

**South Dakota  
FCCLA  
Call to State Leadership  
Conference  
2016**



**APRIL 24 - April 26, 2016  
SIOUX FALLS, SD**

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**Please read and follow carefully!**

### **ADVISER'S CHECKLIST**

- \_\_\_\_\_ 1. I have read the entire Call to Conference and shared the conduct policies and procedures with chapter members and administrative personnel. The conduct policies and procedures are understood by all that are attending.
- \_\_\_\_\_ 2. I have checked to make sure that all delegates have paid state and national dues by March 1<sup>st</sup> and are in good standing with our local chapter and school.
- \_\_\_\_\_ 3. I have notified the State Office of any changes or cancellations.
- \_\_\_\_\_ 4. I have selected and provided Chaperons with expectations of their responsibilities.
- \_\_\_\_\_ 5. I have reviewed the STAR Event Information with the students and parents and checked the appropriate box on the registration form regarding wishes of the participants of going on to National Leadership Conference.
- \_\_\_\_\_ 6. I have sent the following to Julie Bell a check for the entire chapter registration attending the state conference by April 1, 2016
- \_\_\_\_\_ 7. I have collected the Parent Approval, Medical Release forms, Photo Release form and will bring them with me to the state conference.
- \_\_\_\_\_ 8. I have checked the equipment list for room consultants and understand what I am to furnish.
- \_\_\_\_\_ 9. I have retained copies of all forms sent to Julie Bell.

### **STAR Event Room Consultant's Checklist**

**Equipment/Persons Needed:**

- \_\_\_\_\_ Stop Watch - Please do not use regular watches for timing events.
- \_\_\_\_\_ Easel -- for events that require an easel
- \_\_\_\_\_ Paper clips
- \_\_\_\_\_ Red or bright colored pen for checking paperwork



8:00 PM

**FIRST GENERAL SESSION - Ramkota Exhibit Hall**

Welcome  
 State Officers Introductions  
 Opening Ceremony  
 Patriotic Presentation  
 Theme Presentation  
 Introduction of Special Guests  
 Introduction of Junior High Officer Candidates  
  
 KEYNOTE ADDRESS by “Cometry -- Laugh & Learn”  
  
 Introduction of National Officer Candidates  
 & 2016-2017 State Officers  
  
 Announcements  
 Recess

10:00 PM

2015-2016 State Leadership Team Meetings  
 Current Trends Team – Ramkota Crystal Rm  
 Outreach Team – Ramkota Crystal Rm  
 Advocacy Team – Ramkota Crystal Rm

10:00 PM

Officer Candidate Social – Ramkota TBA

10:30 PM

Officer Candidate Adviser Meeting – Ramkota Amphitheater I

11:00 PM

C U R F E W

**MONDAY - April 25, 2016**

7:00 - 9:00 AM

Cash Line Breakfast Items – Ramkota Café

7:30 AM

Current Trends Leadership Team Sponsored “Run for Fun” 5K Meet in Ramkota Foyer

7:30 - 8:30 AM

Selected STAR Events – Orientation for Evaluators	
Chapter in Review Display	Chapter in Review Portfolio
Chapter Service Display	Chapter Service Portfolio
Entrepreneurship	Environmental Ambassador
Focus on Children	Food Innovations
Illustrated Talk – Jr	Life Event Planning
Recycle and Redesign	Teach and Train
National Programs in Action	

9:00 AM

Voting Delegates Meeting - Ramkota Amphitheater I

9:00 AM -  
3:00 PM

Workshops/Presentations – Schedule & Locations TBA  
Workshops are open to everyone

11:00 AM -  
1:15 PM

Lunch – Ramkota Each Foyer  
 (suggested schedule)  
 11:00 - 11:30 Districts 3, 7, and 9  
 11:30 - 12:15 Districts 2, 5, and 8  
 12:15 - 1:00 Districts 1, 4, and 6

