

New York State FCCLA – Adult Code of Conduct

Attendance at any FCCLA sponsored conference, meeting, workshops or activity (hereby referred to as “conference”) is a responsibility. The following conduct policies will apply to all adults; advisors, chaperones, and others attending the conference. This form must be signed by each adult attending the FCCLA conference or activity (including, but not limited to, conferences, meetings, workshops, etc.) and brought to the conference by the chapter advisor.

1. Adults shall act in a responsible and professional manner while attending any FCCLA sponsored event. FCCLA and its activities are school sponsored events.
2. Chaperone(s) shall keep the chapter advisor informed of their whereabouts (as well as students under their supervision), while the advisor shall keep the students and chaperone(s) informed of their whereabouts throughout the entire conference.
3. Adults (Chaperones and Advisors) shall be prompt and prepared for all activities.
4. Identification badges to be worn at all official FCCLA events.
5. Adults (Chaperones and Advisors) agree to conduct themselves in a professional and ethical manner at all times and follow the directives of official conference staff, when appropriate.
6. Adults (Chaperones and Advisors) are required to attend all general sessions, assigned events or meetings, and activities provided by FCCLA. Should a chaperone be unable to attend something, they need to be in communication with the chapter advisor to ensure students are supervised at all times.
7. Cell phone courtesy will be expected at all times. Adults should turn cell phones to silent while in sessions or events. As a chaperone or advisor, an open line of communication is necessary, therefore any calls that need to be taken or messages that need to be sent should be taken care of during free time or in a private & separate location.
8. There shall be no defacing of public property. Any damage to property or furnishings in the hotel rooms, buildings, or in the meeting/conference facilities must be paid by the individual responsible.
9. There is no co-ed visitation permitted in any hotel room. Co-ed visitation is permitted in hotel lobbies and other public areas ONLY. Advisors or chaperones may meet with mixed groups with the door open.
10. For overnight events, adults (Chaperones and Advisors) shall be sure students are abiding by the conference curfew. CURFEW is defined as “all delegates (students) will be in their own rooms and quiet”.
11. No use of tobacco will be permitted during the event, including general sessions, meetings, competitive events, tours, or in public facilities.
12. Adults shall not possess, use, transmit, be under the influence of, or show evidence of having used alcoholic beverage, other drugs, substances or tobacco products capable of or intended, purported, or presumed to be capable of altering a person’s mood, perception, behavior or judgment; other than properly used, over-the-counter pain relievers. Medication prescribed by a physician for an adult is permitted. Student medications must be on record with the advisor. Nor shall the adult 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.
13. An adult shall not engage in any lewd, indecent, sexual or obscene act or expression. An adult shall not engage in verbal, physical or sexual harassment, hazing, or name-calling. The use of slurs against any person on the basis of race, color, creed, national origin, ancestry, age, gender, sexual orientation, or disability is prohibited.
14. Adults shall adhere to the NYS FCCLA Dress code. (see next page of this document)
15. Chaperones must report any accidents, injuries or illness to their local or state advisor immediately.
16. Adults are responsible to follow their school district rules of conduct and will be held accountable and face consequences determined by the local school district.

Procedures

1. Chapter advisor/chaperones will be responsible for the supervision of delegates’ (students) conduct.
2. Adults violating the conduct code may be subject to a meeting with the state advisor and at least one board member.
3. Individuals, and students under their supervision, may be sent home for violating or ignoring the code of conduct and conference rules, at their own expense. School officials will be notified.
4. Violations of the code of conduct will be reported to the school administration, or local advisor if applicable.

Dress Code

FCCLA is one of the career-technical student organizations sponsored by the Department of Education for the purpose of preparing youth for career success. Specifically, FCCLA prepares young men and women for the multiple roles of family member, wage earner, and community leader. Therefore, an important part of the educational experiences provided by FCCLA includes developing an understanding of appropriate behavior and dress for business meeting and functions.

Professional Image- Remember, the image of FCCLA depends on the professional behavior and appearance of its members and adults. FCCLA members and adults are representing an outstanding student organization and should project the image of a leader. One of the eight purposes of FCCLA is as follows: "To prepare for the multiple roles of men and women in today's society." Demonstrating a professional image at all FCCLA sponsored activities is a requirement for participation. Thoughtful planning, extending courtesies, and acting in a professional manner will lead to a pleasant and rewarding meeting experience for everyone. Members, advisors, chaperones, and guests should remember the guidelines listed below when preparing for FCCLA events.

