



MONTANA FCCLA ADVISER AND CHAPERONE CODE OF CONDUCT

The Montana FCCLA Board of Directors requires *each adult adviser/chaperone* attending events to familiarize themselves with and adhere to the specific **Code of Conduct**. This requirement underscores FCCLA's commitment to leadership training for student members. Individual conduct and appearance, as showcased during the state-level events, are integral components, with adult advisers/chaperones playing a crucial role in modeling the expected behavior for their students. Consequently, the following code of conduct has been established to guide adults participating in Montana FCCLA's Fall Leadership Rally and State Leadership Conference. This code of conduct complements any existing guidelines already in place at local school districts. Adherence to appropriate conduct is the responsibility of every participant, and any violations will be addressed by the Montana FCCLA Board of Directors.

Code of Conduct for Adult Advisers and Chaperones:

- Behavior at all times should reflect a positive, professional image of you, your school, the state of Montana and the FCCLA organization. Adults, like students, are representatives of their school district. As such, they must comply with the Board of Trustees policies regarding student conduct.
- All participants, including advisers and chaperones, will follow the approved Montana FCCLA Dress Code available on the Montana FCCLA website. Only attendees appropriately dressed will be allowed to participate. Attendees will wear their identification badge at all times.
- Chaperones and advisers shall attend, be on time and act in a professional manner at all general sessions, workshops and related activities in conjunction with the event for which they are registered.
- Any accidents, injuries or illnesses should be reported to the state director immediately.
- A copy of this signed Code of Conduct and a medical release form will be retained by the school and one will be brought to the conference by the adviser/school representative.
- All attendees will observe the curfew issued and be quiet in their assigned rooms. Unnecessary noise at any hour shall be avoided in respect to other guests. Hotel regulations must be observed; this includes pool conduct, hours, etc.
- All attendees must refrain from the use of illegal drugs, tobacco or alcohol in any form.
- No attendees will deface property, litter the premises, and/or put at risk the health and well-being of self or others. Any damages to property, furnishings or buildings shall be paid for by the individual or individuals responsible.
- Any action detrimental to FCCLA image will not be tolerated and may result in disciplinary action up to and including dismissal from the organization.

Responsibilities of Advisers and Chaperones:

- Advisers/Chaperones shall conduct daily meetings with their student members for progress reports, time schedules, and other activities.
- Advisers/Chaperones shall keep an agenda for each student member so that they know where their students are at any time during the conference.
- Advisers/Chaperones are responsible for their student members at all times, with contact as allowable by individual school district policies.
- Advisers/Chaperones must always be available to be contacted by Montana FCCLA state staff.



- Advisers/Chaperones shall be responsible for seeing that their student members adhere to all conduct practices and procedures identified on the Student Member Conduct Form. Advisers, chaperones, parents, and guests must adhere to these same principles outlined on the Student Member Conduct Form.
- Advisers/Chaperones are responsible for enforcing the dress code policy. The dress code policy applies to student members, advisers, chaperones, guests, and all other attendees at the Fall Leadership Rally and State Leadership Conference. Thoroughly review and impress upon your students the importance of adhering to the policy and emphasize that any attendees not adhering to the dress code policy will not be allowed to attend the conference sessions.

Any adviser/chaperone found disregarding or breaching the Code of Conduct for Advisers/Chaperones may face disciplinary actions. These actions can range from removal from the event to being sent home immediately at their own expense.

Adviser/Chaperone Printed Name

Adviser/Chaperone Signature

Date Signed

Chapter/School Name

Cell Phone Number

Advisers/chaperones must have a copy of this form with them at all times during the conference. Please do not send signed copies to FCCLA.