

Attendance at any DECA sponsored conference or activity is a privilege. The Conduct policies apply to all delegates: students, adults, and any authorized persons attending the conference. This form must be signed by each student, and their parent or guardian, prior to attending a DECA activity (including but not limited to, conferences, meetings, workshops, etc.) and brought to the conference by the chapter advisor. Delegates shall abide by the rules and practices of DECA at all times, to and from the designated point of origin of the activity. Delegates shall respect and abide by the authority vested in DECA *Ontario*. Delegates violating or ignoring any of the conduct rules may jeopardize their delegation's participation where they may be unseated or be disqualified. Students may be sent home immediately at their own expense.

Should a code of conduct violation occur, regardless of when exposed or brought to the attention of the DECA Board, the violating student(s) will be sent home at their own expense and not allowed to participate in any DECA activities for the remainder of the school year. Determination of other penalties for violations will be at the discretion of DECA *Ontario*, the DECA chapter advisor, school administrator or local school board.

The following shall be regarded as major violations of the **DECA Code of Conduct**.

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, behaviour or judgment; other than properly used, over-the-counter pain relievers and medication prescribed by a physician for an individual student and on record with the advisor. 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, provincial and international laws concerning personal behaviour will strictly be adhered to. No smoking in public will be permitted while a delegate is wearing a DECA blazer officially representing his/her association and DECA.

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.

3. **Personal conduct:** Conducting acts and/or possessing weapons capable of causing bodily harm or fear of life, defacing/stealing any public or private property; financial responsibility will rest solely with offending individuals or their chapter; throwing objects out the window or into the hallway; other serious violations of personal conduct regulations. Failing to keep advisors informed of activities and your whereabouts; participating in unapproved social activities; having a member of the opposite gender in a room if no adult chaperone is present or for behaviour unbecoming of a delegate. It is your obligation to inform your advisor should you be placed in a room adjoining to a room of the opposite gender. When leaving hotel property, students must be in groups of no fewer than three students at all times.

4. **Private transportation:** Driving or renting a car during an international conference is strictly prohibited. (**exception:** advisor is in charge and has the necessary paperwork from their Board granting permission to transport students).

5. **Non-Discrimination Statement:** DECA Inc. is committed to creating and maintaining a healthy and respectful environment for all of our emerging leaders and entrepreneurs. Our philosophy is to ensure all members, regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or socio-economic status are treated equally and respectfully. Any behavior in the form of discrimination, harassment, or bullying will not be tolerated. It is the responsibility of all members to uphold and contribute to this climate.

6. **Abusive behaviour and lewd conduct:** Student delegates shall not use any electronic device or electronic method of communication to engage in any illegal, lewd, indecent, sexual or obscene act or expression (i.e. facebook, Twitter, etc.) 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.

7. **Violations of the student's school board Code of Conduct:** Any infractions that are listed in the student's handbook or planner will also apply at all DECA *Ontario* events.

8. **Technological Devices:** Cell phones and pagers are to be turned off at meetings or conference activities, sessions, or competitions. Any items that are lost or stolen at a DECA conference are the sole responsibility of the student.

9. **Non-DECA delegates:** Unregistered individuals are not permitted at DECA conferences.

10. **Curfew:** Delegates must abide and be in their assigned room at curfew until 6:00 a.m.; delegates cannot cause any noise or other disturbance audible by anyone in the hallway after curfew; delegates cannot order or receive any food after curfew time; delegates cannot cause any other unnecessary disturbance or participate in any inappropriate activity after curfew. Curfew at Provincials is at 10:30 p.m. and for out of country conferences is set 11:30 p.m. but can change if necessary. If curfew violations were determined to have taken place even after the event, the student(s) forfeit their medals, awards and status to attend any future events for a period of one year.

11. **Conference Conduct:** Delegates must 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. Delegates should be prompt and prepared for all activities. Delegates are required to attend all general sessions and activities assigned, including workshops, competitive events, committee meetings, etc., for which they are registered unless, engaged in some specific assignment taking place at the same time as ordered by any member of the DECA Ontario Board of Directors.

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 checkout; moving hotel furniture from rooms (e.g., onto the balcony); failing to follow hotel rules and regulations; inappropriate noise or verbal abuse; or not demonstrating respect for other hotel guests not participating with the DECA conference. Defacement of public property (individual/chapter responsible must pay for any damage to any property or furnishings in the hotel rooms or building).