<b>1:00 - 2:00 PM</b>	<b>Voting Booth Open Outside of FCCLA Headquarters Room</b>
<b>2:00 PM</b>	<b>Sunday STAR Event Run-off Begin (See Postings near STAR Event Headquarters Room)</b>
<b>3:00-4:00 PM</b>	<b>FCCLA Talent Show – Ramkota Exhibit Hall</b>
<b>5:00 PM</b>	<b>STAR Run-Offs Judge's Orientation - Illustrated Talks – Harvest Rm</b>
<b>5:15 PM</b>	<b>STAR Event Run-Offs Begin for Monday Events (Events will be posted in Ramkota STAR Event Headquarters)</b>
<b>7:30 - 8:00 PM</b>	<b>Assembly of Delegates - Ramkota Exhibit Hall</b>
<b>8:00 PM</b>	<b>Second General Session – Ramkota Exhibit Hall Awards/Recognition of State Leadership Teams FCCLA Scholarship Recognition Scholarship Contributions Recognition Recognition of Chapter Applicants in National Award Programs Merit Chapter Awards Power of One Awards Membership Award Recognition 2016-2017 Designated Officers, Junior High Representative SD National Officer Candidates State Chapter Adviser Announcements Recess</b>
<b>9:30-11:30 PM</b>	<b>Social Event /Entertainment Ramkota Washington Room Ramkota Amphitheater</b>
<b>10:30 PM</b>	<b>Installation Practice – Ramkota Crystal Rm 2015-2016 and 2016-2017 Officers</b>
<b>11:30 PM</b>	<b>C U R F E W</b>

**TUESDAY - April 26, 2016**

<b>6:30 - 8:00 AM</b>	<b>Final STAR Event Run-Offs If Needed - Ramkota</b>
<b>8:30 - 9:30 AM</b>	<b>Recognition Sessions by Districts – Tentative District I - Ramkota Annex District II - Ramkota Jefferson Rm District III - Ramkota Lincoln Rm District IV - Ramkota Harvest Rm District V - Ramkota - Amphitheater II District VI - Ramkota Roosevelt Rm District VII - Ramkota Washington Rm District VIII - Ramkota Amphitheater I District IX – Ramkota Viking Rm</b>
<b>10:00 - 10:30 AM</b>	<b>Assembly of Top Superior/STAR Procession * Ramkota Annex Room</b>

**\*Wristbands” will note Top Superiors**

**10:00-10:30 AM            Assembly of Delegates - Ramkota Exhibit Hall**

**10:30 AM - 12:00 NOON            THIRD GENERAL SESSION  
Procession of South Dakota "STARS"  
Final Round of Knowledge Quiz Bowl  
Adviser Recognition & Awards  
Special Awards  
Top Superiors  
Announcement of STAR Event Winners  
Officer Farewell  
Installation of 2016-2017 State Officers  
Closing Ceremony**

**12:00 NOON                    Meeting of South Dakota STARS \* - Ramkota Amphitheater II  
\*Attendance Required of all National STAR Participants**

**12:00-1:30 PM            Joint Evaluation Meeting of 2015-2016 & 2016-2017  
Executive Councils – Ramkota Roosevelt Rm**

**2:30 PM                      Executive Council Meeting  
Ramkota Conference Rm II**

**WEDNESDAY - April 27, 2016**

**8:00 AM                      2016-2017 Executive Council Meeting/State Officers Advisers  
Breakfast Ramkota Crystal Room**

**9:00 - NOON                2016-2017 Executive Council Meeting  
Ramkota Conference Rm II**



## General Information

As you read through this Call to Conference, you will find there may be several requirements of everyone attending the State FCCLA Leadership Conference. In order to make the 2016 State FCCLA Leadership Conference a successful experience for everyone, we ask your cooperation, understanding, and help in working together to help students develop character, communication skills, creative and critical thinking, practical knowledge, and experience leadership. There are many guidelines regarding STAR Event evaluation and responsibilities of STAR Event Room Consultants. If you are not sure of your responsibilities or assignments, please do not hesitate to call or email Julie Bell.



**STAR Events will be presented on SUNDAY and MONDAY. Please check for all of your students' names and categories as well as your own for Room Consultant responsibilities immediately. A complete list of chapter Room Consultants is found at the end of the Call to Conference.**



### Meals

Sunday evening meal and Monday's lunch are included in the registration fee and will be served in the east Foyer of the Ramkota Hotel/Convention Center. A cash line breakfast items will be available in the Ramkota Coffee Shop/Café on Monday and Tuesday mornings..



### State Leadership Team Members

At the General Session on Monday evening, all 2015-2016 State Leadership Team members will be seated in each specific group and not with their chapters. The State Leadership Team candidates will be instructed as to where to sit for the Monday evening session when they interview on Sunday afternoon.



### General Sessions

All General Sessions will be held in the Ramkota Exhibit Hall. For the General Session on Monday evening, a chapter representative will need to be seated in the front of the room for chapter recognition. District officers will also be recognized during the First General Session. Each year, the seating is designated for the First and Second Session by district on a rotation basis. State officer advisers are in charge of seating arrangements.