	Men	Women
Professional Attire:	Dress shirt, necktie, blazer, or suits and slacks with dress shoes and socks; or the official FCCLA state or national uniform. No denim.	Business attire, with close-toed dress shoes and nylons, or the official FCCLA state or national uniform.
Business Casual:	Collared shirt, dress slacks or khakis, dress shoes and socks; necktie and sport coat are optional. No blue denim pants, jackets, or other articles of clothing.	Dress, slacks, khakis, or skirt with blouse sweater, or collared shirt, dress shoes. No blue jeans.
Casual:	Shorts (must be mid-thigh or longer), neat jeans (no holes or frayed edges), collared shirts, sweat shirts, appropriate T-shirts, and casual footwear	Shorts (must be mid-thigh or longer), neat jeans (no holes or frayed edges), collared shirts, sweat shirts, appropriate T-shirts, and casual footwear
Formal Attire:	Dress shirt, necktie, blazer, or suit and slacks with dress shoes and socks; tuxedo is optional	Dressy dress (long or short) or pantsuit, dress shoes- no cleavage, bare midriffs, or bare backs extending below the waist
Pool Attire: (when swimming is permitted)	Swim trunks; shirts & shoes must be worn to and from the pool area- no speedos	<u>Conservative swimsuit</u> (one-piece or moderately cut two-piece); cover and shoes must be worn to and from pool area. No skimpy bikini or thong type suits.

Inappropriate Attire

The following should not be worn to any FCCLA activity, including in the hotel hallways and lobby:

- Clothing and accessories which are sexually suggestive, which advertise drugs, alcohol, or tobacco products, or display profanity
- See-through, tight fitting, spaghetti straps (except for formal evening wear), strapless, or low-cut blouses/tops/dresses/skirts
- Skirt or dress length may be no shorter than three inches above the knee
- No leggings unless worn under appropriate length skirts or dresses
- Pants or skirts which are worn below the hip bone; no undergarments may be showing
- Spandex, stirrup pants, leotards, short shorts, cutoffs, pajamas
- Clothing which is stained, torn, or ripped
- Flip-flops, except with casual or pool attire
- Bare feet

I have read, understand and agree to abide by and support the code of conduct and dress code. Sign and keep this copy. Return the attached signature page.

Adult Advisor/Chaperone _____ Date _____

NYS FCCLA – Adult Code of Conduct/Dress Code

I have read, understand and agree to abide by and support the code of conduct and dress code.

Adult- Printed Name

Date

Adult- Signature

Telephone Number

FCCLA Chapter Advisor (if not the advisor)

Telephone Number

School Name

FCCLA District

School Administrator

Administrator Phone Number

NYS FCCLA Websites and Media WAIVER

I agree with the above code of conduct. In addition, any interviews, pictures, slides or video images of myself may be used/viewed by students, educators and the public for the purpose of promoting and explaining the activities and goals of NYS FCCLA's website: www.nysfccla.org and www.alumni.nysfccla.org. These websites have a lock to prevent pictures from being downloaded or edited.

Adult's Name: _____ Adult's Signature: _____

Date: _____

***Note:** Only a copy of this page and the medical form needs to be turned into the State Coordinator for State and National Conferences, Summer Leadership and Fall Planning Meetings. Once on file, you do have to resubmit a new copy each year.

MEDICAL FORM

Name: _____ Date of Birth: _____

School: _____ FCCLA District #: _____

Any Accompanying Adult: _____

Cell Phone Number of Accompanying Adult: _____

Emergency Contact Person: _____ Relationship: _____

Phone Number: _____ 2nd Phone Number: _____

Insurance Company: _____ Policy Number: _____

Duplicate below or attach a copy of both sides of insurance card.

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Physician: _____ Phone Number: _____

Please completely describe any medical condition which may recur or be a factor in medical treatment.

Allergy		Diabetes	
Asthma		Blackouts	
Medicine Reactions		Physical Handicap	
Heart/Lung Problem		Convulsions	
Other (be specific)			
Medications	(Prescription copy if possible)		

In the event of an illness or injury, I hereby give permission for my own personal medical treatment:

Adult Signature: _____ Date: _____