activity.

In the event of accident or illness requiring emergency medical treatment, occurring while in attendance at this FCCLA activity, the undersigned parent/guardian hereby authorizes the FCCLA chapter adviser to procure suitable medical treatment for the below signed delegate, and I will provide for the payment of those costs on behalf of the named delegate. I also expect the FCCLA chapter adviser to contact me by telephone, as soon as possible, if medical services are necessary.

Meeting or Activity \_\_\_\_\_ Date \_\_\_\_\_

Name of School \_\_\_\_\_

Name of Delegate \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Daytime Phone (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ Evening Phone (\_\_\_\_) \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Please list any medical conditions/allergies: \_\_\_\_\_

Please list any medications or physical limitations: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Delegate's Signature

\_\_\_\_\_  
Adviser's Signature

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Insurance Company

\_\_\_\_\_  
Policy Number

The FCCLA Chapter Adviser must bring  
a signed form for each delegate to the  
activity.

**It is recommended that this form be  
notarized for out-of-state travel.**