### Voting Delegates

Please remember that the voting delegates have several responsibilities. Chapter Voting Delegates will be attending a meeting in the Ramkota Amphitheater I on Monday morning from 9:00 AM to approximately 11 AM. They must vote and turn in their ballot by 2 PM at the voting booth outside of the Ramkota Board Room –STAR Event Headquarters Rm. Late ballots will not be accepted. Voting will be on electing Jr High Rep positions, National Officer Candidates and by-law changes.





### **Monday Evening Music and Entertainment**

Monday evening entertainment will be music and a movie. Following the Second General Session until 11:30 PM, everyone is welcomed back to the Ramkota Hotel for music and fun. Students need their name badge in order to enter the area as security will be checking for them at the entrance. The evening entertainment will be for everyone to enjoy and participate in during the evening. A movie will be shown in the Amphitheater II.



### **“Run for Fun” 5 K Walk**

A new feature at this year’s FCCLA State Conference will be the “Run for Fun” walk/run that will take place at 7:30 AM on Monday morning. This event is sponsored by the Current Trends State Leadership Team. Students wishing to participate are to meet in the Ramkota Foyer prior to 7:30 AM to register. Registration is \$2.00 for each person participating. This will be a great way to get some exercise and to support the newly revised Student Body national FCCLA program.



### **Power of One Recipients**

Power of One recipients will be recognized on Monday during the evening Recognition Session. Advisers will pick up Power of One ribbons with their chapter registration. Students will not be called to the stage but will be recognized on an individual/chapter basis. All Power of One reports were to be postmarked by March 1, 2016.



### **Officer Candidates : Jr High Rep., National Officer, \* 2016-2017 State Officers**

Officer candidates are to meet at the Exhibit Hall at 7:15 PM Sunday evening to become familiar with the stage, microphone, etc. These students will be informed about the procedures for their part in the First General Session.

The State Adviser will forward correspondence to each candidate concerning candidate responsibilities, activities and expectations no later than two weeks prior to the State Meeting.

The 2016-2017 Executive Council and advisers will meet the times listed below. School and travel arrangements need to be made accordingly because attendance is mandatory. This meeting is to include the 2016-2017 State Officers and the newly elected Junior High Representative.

**Tuesday Lunch - Joint evaluation meeting with the 2015-2016 and 2016-2017 Executive Council and officer advisers**

**Tuesday afternoon - A meeting regarding Officer Responsibilities and National Conference Expectations**

**Tuesday evening - Selection of state officer uniforms**

**Wednesday - Planning for 2016-2017 State FCCLA Leadership Activities**



## **STAR Events General Information**

Included in this Call to Conference are the tentative schedules for the STAR Events. Please make sure that the students from your chapter are listed. Please immediately notify Julie Bell via e-mail if the name of your student is not included. Please provide the name of the event and section number if a correction is to be made. Corrections received after April 13<sup>th</sup> will not be made on certificates.



### **Procedures -- Requests for Schedule, Time, Name Changes for STAR Events**

Please do not request a change in the time schedule for STAR Event participants. With as many participants as we have this year, it is not possible to accommodate all wishes of participants or room requests. As at the national level, student participants are responsible for their own equipment set-up and take down and assistance cannot be given in the presentation room. Please remind participants that walls, screens, etc. may not be available and only items such as tables will be provided.

If the student has a school related conflict with his/her event time, please contact Julie Bell immediately. It has been determined that the following procedure will be followed: A change in the event time – not day – will be accommodated if at all possible if Julie Bell is notified prior to April 11<sup>th</sup>. Any notification after this date will not result in a change of presentation time.

Certificates will be printed with the names of the STAR Event participants as they are spelled on the event registrations.



### **STAR Event Evaluators -- Furnished by Each Chapter**

The evaluators for STAR Events are provided by each chapter attending the state meeting. Each chapter needs to provide a minimum of two evaluators. Advisers and students may NOT serve as an evaluator. Due to the large number of STAR Events and rooms needed this year, it will be necessary for you to provide all evaluators as requested. Please call Julie Bell with names and information you may have regarding extra evaluators. Each adviser/room consultant will need to provide the evaluators with the information that is needed in order for them to be informed about the event they will be evaluating. This information is provided in the National FCCLA *Competitive Events Guide* which is found on-line of the National FCCLA website.

If you requested that Julie Bell is to find an evaluator for your chapter, the chapter will be assessed \$75.00 to cover registration fees for the evaluator – no matter which day the evaluator is to work. This payment needs to be forwarded with the chapter's request for an evaluator. Please make the check out to SD FCCLA.



### **Advisers To Serve As Room Consultants**

At the top of each STAR Event is the name of the adviser who will serve as the Room Consultant. Please review this schedule to see which room you are responsible for each day.



