



DISCIPLINE REFERRAL FORM

TO: _____
Name of Chapter Advisor Chapter

It has been reported that _____ of your chapter delegation violated the following delegate conduct practice and/or procedure:

- _____ Dress Code
- _____ Defaced public property
- _____ Possession or use of alcoholic beverages/ narcotics/weapons*
- _____ Possession or use of vaping devices/ tobacco products
- _____ Must attend all required events
- _____ Dropping items off balconies or out of windows*
- _____ Other (please specify) _____
- _____ No identification badge
- _____ In unauthorized place
- _____ Curfew regulations
- _____ Unauthorized visitors
- _____ Unauthorized transportation
- _____ Setting off false fire alarm*

on _____ at _____
date time

For the benefit of hundreds of Indiana DECA members who will be privileged to attend the State Career Development Conference and other Indiana DECA sponsored events in future years, it is necessary for all current SCDC delegates/DECA members to abide by established conference and event rules. The exemplary image of DECA must be upheld.

Major infraction reports require appropriate action by the Conference Conduct Committee.

Please bring this notice to the immediate attention of all parties involved.

Date Submitted by

Any violations may result in disciplinary action by the local school.

*Member immediately sent home and may face applicable fines and/or possible arrest.

INDIANA DECA CODE OF CONDUCT

Attendance at any DECA sponsored conference or activity 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 DECA conference or 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. Determination of penalties for violations will be at the discretion of your chapter advisor and Indiana DECA. Additional penalties may be imposed by the local school district.

- The term "delegate" shall mean any DECA member, including advisors, attending conferences (high school, collegiate, alumni, professional).
- There shall be no defacing of public property. Any damage to any property or furnishing in the hotel rooms or building must be paid for by the individual or chapter responsible.
- Delegates must wear identification badges and wristbands at all times.
- Delegates shall refrain from using inappropriate or profane language at all times.
- Delegates shall refrain from verbal, written, physical or sexual harassment activities that may lead to harassment, hazing, bullying or damaging property.
- Delegates shall not possess or consume alcoholic beverages, narcotics or weapons in any form at any time under any circumstances.
- Delegates shall not possess or use any tobacco products/electronic cigarettes/vaping devices at any time under any circumstances.
- Delegates shall not engage in any form of gambling—playing cards, dice or games of chance for money or other things of value.
- Delegates must adhere to the dress code at all times.
- Tasteful casual wear (Category 3 of Dress Code) will be accepted during specific social functions as designated in the conference program or during orientation.
- Delegates must not dress or behave in a manner that can be interpreted as sexually explicit.
- Students shall keep their adult advisors informed of their activities and whereabouts at all times.
- No delegate shall leave the hotel (except for authorized events) unless permission has been received from the student delegate's chapter advisor.
- Delegates should be prompt and prepared for all activities.
- Delegates should be financially 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 scheduled at the same time.
- Delegates shall follow all hotel policies, procedures and respect the rights and safety of other hotel guests.
- Delegates will spend nights at their assigned hotel and in their assigned room. No guests allowed during curfew hours. Delegates will be quiet at curfew.
- Curfew will be enforced. Curfew means the delegate will be in his/her assigned room.
- Local chapter advisors will be responsible for monitoring delegates' conduct and enforcing DECA policies.
- Delegates must adhere to local school policies and procedures.
- Parents/guardians shall be financially and legally responsible for student actions or consequences of actions.
- Parents/guardians give permission for students to ride school or advisor approved transportation such as Uber/Lyft/taxi while attending the conference.
- Delegates shall allow Indiana DECA to use conference photographs, video footage, digital images and their names for promotional purposes.
- Delegates ignoring or violating any of the above rules will subject their entire delegation to being unseated and their candidates or competitive events participants to being disqualified. Individual delegates may be sent home immediately at their own expense.