Students are not allowed to book overnight accommodation at any downtown hotel property. An advisor may only book accommodation for their chapter at only the DECA approved hotel properties; through DECA's online Provincials portal – The Toronto Sheraton Centre, Toronto Hilton, Doubletree, Toronto Marriott or Eaton Chelsea. The advisor must stay overnight and will take responsibility for their students.

12. **Dress Code:** Failing to abide by the dress regulations established for the conference, as outlined in the guidelines set out by International DECA or by DECA *Ontario*. Dress code will be in effect at all times. Tasteful casual wear will be accepted during specific social functions as designated during orientation sessions.

When Appearing before Judges

Females official DECA blazer (*for Internationals ONLY*) with dress skirt or dress slacks and a dress blouse or official blazer with a dress; dress shoes and hosiery/trouser socks

Males official DECA blazer (*for Internationals ONLY*) with dress slacks, collared dress shirt and necktie; dress shoes and dress socks

DECA General Sessions, Meal Functions and Workshops

Females business suit or blazer (*for Internationals ONLY*) with dress blouse and dress skirt or dress slacks or business dress; dress shoes and hosiery/trouser socks

Males business suit (*for Internationals ONLY*) with dress slacks, collared dress shirt and necktie or sport coat with dress slacks, collared dress shirt and necktie; dress shoes and dress socks

Event Briefing, Manual Registration and Testing

Females dress blouse/dress sweater with dress skirt/dress slacks or business dress; dress shoes

Males collared dress shirt and necktie with dress slacks (jacket optional); dress shoes and dress socks

Medical exceptions to this dress code must be documented prior to the beginning of the conference. Students requiring an accommodation as a result of a disability should contact the chapter advisor to arrange an accommodation. In either case, it is the responsibility of the Chapter Advisor to formally notify the DECA *Ontario*. Arrangements will be made on the student's behalf with International DECA.

Photo Identification: For competition, delegates must present photo I.D. at the time of T-shirt pick-up. However, DECA Ontario recognizes that I.D. of sex on official documents does not represent the diversity of gender identities and expressions that exist, and that photo I.D. may not adequately reflect the identity of some of our volunteers. Should you need accommodations in this domain, please do not hesitate to get in touch with register@deca.ca.

13. **Media Release:** By participating in DECA *Ontario* activities and conferences you are consenting the release of any photographs, video footage, and names for promotional and media purposes. Communication will be made directly to students, parents and advisors for official DECA use and their associates. Registrations for these activities and conferences infer we have your permission for direct contact.

Students registering as members and attending Regional, Provincial Competitions or Leadership Conferences automatically accept terms and conditions as outlined in the DECA Code of Conduct.

Student Waiver and Information

Competitor Event Code

Passport Number

Chapter

Email Address

ATTENDANCE:

This is to certify that _____ has my permission to attend the ICDC in
(Print student's Name)

Anaheim, California. I also do hereby, on behalf of _____ absolve and release the
(Print student's Name)

school officials, the DECA advisors and the assigned International/Provincial DECA staff from any claims for personal injuries or illness which might be sustained while he/she is en route to, from or during a DECA-sponsored activity.

EMERGENCY:

I authorize the advisor to secure the services of a physician or hospital, and to incur the expenses for necessary services in the event of accident or illness, and I will provide for the payment of these costs if the insurance does not cover it.

We have read and agree to abide by the DECA Code of Conduct. We also agree that school officials, the DECA chapter advisors, the International/Provincial DECA staff, or the Conference Conduct Committee, have the right to send

_____ home from the activity at our expense, provided that he/she has violated the Code of
(Print student's Name) Conduct and/or his/her conduct has become a detriment.

Student Signature

Parent/Guardian Signature

Chapter Advisor Signature

Principal's Signature

Health and Safety Form (Student Form)

All information will be kept confidential.

Student's Name: _____
(Last Name) (First Name)

Date of Birth: _____
(MM DD YY) (Home Phone)

Family Doctor: Name: _____ Phone: _____

Ontario Health Card: Number: _____ Name on Card: _____

Do you have any special medical conditions, which must be taken into consideration to ensure your full participation in this trip?
YES ___ NO ___ If yes, please provide details: _____

Do you have any allergies or sensitivities? YES ___ NO ___ If yes, please provide details: _____

Do you have any serum sensitivity? YES ___ NO ___ If yes, please provide details: _____

I hereby give the supervising teacher/advisor permission to use this information if I require medical attention.