## STAR Event Guidelines for File Folders/Portfolios

PLEASE NOTE: For information regarding guidelines of all paper work - file folders, portfolios, and manuals required for each STAR Event, please follow guidelines found in the National *FCCLA Competitive Events Guide*. Complete the File Folder Label – Name of Event, Event Category, Participants Name, state, and FCCLA Region. Please follow the instructions as printed in the National *2015-2016 FCCLA Competitive Events Guide*. Remember to have the students include the “Evidence of Online Project Summary Submission” in the file folder.



## STAR Events Requiring a Portfolio

Participants are required to turn in their portfolios to the Event Room Consultant at the time listed in the schedule. The portfolio required at the state meeting is the same requirement as in the national guidelines for these events. The portfolios must be the official STAR Event binder obtained from the FCCLA national emblematic supplier. Information is on the national FCCLA web page.



## STAR Event Recognition Information

The recognition for the STAR Events will be done by Districts on Tuesday morning. See the location in the program. The President or Voting Delegate from each chapter will announce the ratings of the chapter participants. Please do not allow anyone to leave the Recognition Session until it is over. Students who receive a "procession notice" will have a colored wrist band attached to their certificate and will need to meet at the place designated in the announcements directly following the recognition session.



## Procedures -- STAR Event Run-Offs

Run-offs are held so that the STAR Event participants receiving Top Superiors who have indicated an interest in advancing to the national level of STAR Events may present their project an additional time to a new set of evaluators. The names of the individuals will be posted at various locations near the FCCLA Headquarters Room at the Ramkota Hotel. An announcement of the time and place of the postings will be given Sunday evening at the Opening Session.

When run-off entries are posted, student participants are to report to the state meeting FCCLA Headquarters' room in the Ramkota Hotel, to receive their next run-off assignment of time and place. File folder information packets and portfolios are to be brought to the FCCLA Headquarters room at the time the student signs up for the next level of competition. It is the responsibility of the participant to watch for run-off announcements and information. STAR Event participants are required to go through run-offs to be considered for participating at the national level.

To be eligible as a National STAR Event Participant, advisers need to check "YES" in the STAR Event question in the State Conference Registration Form. If advisers do not check "YES", the individual/team may receive a Top Superior medal and will be in the procession at the Third General Session on Tuesday Morning. If “yes” or “no” is not indicated - and both columns are left blank, it is assumed the student does not wish to advance and the event participants will NOT be called back for run-offs. Review the Registration Form carefully. Categories that will advance on to the national level are listed in the national FCCLA *2015-2016 FCCLA Competitive Events Guide*.



### Procedure for STAR Events with Less than Three Entries

The State FCCLA Board of Directors has set a policy regarding STAR Events with less than three chapters/entries entering the event. In a STAR Event that has less than three entries (only one or two entries) the top entry that will be selected to go to the national meeting will be required to receive a minimum of 95% or higher on the evaluation rubric sheet.



### Top Superior Recognition - STAR Procession

Recognition of STAR Event participants during the Tuesday morning General Session will be: Job Interview / Illustrated Talk / Career Investigation - the students who have been called back as "top superiors" and participated in a run-off will participate in the STAR procession.

Other STAR Events - All participants in STAR Events, other than Job Interview, Illustrated Talk, and Career Investigation who received a "superior" rating will participate in the STAR procession.



### STAR Event National Conference Participants

The South Dakota FCCLA Association provides partial grants for the participants that advance to the National FCCLA Leadership Conference. It is very IMPORTANT that advisers and students understand that only partial funding is provided and it does not cover the total cost of attending the national leadership conference. The amount of money provided from the state association will be \$150 per participant that advances to the national level. This amount of money is to be used to cover the STAR Event registration and a portion of the National Leadership Conference registration for each STAR Event participant. Each South Dakota FCCLA participant in STAR Events will receive the same amount of grant money. Membership dues for the students who are to participate at the national level must have submitted all dues prior to March 1, 2016.

Immediately following the Tuesday Third General Session, a meeting will be held for all STAR Event National Conference participants. At this meeting, information will be provided regarding the National Conference, registration forms, expenses, etc. This meeting is mandatory for all national STAR Event participants. Before leaving the state meeting, all STAR Event participants will need to complete the appropriate registration information forms distributed at the Tuesday noon meeting. Registration will need to be sent to FCCLA National Headquarters Office by the appropriate national deadline of May 18<sup>th</sup>.

