



Alabama NCA PERMISSION/PARTICIPANT FORM (3 PAGES TOTAL)

CODE OF CONDUCT

The following conduct policies will apply to all delegates: students, specialists, and any other authorized persons attending the conference. This form must be signed by each student attending Alabama NCA District Career Development Conference and submitted to the JAG specialist prior to the conference. The JAG specialist must have a completed copy of the permission/participant form for each student 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 conference.

Delegates shall abide by the rules and practices of *Alabama NCA and school district policies* at all times to, during, and from the designated point of origin of the conference. Delegates shall respect and abide by the authority vested in the Alabama State Department of Education/Alabama CTE Leadership Council. The standards outlined in this document constitute the Alabama NCA Code of Conduct.

The following shall be regarded as severe violations of the Alabama NCA Code of Conduct:

Should a conduct code violation occur for item 1 through 6 below, regardless of when exposed, the violating student(s) will be sent home. If the violation warrants it, law enforcement may also be notified. Determination of penalties for violations will be at the discretion of the Alabama NCA Staff.

- 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 medications prescribed by a physician for an individual student and must be on record with the specialist. Nor shall the student possess, use, sell or transmit paraphernalia associated with drugs, alcohol, or chemical substance in any form (including tobacco), at any time, or under any circumstances, on public or private properties.
- 2. Curfew:** Committing serious violations of curfew regulations as outlined in item 8 below.
- 3. Willful Companionship:** Being in the willful companionship of someone who violates any portion of the conduct code or failing to report any direct knowledge (other than hearsay) of the conduct code violations.
- 4. Personal Conduct:** Cheating, dishonesty, or taking unfair advantage of others; participating in social activities other than those with conference participants; 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 program); breaking the law; other serious violations of personal conduct regulations.
- 5. Serious Violations** of the student conduct code of the school district or school that the student represents.
- 6. Abusive Behavior and Lewd Conduct:** A student shall not engage in any lewd, indecent, sexual, or obscene act or expression or possess such materials. A student 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, sex, sexual orientation, or disability is prohibited.

The following shall be other violations of the Alabama NCA Code of Conduct:

Should a conduct code violation occur for items 7-11 below, regardless of when exposed, the violating student(s) may be sent home. Determination of penalties for violations will be at the discretion of the Alabama NCA Staff or local JAG Specialist.

- 7. Conference Conduct:** Leaving sessions prior to their conclusion is prohibited (except in the case of emergency); failing to attend all general sessions and assigned activities for which a delegate is registered; not abiding by the rules and regulations of NCA or school/district policies from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the conference.

8. **Curfew (when applicable):** Failing to be in your assigned hotel room from the curfew time designated in the conference program until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after designated curfew time; ordering 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 report accidents, injuries or illnesses immediately to the local JAG Specialist; failing to keep adult JAG specialists informed of activities and whereabouts at all times; using tobacco products outside of local school district policies and state law; having a member of the opposite sex in a room if no adult chaperone is present and the room door is not visibly open (e.g. the door may be propped wide open); having a delegate or JAG specialist of the opposite sex in a room without a third person present and the door visibly open.
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.

Individual School District Policies may supersede the code of conduct.

DRESS CODE FOR DELEGATES ATTENDING ALABAMA NCA

The following guidelines have been developed to clarify the dress code used at NCA.

- Professional Dress: NCA official dress or suit/blazer with collared shirt (tie is optional), slacks/skirt (appropriate length), and appropriate shoes. Competitors to be in Professional Dress.
- Business Casual Dress: Collared shirt with slacks/skirt and appropriate shoes or dress blouse with slacks/skirt (appropriate length) and appropriate shoes. Leadership track students may select Professional Dress or Business Casual Dress.
- Inappropriate Dress: Tank tops, mid-riff tops, T-shirt with suggestive words or pictures, denim pants or skirts, mini-skirts, shorts, overalls, tennis shoes, sandals, and/or mules.

NCA PERMISSION FORM

Student Name: _____ School: _____

This is to certify that *the above-named delegate* has my permission to attend Alabama NCA District Conference. I also do hereby, on the behalf of *the above-named delegate* absolve and release Alabama NCA, the school officials, the JAG specialists, conference staff, and Alabama NCA staff from any claims for personal injuries/damages which might be sustained while he/she is en route to and from or during the JAG/NCA sponsored conference.

I authorize the above-named JAG specialist, or the Alabama NCA staff to secure the services of a doctor or hospital for *the above-named delegate*. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs.

I grant permission to Alabama CTE Leadership Council and its staff/contractors, Alabama State Department of Education, and sponsors/supporters to use the above delegate's name and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, promotions and on websites for informational, promotional and other related purposes without further consideration, and acknowledge the right of Alabama CTE Leadership Council to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion.

We have read and agree to abide by the supplied Alabama NCA Code of Conduct. Should a code of conduct violation occur, law enforcement personnel and or security may be called to assist, and a conduct code committee

may be called with the ultimate punishment being that the student may be sent home at their/their family's expense. If the delegate is sent home reasonable care shall be exercised to ensure a safe, expedient, and financially feasible mode of transportation back to the home community of the delegate involved. We are aware of the consequences that will result from violation of any of the above guidelines.

Student Signature _____

Date _____

Parent / Guardian Signature _____

Date _____

JAG Specialist Signature _____

Date _____