Student's Signature

Date

Student Media Release

I, _____, hereby give consent to my child to be filmed, interviewed, photographed or have audio or video recordings made of my child by the media (print, broadcast and on-line), and employees, agents or servants of the DECA Ontario for the **2016 – 2017** school year. I understand that the text or image(s) May appear in electronic form on the internet or in other publications outside of DECA Ontario's control. I agree that I will not hold the DECA Ontario responsible for any harm that May arise from such unauthorized reproduction.

**Print name of parent/guardian if student is a minor, under 18 years of age;
name of student if an adult, 18 years of age or older.**

Name of Student: _____
Home Telephone Number: _____
Name of Chapter: _____

Signature of parent/guardian

Date

ICDC Student Commitment Form

Students who are attending this year's International Career and Development Conference in [Anaheim, California](#) in April be eligible to receive a subsidy to be paid to their schools upon return. The money will be paid to the school upon recognition that the student and Advisor has acted in accordance with DECA Ontario and ICDC rules, regulations and expectations. In order for the school to receive the subsidy, **the delegate will:**

1. Attend the pre-ICDC meeting on **Saturday, April 8, 2017** at the [Toronto Sheraton Centre](#) 9:00 am – 4:00 pm.
2. Attend the pre-ICDC Written Events meeting on **Sunday, March 5, 2017** at the [Capitol Banquet Hall, 6435 Dixie Rd, Mississauga, ON L5T 2P4 \(905\) 670-0635](#) 9:00 am – 4:00 pm. This event is mandatory for students competing in the Written Events competitive events only.
3. Participate in all DECA Ontario events while in [Anaheim, California](#).
4. Follow all rules as stated in the DECA Code of Conduct ~ International and Ontario Codes (attached); Examples but not limited to: no alcohol, no smoking in a DECA blazer, no drugs; curfew violation, loud/rude behaviour, inappropriate language, creating a disturbance, allowing non-approved visitors into hotel, being in restricted areas, opposition to authority, etc.
5. Report any unauthorized behaviour to an Advisor or Board member.
6. Attend all Awards and Training sessions while at the conference. Will be on time, participate during the entire session and leave only when the session is completely over.

The DECA Board will be notified of any infractions. After an investigation, they will then determine whether the subsidy will be given or be revoked for the student(s) and or Advisor involved. The Chapter must be in good standing with DECA Ontario and that that there are no outstanding debts or that the chapter is in arrears. One cheque, made out to the school, will be issued upon return to Ontario.

We thank you for your full co-operation in making ICDC a safe and enjoyable event for everyone involved. By signing this form, I agree to abide by the rules.

Print Name

Signature

School

Date

Business education programs offer training to those students who have a career objective in the field of marketing, accounting, business, merchandising or management. Individual conduct and appearance is a phase of this training. At DECA's Conferences and Workshops this phase of the education program becomes apparent.

Since setting a good example is one method of teaching, and students participating in the conference are impressionable, a Code of Ethics is set for adult advisors. It becomes the responsibility of each and every participant to see that proper conduct is adhered to at all times. Violations of these practices and procedures, as established, will be referred to the president of the Board of Directors for DECA, Inc.

1. The term "advisor" refers to the chapter advisor, coaches and all other chaperones attending DECA conferences.
2. Advisors are responsible for their students' actions. An advisor must take the appropriate disciplinary steps as defined in the DECA *Ontario* Code of Conduct and their own school board's Code of Conduct.
3. It is highly recommended that advisors meet personally with a parent/guardian prior to registering students for activities to explain the DECA *Ontario* Code of Conduct.
4. Advisors must be available to their students and other advisors 24 hours per day on overnight conferences. This responsibility begins from the time parents/guardians leave students with the advisor until the time they pick them up after the conference. A cell phone number must be provided to the DECA *Ontario* Board of Directors before each conference.
5. **Nightly room checks:** Advisors are responsible for room checks. No group or chapter activities are to be scheduled by advisors after curfew.
6. Proper supervision is essential for successful management of conferences. Listed below is the minimum student to advisor ratios for conferences. Failure to comply with these guidelines may result in the chapter registration not being processed the following year.