Arrangements for registration for STAR Events and the national conference lodging are to be made by the local FCCLA chapter adviser. STAR Event participants presenting at the national level are required to stay in an official FCCLA designated hotel. The hotel for the South Dakota Delegation is the San Diego Hyatt Hotel. Those wishing to stay at a hotel that is not on the official FCCLA hotel list, will not be allowed to participate in STAR Events and will not receive the \$150 paid by the state association. STAR Event participants and their advisers are responsible for arranging their own transportation and lodging to the National Leadership Conference in San Diego, CA. Lodging will be approximately \$225.00/night (includes a tax of 12.5%) for each room at the hotel. Up to four people can be in a room.

Required registration for each STAR Event participant will be National FCCLA Conference registration of \$278.00 which includes the Thursday evening Gala plus a \$45.00 STAR Event registration. Each individual attending will be responsible for any tours, food, a state T-shirt, insurance, souvenirs, transportation, and lodging. All expenses have to be paid to the State Association (State Adviser) prior to leaving for the National Leadership Conference.



## **Chaperon Information**

**(Please share with adults attending with your chapter)**

"Thank You" for volunteering your time to serve as a chaperon for the State Leadership Conference of the South Dakota FCCLA. You are a part of the "team" who can help us provide a valuable learning experience for our students. The following are some expectations that will help you in your duties:

- It is important that the students eat properly so they can demonstrate at their optimum. Please make sure they participate in the nutritious meals that are planned instead of eating only snack foods.
- Please be supportive of your students. Be supportive of officer candidates and students participating in STAR Events. Give them a pat on the back for the things they did well. If things did not go as well as anticipated, focus on the aspects that DID go well.
- Be a good listener. Be aware of the student concerns but also accept the decision of the evaluators. An observer cannot change or affect the decisions of the evaluators whether or not you agree with their decisions and actions.
- During the General Sessions, please sit among the students. It is important for the participants to be considerate of others. Talking or whispering, leaving their seat or obstructing the view of others is NOT considerate behavior and should not be tolerated.
- Students need to wear their name badges at ALL times. Security guards have been hired for the safety and privacy of our delegates. Delegates without name badges may be escorted from the premises. With nearly 1400 people in attendance, we need to be able to identify the FCCLA delegates. Outsiders are not allowed at the state meeting.
- Please be supportive of the activities that have been deemed as appropriate. We are very diligent in our efforts to make sure the State FCCLA Leadership Conference is an educational experience. Therefore, providing rides to the shopping malls or staying in the motel room to watch the television during the meeting times is not considered appropriate. We do not allow swimming before 4:00 PM. Signs will be posted at the pool entrance at Ramkota as to the time the pools will open. Everyone will SWIM AT YOUR OWN RISK - a lifeguard is not hired. The swimming pool closes at 10:00 PM.
- In a liability related issue, our expectations of "chaperons" do not include the patronization of any facility that serves alcoholic beverages. If a student should need the attention of a doctor, etc., and it has been determined that you have consumed any alcohol, you and/or the school district could be involved in litigation.
- For many reasons, FCCLA has a "dress code" for state sponsored meetings. Blue jeans without rips, tears or patches and are not frayed or appear to be very faded from numerous washes and chemical treatments can be worn to the social activity on Monday evening from 9:30 PM to 11:30 PM ONLY. This attire is NOT appropriate for any other activity including the Monday night General Session and Tuesday Morning General Session. Students are expected to dress in FCCLA attire for all the remaining activities (STAR Events and General Sessions). Dress trousers may be worn. Skirts and dresses should be at least fingertip length. Spaghetti straps, bare backs, and bare midribs are not appropriate at any time. No hats or caps are allowed in the buildings. Points may be deducted for inappropriate attire worn during STAR Event presentations.

- Advisers are encouraged to retain one of their sleeping rooms to use for changing into clothes AFTER the Third General Session on Tuesday.
- CURFEW IS 11:00 PM ON SUNDAY NIGHT AND 11:30 PM ON MONDAY NIGHT. This means that EVERYONE should be in their assigned rooms and they should be QUIET. Students OR adults should not be in the hallways in their sleeping attire. As a chaperon, you are expected to remind the students of the curfew.
- VISITATIONS by the general public are strongly discouraged. Students are not to plan to meet friends or relatives from non-participating schools in the lobby or meeting premises.
- Students will not be allowed to drive personal or school vehicles from Sunday 2 PM until Tuesday noon.
- Members of the opposite sex are not to be in each other's room unless the door is standing completely wide open or an adult chaperon is present in the room. The NOISE LEVEL in the rooms/occupants should be kept at a minimum.
- Please check all hotel rooms of the students you are responsible for prior to checking out of the hotel. Have students deposit trash, paper, and etc. before they leave the lodging room. Request extra trash bags from the hotel management if they are needed. Please encourage students to dispose of food and garbage in an appropriate manner.
- SAFETY and RESPECT FOR OTHERS are two important issues to consider as we chaperon and supervise our students. We want to make this an enjoyable, rewarding, and safe time for all participants.

