

## FORM D – Advisor/Chaperone Code of Conduct

DECA’s programs offer training to those students who have career objectives in the fields of marketing, finance, hospitality and management. Individual conduct and appearance is a portion of this training. Attendance at any Nevada DECA sponsored conference or activity is a privilege. Setting a good example is a goal of teaching and students participating in Nevada DECA conferences and activities are impressionable; therefore a code of conduct is set for advisors and chaperones. By signing this agreement, the advisor also agrees to the tenants of the Participant Code of Conduct and the Dress Code. Violations of these practices and procedures, as established, will be referred to the Executive Director, the Nevada DECA Board of Trustees and the advisor's school administrator.

1. Advisors/Chaperones will be held accountable for communicating the responsible behavior, conduct, and attire of all students, chaperones, and guests from their chapter. The codes govern the behavior of advisors as well as students.
2. As stated in the Participant Code of Conduct, item seven, advisors/chaperones will serve as role models and ensure that all of their participants attend and actively engage in all sessions at conferences in which they attend.
3. Advisors/chaperones are held responsible for their students’ actions. An advisor must take the appropriate disciplinary steps as defined in the Participant Code of Conduct and/or as directed by the Board of Trustees or the Conference Conduct Committee.
4. When advisor/chaperones are assigned job duties during activities, it is the responsibility of that advisor/chaperone to promptly carry out those duties.
5. Advisors/chaperones are responsible for being available to their students and other advisors 24 hours per day. This responsibility begins from the time parents/guardians leave students with the advisor until the time they pick them up after the activity.
6. **Each chapter is required to have one advisor/designee/chaperone for every 10 students attending the activity. (Fewer if your district/school/or the event so requires).** Chaperones must be present on-site 24 hours a day during the duration of all events.
7. Advisors are responsible for knowing the whereabouts of all of their students at all times. Each advisor must have with them at all activities and conferences:
  - o Each participant's signed Participant Code of Conduct;
  - o Each participant's signed Emergency Medical Treatment Authorization Form; and
  - o A list of each student's names, parent/guardians names, and phone number.
2. Each advisor and supervising adult must attend designated advisor meetings at conferences.
3. Advisors must report any conduct violations to a current member of the Nevada DECA State Staff.
4. All judges' decisions are final. Concerns about event management and/or judging may be communicated through writing to the State Staff no later than three days from the last date of the event.
5. Advisors MUST abide by the policy of the Executive Director and State Director before conducting out-of-state travel for WRLC, ICDC and/or other out-of-state DECA events.

By signing the Nevada DECA Advisor/chaperone Code of Conduct, the advisor agrees to abide by the rules set forth in this document. Additionally, the advisor agrees to abide by the judgment set down by the Nevada DECA State Staff in any disciplinary action. Advisors may appeal a ruling with a letter to the State Staff giving an explanation of circumstances that may have been outside of the advisors’ control, within one week after the ruling. In addition to the consequences stated in the Participant Code of Conduct, any violation of these codes may also result in the advisor-to-student ratio being reduced for a period of time to be designated. This signed form is required in order to attend all recognized Nevada DECA activities.

(Typing/writing your name in the box below serves as your signature and confirmation of understanding):

Signature:	
Chapter Name:	
Date:	

**COVID-19 ACKNOWLEDGEMENT AND PERSONAL RESPONSIBILITY POLICY** *This form must be signed by each adult (Advisor, Chaperone, Alumni) attending a NEVADA DECA event and submitted to the chapter advisor prior to the*

**respective registration deadline. The chapter advisor must have a completed copy of this form for each adult attending in their possession for the duration of the event, including travel to and from the event. This form must be kept on file in the local school district after the event.**

There is no higher priority of NEVADA DECA than the health, safety, and well-being and of our members, staff, volunteers, and community partners. As we closely monitor the COVID-19 pandemic, we continue to make decisions with this in mind. As part of the NEVADA DECA community, we all have a responsibility to help protect each other.

According to the CDC, COVID-19 is primarily spread from person to person through respiratory droplets produced when coughing, sneezing or heavy breathing. Transmission is slowed by wearing a cloth face covering and/or social distancing. In compliance with current CDC recommendations, local mandates and/or statewide protocol, all attendees of in person activities, meetings, conferences, gatherings, and competitions sponsored by NEVADA DECA or when representing NEVADA DECA at public or school-based activities are asked to adhere to the following recommended guidelines:

- Seek medical attention, self-isolate and do not attend events if you are experiencing any of the following COVID-19 symptoms:
  - Fever (defined as a temperature greater than 100.4)
  - Shortness of breath
  - New loss of taste or smell
  - Chills, muscle pain or sore throat
  - New or worsened cough
  - Nausea, vomiting diarrhea
  - Runny nose or congestion
  - Adhere to cloth face covering guidelines.
  - Be mindful of social distancing.
  - Wash your hands with soap regularly and frequently. If soap and water is not accessible, use hand sanitizer.
  - Practice proper cough and sneeze etiquette.
  - Adhere to CDC self-isolation guidelines If you have been in close contact with someone known to have COVID-19.

NEVADA DECA has implemented preventative measures in cooperation with the conference facilities to help reduce the spread of COVID-19. However, NEVADA DECA cannot guarantee that members and attendees will not be exposed or infected. Participants acknowledge the highly contagious nature of COVID-19 and voluntarily assume the risk and responsibility for exposure and infection.

I have read and understood this NEVADA DECA Acknowledgement and Personal Responsibility Policy and agree to adhere to the guidelines set forth. I understand that this Policy may be updated in accordance with changing CDC and local guidelines and will be updated accordingly. I agree to join NEVADA DECA in cooperating with health officials, governing public agencies, and facility health and safety measures.

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Name

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Signature

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Date