Leadership and Provincial Conferences:

One advisor is required for the first 25 students. (At 26 students – two adults are required.) Then an additional adult is required for every 25 additional students.

International Conferences:

One advisor is required for every seven students that you are responsible for or as per your school board policy.

7. **Advisors Responsibility:** The chapter advisor 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.
8. Advisors are assigned job duties during conferences and activities. It is the responsibility of the advisor to promptly carry out his or her job duties.
9. Advisors shall conduct daily meetings with participants for progress reports, time schedules and other activities.
10. Advisors shall keep an agenda for each student in order that they may be reached at any time during the conference. Advisors are responsible for knowing the whereabouts of all of their students at all times. Each local advisor should establish procedures with his/her students prior to the conference in order to meet this responsibility.
11. Advisors must have with them at the conference completed and signed Code of Conduct/Medical Treatment Authorization forms for all students attending.
12. The local principal and/or designated administrator will be contacted in emergency situations if the local advisor cannot be located within a reasonable amount of time or is unable to give proper amount of supervision. Student emergencies include: accidents, possession of drugs or alcohol, breaking conference rules, family emergencies, and any other situation deemed as an emergency by DECA *Ontario*.
13. It is the Chapter Advisor's responsibility to see that they themselves, their students and chaperones comply with the rules established for proper dress code. Advisors should monitor their students' dress at all functions. Professional Business dress should be worn to all events where a judge or observer may be in attendance. Business representatives, press personnel, hotel staff, and guests will be seeing DECA's finest members – show them a professional business image.
14. By participating in DECA *Ontario* activities and conferences you are consenting the release of any photographs, video footage, and names for promotional and media purposes.

By signing this code of ethics, the advisor agrees to abide by the points set forth in this document. Additionally, the advisor agrees to abide by the judgment set down by DECA *Ontario* Board of Directors or the Advisory Council giving an explanation of circumstances that may have been outside of the advisor's control before the next meeting, after the ruling. Additionally, any violation could result in either sending the students or in some cases the entire chapter home, or the advisor to student ratio being increased for a designated period of time. This form is required in order to attend all recognized DECA conferences and activities and must be signed by the advisor, and the school administrator.

I have read the Advisor Code of Ethics and agree to comply with these guidelines.

Advisor's Name (please print)

Signature

(_____) _____ - _____
Advisor's Cell phone

Principals' Name (please print)

Principal's Signature

In case of emergency, the following local administrator should be contacted:

Name: _____

School Phone: _____

Title: _____

Cell Number: _____



Consequences for Infractions of Code of Conduct

It has become more apparent that we have to be seriously concerned about the safety, welfare and behaviour of our students when they are on overnight school trips, especially out-of-country. We expect that our students will be on their very best behaviour and represent Ontario in a very positive manner when they are on such field trips. A curfew is set for your students' safety, and must be followed over the duration of the trip. It is also expected that there will be no drug or alcohol use on such school trips. Students found consuming alcohol and/or drugs at the Conference will be banned from ever participating at any future DECA event. It must be made clear that if drugs or alcohol are consumed or purchased on this trip, that there will be appropriate consequences upon the student's return (i.e. suspensions). DECA *Ontario* will remove the student(s) from the conference and will send them immediately home at their own expense. If information regarding an alcohol and/or drug infraction is discovered after the end of the conference, consequences will still apply.

Lesser offences will still result in the banning of the student(s) participation in DECA but any school consequences will be at the discretion of the principal. Consequences will be determined on a case-by-case basis and the severity of the infraction.

Consequently, if in excess of 10% of students, from a chapter, engage in inappropriate behaviour, DECA reserves the right to:

- a. remove the chapter's eligibility to compete at the Provincials,
- b. remove the chapter's eligibility for an LDA spot
- c. remove the chapter's eligibility to attend the International Competition (ICDC) in [Anaheim, California](#).
- d. ban the chapter's future membership in DECA *Ontario* for a period of no more than one year.

A formal letter outlining the infractions will be mailed to the Principal and the Chapter Advisor within one week after the conclusion of the conference.

I certify that a permission form that includes an explanation of the Dress Code and the Attendance Permission Form have been completed for each student attending the Conference.

School

Chapter Advisor Signature

Advisor's Cell number

Principal's Signature

Principal's Home/Cell number

** Principal's number will be kept private and confidential; will be called ONLY IF the situation warrants it