### South Dakota FCCLA Dress Code

When to Wear	Men	Women
<ul style="list-style-type: none"> <li>✓ National FCCLA</li> <li>✓ State Leadership Conf.</li> <li>✓ Fall Leadership Conf.</li> <li>✓ District Meetings</li> </ul>	Red, Black or white polo or oxford shirt (long or short sleeves). Black dress slacks or Khaki pants (no shorts). Dress shoes	Red, black, or white polo or oxford shirt (long or short sleeves). Black or khaki dress slacks/pants/capris (no shorts). Black or khaki skirts – no shorter than 2 inches above the knee. Dress shoes or sandals.
<ul style="list-style-type: none"> <li>✓ STAR Event Participants</li> </ul>	Follow STAR Event specifications for dress and wear appropriate clothes for the nature of the presentation.	Follow STAR Event specifications for dress and wear appropriate clothes for the nature of the presentation.
<ul style="list-style-type: none"> <li>✓ State Special Events</li> <li>Casual Attire</li> </ul>	Jeans or capris with a polo shirt or an unaltered school t-shirt.	Jeans or capris with a polo shirt or an unaltered school t-shirt.
<b>Unacceptable Attire at FCCLA Sessions:</b> <ul style="list-style-type: none"> <li>✓ Skin-tight or revealing clothing</li> <li>✓ Midriff-baring clothing</li> <li>✓ Extremely short skirts (shorter than 2 inches above the knee)</li> <li>✓ Clothing with printing that is suggestive, obscene or promotes illegal substances</li> <li>✓ Athletic clothing</li> <li>✓ Swimwear</li> <li>✓ Rubber, beach type flip flops</li> <li>✓ Night wear (pajamas) should not be worn outside of your hotel room</li> </ul>		
<b>Chapter Advisers, Chaperons and Guests may follow national meeting dress code or wear business casual. No jeans, t-shirts or athletic wear.</b>		

## **Student Behavior Policies**

**CURFEW** -      Sunday Night - 11:00 PM  
                         Monday Night – 11:30 PM

**Dress Code** - Blue jeans that are without rips, tears or patches and are not frayed or appear to be very faded from numerous washes and chemical treatments can be worn to the social activity on Monday evening from 9:30 P.M. to 11:30 PM ONLY. This attire is NOT appropriate for any other official activity including the Monday night General Session. Students are expected to dress in FCCLA attire for the remaining activities - (STAR Events and General Sessions). Dress trousers may be worn. The following is **NOT** appropriate attire at any time: spaghetti straps, midriff or bare backs showing and clothing (skirts/shorts/dresses) shorter than fingertip length. NO hats or caps allowed at General Sessions. Points may be deducted for inappropriate attire worn during STAR Event presentations.

All delegates need to adhere to these policies through 12:00 noon on Tuesday, April 26, 2016. Students, who will be recognized for their outstanding proficiency in their STAR Events, will **be checked prior to the procession to determine if they are in appropriate attire. The students will not be allowed to appear on stage if they are not dressed appropriately.**

STUDENTS or ADVISERS should not be in hallways or meeting rooms in sleeping attire.

**SECURITY** - Security guards are hired for your safety. They will observe your dress, your special nametag, and your conduct. If you are in the halls after curfew or violate the conduct policies, they are instructed to correct the situation and report to the State Adviser.

**VISITATIONS** - Visitations of "outsiders" or the general public are strongly discouraged. Students should NOT plan to meet friends, relatives, etc. from non-participating schools in the lobby or any other location during the meeting.

**NAME BADGES** – Everyone will have a special printed name badge that is to be visibly worn by all delegates at ALL TIMES.

**SWIMMING** - NO SWIMMING WILL BE ALLOWED FROM 8:00 A.M. TO 4:00P.M. After 4:00 P.M. -- YOU SWIM AT YOUR OWN RISK. The swimming pool will close at 10:00 P.M.

**CONDUCT BEHAVIOR POLICIES** - Conduct Behavior Policies should be reviewed by all delegates and chaperons who participate in the State Conference, as well as, the parents of the student delegates.

**PARENT APPROVAL and MEDICAL INFORMATION FORMS** - Parent Approval and Medical Information Forms need to be completed for each student and retained by the local adviser. PLEASE DO NOT FORWARD THESE FORMS TO THE STATE OFFICE prior to the state conference.

## **Conduct Behavior Policies**

South Dakota FCCLA conduct policies and procedures are designed to help maintain high ethical standards and regard for the South Dakota Association of FCCLA.

