



VCHS DECA TRIP CODE OF CONDUCT

REVISED: October 2025

RULES FOR STUDENT CONDUCT

Student behavior during field trips, including **DECA conferences and competitions**, should reflect positively on **VCS** and align with the school's values, professionalism, and ethical standards. DECA provides additional guidelines for student conduct that all students must comply with. As a reminder, the following rules apply at all times:

- **RESPECTFUL** - Students must treat **all individuals with respect**, including:
 - Peers
 - Chaperones and faculty
 - Hotel staff and security
 - Event organizers and competition judges
- **COMPLIANCE WITH DIRECTIONS** - Students must follow **all instructions** given by adults, chaperones, school staff, and judges. Failure to comply with reasonable requests may result in **removal from activities and further disciplinary action.**
- **BEING A GOOD NEIGHBOR/COMMUNITY MEMBER** - Students are expected to keep track of their own property and help secure the property of others. Promote a clean environment by throwing away your personal trash and any garbage in the common area.

DRESS CODE COMPLIANCE

- Students must follow VCHS **modesty** and dress code policies at all times and comply with any additional dress requirements established by the DECA conference when applicable. This applies during **all travel, events, and free time.**
- Students may be required to wear Warrior Wear on specific days when chaperones need to easily identify Valley Christian students from other conference attendees. All travel days should require Warrior Wear.
- Pajamas and sweatpants are allowed for morning check-in to accommodate a later wake-up time, but pajama shorts are not permitted outside the hotel room.
- Violations of dress code may result in a student being required to return to their room to change in order to participate in a school or competition event.

CHECK-IN POLICY

- **COMMUNICATION** - The chaperone will use **Google Chat** as our primary form of communication with their group throughout the day including notifying students of the "lights out" period.
- **REPLY TIME** - All students are expected to reply to their designated chaperone and vice versa within **10 minutes.**
- **EXCEPTIONS** - If a student cannot reply or check in because they are in an event, they must

notify their chaperone after that event ends about the conflict and check in at that time.

- CHECK-INS - Students are responsible for reviewing the conference schedule to determine their responsibility to arrive at their events **10 minutes early**:
 - Frequency: minimum every 3-4 hours as specified in the Master Schedule.
 - Virtual Check-ins: responding to chaperone Google Chat groups and sending photos of his/her location (e.g. off-site restaurant, etc.)
 - In-Person: meeting your chaperone at agreed upon location as specified times in the Master Schedule.
- CONSEQUENCES
 - If Advisors are notified of student(s) not checking in at the conferences:
 - 1st Violation - meeting with an advisor to confirm your Google Chat notifications are ON and your Google Chat app icon is on your phone home screen. You will serve one lunchtime detention.
 - 2nd Violation - you will not be allowed to leave the hotel for your remaining time at the conference except for your DECA events.
 - 3rd Violation - Three (3) Lunchtime Detentions and advisors reserve the right to determine if the student will be dismissed from future conference(s) or be asked to go home (parents will be notified to pick you up at the parent's expense).

STAYING WITH THE GROUP

- LEAVING EVENT LOCATION - Students must stay at the event site, except during approved off-site meal times and events. Students must inform their chaperone when leaving the site and must check-in with the chaperone when they return.
- GROUPS OF THREE (3) - Students must remain in groups of **at least THREE (3) students** if leaving the event venue for an approved purpose (e.g. an off-site meal). If you are found not in a group of at least three, an advisor will meet with you to discuss, and your consequence will be to serve lunchtime detention(s). DECA Advisors & BEI Staff will determine the number of lunchtime detentions to be served. If this violation is repeated, then you will not be allowed to attend future conferences.
- PROMPTNESS - All students must be on time for designated meeting times. Students who are NOT on time will lose privileges and serve consequences determined by the DECA Advisors & BEI Staff.
- MEALS - All meals organized by the DECA organization are **mandatory**. All students must check in with their chaperones at designated check-in times. Failing to check-in will result in a meeting with a DECA Advisor and your consequence will be to serve lunchtime detention(s).

HOTEL ROOMS & ROOMMATES

- There will be up to four VCS DECA students assigned to a room.
- Students sharing a room will not be more than two years apart in grade (unless both parents/guardians or the advisor agree to the assignment).
- **Opposite-gender students are NOT allowed in each other's rooms under any circumstances.** This includes siblings of the opposite gender. If a meeting is required with students of opposite genders, then the meeting shall be held in the hotel lobby or public space.
- Students shall NOT open hotel room patio doors or step outside patio doors past curfew

hours. Patio doors can be opened before curfew.