### **South Dakota FCCLA Discipline Policy**

The following conduct policies reflect minimum behavioral standards for South Dakota FCCLA members. The policies are in effect for all delegates who are attending any state or national FCCLA function. Any violation of these conduct policies and dress code shall be considered as misconduct and may be cause for a legitimate complaint to be lodged. The term "delegate" shall mean any FCCLA member.

1. Defacing of public property -- Any damages to, or loss of property or furnishings of the properties being utilized for meeting purposes, will be paid for by the individual or responsible. This action may be cause for a legitimate complaint whereby the individual and/or chapter will be placed on probation for 13 months or after the same conference/activity concludes the following year.
2. Delegates shall keep their adult advisers informed of their activities and whereabouts at all times.
3. Members will be prohibited from participation without local supervision provided by the chapter or school.
4. Any occurrence involving the possession or consumption of any alcoholic beverage, narcotics, tobacco and/or any controlled substance - drugs) by a FCCLA member which causes a legitimate complaint to be lodged and will result in immediate suspension of the individual(s) involved from state and/or national activities for a period of 13 months. The chapter will be placed on probation for 13 months.
5. Any chapter on probation in which a member is involved in an occurrence of misconduct (property damage, possession or consumption of alcoholic beverages, tobacco, narcotics or any controlled substance/drugs), during the time of probation that causes legitimate complaint to be lodged will be suspended.
6. Use of tobacco in any form, in public (the convention center, businesses, restaurants, hallways, and restroom) by an FCCLA member will be considered as misconduct and will be cause for a legitimate complaint to be lodged. Use of tobacco by individuals under the age of 18 is against South Dakota law.
7. Any involvement or violation of dress code will be considered as misconduct and may be cause for a legitimate complaint to be lodged.
8. Any violation of curfew will be considered as misconduct and may be cause for a legitimate complaint to be lodged.
9. Members of the opposite sex are not allowed in sleeping rooms in hotels or motels unless the door is standing completely wide open or the chapter adviser/chaperon is present in the room. Any violation of this rule may be considered as misconduct and may be cause for a legitimate complaint to be lodged.
10. Delegates will not be allowed to leave the motel/convention center grounds at any time without adult supervision.
11. Delegates shall not use their own cars or ride in cars belonging to others during the conference unless accompanied by an adult adviser/chaperon.



12. Any misconduct of a State FCCLA officer (during the term of office) will not result in any disciplinary action against the local chapter of which he/she is a member.

**NOTE:**

- A. FCCLA members violating or ignoring any of the conduct rules are subject to being penalized or disqualified. Delegates may be sent home immediately at the expense of their parent/guardian.
- B. Misconduct is any act, which brings criticism or discredit to SD FCCLA, and/or the chapter that the member represents.
- C. For the purpose of interpreting these rules, a State or National activity or event will start at the time a FCCLA member leaves home and continues until the member returns home.

**DRESS CODE FOR LEADERSHIP CONFERENCES**

Throughout the Leadership Conferences the delegates shall adhere to the following dress code requirements.

Members will be dressed in appropriate FCCLA attire suitable to each occasion at all meetings. See South Dakota FCCLA Dress Code stated on the state website and earlier in this document.

The dress code will be enforced by the Executive Council, advisers, security officers and individual members.

**SD FCCLA Discipline Procedures**

All official complaints must be:

- A. Written and postmarked (or delivered in person) to the State FCCLA Adviser within ten (10) days following the conference/activity.
- B. Legitimate complaint consists of a written, signed statement lodged by a person or persons believing they have evidence to substantiate the complaint. This includes commercial establishments, state FCCLA staff, SDSU Teacher Education staff member, FCCLA members, FCCLA Advisers, security officials and other affected persons.
- C. The State Adviser may take immediate action upon receiving an official complaint.

**First Option - School District Level**

1. The affected individual and/or chapter (chapter adviser, CTE director and superintendent of school) will be notified by letter that an official complaint has been received within ten (10) working days following receipt of the written complaint.
2. The local school district will enforce the school disciplinary procedures when a legitimate complaint has been filed against an individual or chapter.
3. The local school district adviser/administration may assign reasonable and appropriate community service activities.
4. A description of how the disciplinary problem was handled will be forwarded in writing to the State Office within ten (10) working days after the school district has been notified of the complaint.