USE OF HOTEL FACILITIES

- **WORKOUT ROOM:** Students may use the hotel workout space and adhere to the hotel policy (usually an age restriction of 18 years old) and be respectful of others when working out.
- **SWIMMING POOL/SPA:** Students are not allowed to use the pool/spa unless:
 - Students **MUST** inform their Chaperone and said Chaperone should be willing to be at the pool/spa area with them during an agreed upon timeframe (ex: 4-6pm). If said Chaperone is unavailable, students should find another Chaperone willing to accompany them.
 - Students **MUST** use the swimming pool and spa according to the hotel rules and policies.
 - **Students must adhere to the Valley Christian Schools dress code policies for swimsuits.**

CURFEW/"LIGHTS OUT" AND IN-ROOM EXPECTATIONS

- **TIME:** Students must follow the curfew times communicated by the DECA Advisor. Chaperones aim for students to have at least seven hours of sleep, with at least 30 minutes to get ready (morning/evening). Specific times will depend on the conference and activities occurring each day.
- **RANDOM ROOM CHECKS:** Chaperones may conduct random room checks during the conference, to confirm students are adhering to the rules in the Code of Conduct. Any violations will follow the consequences in the Code of Conduct.
- **BOYS/GIRLS:** Members of the opposite gender are **not allowed in each other's room** at any time including siblings of the opposite gender.
- **RESPONSIBILITIES:**
 - Students may not leave their room after curfew. If a student needs to leave the room after curfew, the student must contact their chaperone or DECA advisor via call first and ask for approval.
 - Students are prohibited from accessing adjoining rooms after curfew.
 - Students are permitted to leave their room to get a chaperone only in case of emergency if the chaperone cannot be reached by phone.
 - Hotel room patio doors are to remain locked and closed during curfew hours. Stepping outside patio doors (even onto the balcony) is considered breaking curfew since you are outside your hotel room.
 - Students are not allowed to leave the room prior to the end of the 6:00 am curfew.
 - When students are unsupervised in the rooms, extra respect, sensitivity and privacy is expected. Students are not allowed to inappropriately touch each other or another person's property.
 - Students should always respect the privacy of their peers and never take or send inappropriate pictures of another student without their permission. An inappropriate picture could be one that captures someone in a compromising or vulnerable position such as someone changing clothes, using the restroom, or engaging in private activities. Any photo that is offensive, disrespectful, or harmful to an individual's dignity would be inappropriate.
 - Students will use uplifting language (no curse words, no teasing or bullying). If a

student is not extending respect, sensitivity, and privacy during the time in the rooms, it is the responsibility of the other students to notify a chaperone ASAP.

- **CONSEQUENCES**

- **Contraband:** If students are found with any type of contraband (alcohol, drugs, weapons, etc.) this is cause for immediate dismissal from the conference with parents responsible for picking up their student(s) at their expense, and consequences may include:
 - Dismissal from future conferences
 - Dismissal from the DECA program
 - Dismissal from your DECA Officer Position
- **Opposite Gender Room Violation:** If students of the opposite gender are discovered in hotel rooms, students will be required to go home with the parents responsible for picking up their student(s) at their expense. This is cause for immediate dismissal from the conference with parents responsible for picking up their student(s) at their expense, and consequences may include:
 - Dismissal from future conferences
 - Dismissal from the DECA program
 - Dismissal from your DECA Officer Position
- **Curfew Violations:** If Advisors determine curfew was broken AT/DURING the conference, the student will be dismissed from the conference and receive three (3) lunch detentions. Parents will be responsible for picking up their student(s) at their expense.
 - If the curfew violation involves any more serious issues, consequences may include:
 - Dismissal from future conferences
 - Dismissal from the DECA program
 - Dismissal from your DECA Officer Position
 - If Advisors determine curfew was broken AFTER the conference, the student will receive three (3) lunch detentions. If the curfew violation involves any more serious issues, consequences may include:
 - Dismissal from future conferences
 - Dismissal from the DECA program
 - Dismissal from your DECA Officer Position

EVENTS

- **ATTENDANCE:** Students are responsible for reviewing the conference schedule to determine their responsibility to arrive at their events 10-15 minutes early:
 - Exam
 - Role Play Event(s)
 - Written Event
- **SCHEDULING CONFLICTS BETWEEN EVENTS** - it is common for students to have conflicts between their written AND role play events (start times for both events are at the same time or the 1st event may finish after the 2nd event starts). If this happens:
 - **Step 1:** Go to your 2nd event at least 30 min before, check-in and tell them you have an event at the same time and you will be or might be late due to event time conflicts.
 - **Step 2:** Go back to your 1st event and check in.
 - **Step 3:** After completing your 1st event, go to your 2nd event and check in again to

confirm you finished your 1st event and you are ready for your 2nd event.

- **CONSEQUENCES**

- NO WRITTEN SUBMISSION - students not submitting their written reports on the DECA website by the due date **will be dropped from the current conference with no refund.**
- NO SHOWS AT EVENTS - if a student does not show up for any of their events which include the exam, role play (one or two as applies) or their written event, the student takes full responsibility including as described in the "Scheduling Conflicts Between Events" section of this document. The student will meet with an advisor(s) to understand the situation and **possibly be dropped from the next conference.**
 - Students who cannot attend a scheduled event, including their own competition event, due to illness or unavoidable conflict should immediately contact their chaperone via chat to confirm an excused absence. Once conference fees have been paid to DECA, a refund will not be issued.
 - Failure to be present for all scheduled events and check-ins will result in disciplinary action, which may include detention, ineligibility for future VC DECA conferences, suspension, and/or more serious consequences.

RIDE/DRIVING POLICY

- RIDE SHARING - Students may not enter any vehicle or form of transportation other than the transportation identified by the advisors. Students **may not use Uber/Lyft** or any ride-sharing service on a VCS trip. **Students will be sent home if they take a ride-sharing service off-site during the trip.**
- VCS TRANSPORTATION - If VCS is providing transportation, students are required to use the VCS transportation to and from the event. Students are not permitted to drive to or from the conference or have a car at the conference.
- OTHER TRANSPORTATION:
 - Bikes, scooters, and other electric mobility transportation may not be used during events. Violations will result in an advisor meeting with appropriate consequences.
 - If students are being picked up at the end of the conference from the hotel (SV Conference), they shall **NOT be allowed to take Uber/Lyft.**
- **CONSEQUENCES**
 - Ride Sharing Consequences during the Conference - any violation of ride sharing violations will **require the student to be sent home by asking parents to pick you up at their own expense.**
 - Ride Sharing Consequences after the Conference -if you take ride sharing home from the hotel, then you will receive **ONE lunchtime detention and the advisor has the right to dismiss you from future DECA conferences.**

FOOD DELIVERY

- PICK UP AT LOBBY - Food deliveries may only be made to the hotel lobby before curfew. All orders must be received 15 minutes PRIOR to curfew. Students are not allowed to order food delivered to their hotel rooms, including hotel room service.
- NO HOTEL ROOM SERVICE - Students are NOT allowed to order hotel room service (food)

to their rooms.

MEDICATION

- MEDICAL CONSENT FORM - All medication must have the **Medical Consent Form** filled out with appropriate signatures, including the doctor's signature if prescription or over-the-counter medication.
- Medication must be turned in to the designated DECA Advisor at the start of the trip with medication in the original prescription bottle. No student is allowed to carry their own medication.
- With **parental written permission**, students may bring **necessary over-the-counter medications, prescription medications, EpiPens, or inhalers**. Medications must be **properly labeled** and students must notify the trip leader or designated chaperone verbally as well as submit a Medication Permission Form.

GUESTS

- Family and VCS DECA alumni are allowed to visit students
- Student friends from VCHS or other schools who are NOT DECA students are NOT allowed to visit.

EARLY TRIP ARRIVAL OR DEPARTURE

All students are required to depart and arrive back with the chapter. If due to special circumstances, a student or the parent wants the student to arrive late or leave the conference early, prior to the trip, the parent must submit a written request to the DECA Lead Advisor and explain the reason and level of urgency. If the advisors approve this request, the advisor will work with the parent to determine how the parents will drop off and/or pick up the student.

- The family is financially responsible for **all costs related to the student arriving/leaving outside of the designated time**.
- The family is responsible to follow the **proper drop off and pick up procedures with the parent's dropping off the student in-person with an advisor**.

VCS CODE OF CONDUCT POLICY

VCHS advisors and chaperones have complete authority over students on the trip. Students are expected to be cooperative, courteous, and orderly and to respond properly to correction (Hebrews 13:17).

Any consequences relating to curfew, check-ins and other policies in the code of conduct will be consistent with VCHS penalties, including suspension and expulsion, but can also include preventing students from going to future conferences.

VCHS trip participation is a privilege. **Failure of the student or parents to comply with all policies, rules, and regulations of the VCHS program is grounds for removal from the trip, either prior to the trip departure or during the trip, with no refund of fees. Valley Christian Schools reserves the right to remove any student from the trip at any time** for violation of any policy, rule, or regulation by the student or parent or if Valley Christian determines that either the student or parent is not in agreement with the Philosophies of VCS or the VCHS purpose.

If a student observes other students not following the VCHS DECA Code of Conduct, they must inform the VC DECA Lead Advisor, and their identity will be kept confidential.

Valley Christian Schools expects all students to adhere to the VCHS Student Handbook and will be disciplined based on the policies in the handbook if issues arise on the trip.

Student Overnight Trip Expectations Acknowledgement

I acknowledge and accept the VCHS DECA Code of Conduct, along with the associated requirements and expectations, and will adhere to behavioral standards, in order to participate in a VCHS DECA Overnight trip.

Student Printed Name

Student Signature

Date

Parent Printed Name

Parent Signature

Date