## Second Option - State Level

1. The State FCCLA Adviser will consult with the local adviser and administration in determining appropriate disciplinary measures.
2. The affected individual and/or chapter (chapter adviser, CTE director, and superintendent of schools) will be notified by letter that an official complaint has been received within ten (10) working days following receipt of the written complaint; they will be notified of a meeting date of the hearing and requested to attend and have a right to counsel. Any individual or chapter may elect not to attend the hearing.
3. The FCCLA Disciplinary Committee (appointed by the FCCLA Executive Council) will meet in a hearing; the State FCCLA Adviser will conduct the hearing and determine the disposition of the complaint.
4. The following action may be taken:
  - A. Case dismissed.
  - B. Letter of reprimand to CTE FCCLA instructor, chapter and a copy to the school administration.
  - C. Chapter and/or member may be placed on probation for a maximum of 13 months.
  - D. Chapter and/or member may be placed on suspension for a maximum of 13 months.

The correspondence will be sent from the state FCCLA Headquarters c/o the State Adviser.

5. The school superintendent, CTE director, and chapter adviser shall receive in writing the decision of the Disciplinary Committee within ten (10) working days after the hearing.
6. Within ten (10) working days after receiving the decision, the member or chapter may appeal the decision to the State FCCLA Adviser in writing.
7. Within ten (10) working days, the State FCCLA Adviser must inform the member or chapter of the scheduled meeting date of the appeals hearing before an unbiased board, whereby the member or chapter has a right to counsel. The Board will consist of three individuals who are not associated with FCCLA (such as, but not limited to College University personnel, Local School Administrator, Business/Professional persons, Local Advisory Committee members). Within three (3) working days after the hearing, the decision will be made and presented to the State FCCLA Adviser.
8. The State FCCLA Adviser will inform the member and/or chapter adviser, CTE director, and the superintendent in writing of the board's decision within ten (10) working days after the decision is made.
9. Last appeal means an appeal to the civil court.

### **NOTE:**

- A. Probation shall be interpreted to mean a warning to the individual or chapter. Probation will not eliminate the member or chapter from participation in State or National Conference activities.
- B. Suspension shall be interpreted to mean that any member and/or chapter will not be allowed to participate in any State or National activity for a period of 13 months. Under suspension, State awards and offices for the individual and chapter for the current year shall be withdrawn.
- C. The State FCCLA Disciplinary Committee is made up of:

State Adviser	State Officers
Two Advisory Board Representatives	Two State Officer Advisers

## PARENTS APPROVAL FOR STUDENT PARTICIPATION IN STATE FCCLA CONFERENCE

The South Dakota Association of FCCLA will hold its annual leadership conference in Sioux Falls, SD. Your daughter or son is to be one of the representatives to this meeting, please fill out the questions below, sign and return this form to the FCCLA Adviser of the Chapter to which your daughter or son belongs prior to the time for her/him to leave for the state meeting.

Do you approve of \_\_\_\_\_ going to the State FCCLA Conference to be held in Sioux Falls?  
(name of student)

\_\_\_\_\_ YES                      \_\_\_\_\_ NO

Do you know the plans for the trip, including who will chaperone the group, the mode of travel, where the group will stay and any plans for other stops enroute?

\_\_\_\_\_ YES                      \_\_\_\_\_ NO

Do you approve of these plans?

\_\_\_\_\_ YES                      \_\_\_\_\_ NO

Do you expect your son or daughter to see or call relatives or friends while enroute to or from Sioux Falls?

\_\_\_\_\_ YES                      \_\_\_\_\_ NO

If the answer is yes, please explain:

Does your son or daughter understand the required dress code for the state leadership conference?

\_\_\_\_\_ YES                      \_\_\_\_\_ NO

Does your son or daughter agree to abide by the rules of no use or possession of alcohol, drugs or tobacco products as well as the curfew?

\_\_\_\_\_ YES                      \_\_\_\_\_ NO

Do you understand that violation of these will result in the parent picking up the student or financing transportation home immediately?

\_\_\_\_\_ YES                      \_\_\_\_\_ NO

How may you be contacted in case of an emergency?

(Please provide phone numbers)

Does this delegate have any health problems? (diabetic, etc.)

\_\_\_\_\_ YES                      \_\_\_\_\_ NO

If so, please explain special care needed.

Does your household subscribe to health care insurance? \_\_\_\_\_ YES                      \_\_\_\_\_ NO

If yes, please give the name and address of the company and the policy number.

Have you discussed the possibilities of your son/daughter attending the National FCCLA Leadership Conference in San Diego, CA in July if he/she should be selected for their STAR Event participation?

\_\_\_\_\_ YES                      \_\_\_\_\_ NO

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

I agree to the terms above:

\_\_\_\_\_  
Signature of Delegate

\_\_\_\_\_  
Date

**South Dakota FCCLA – 2016 State Leadership Conference  
STAR Event Lead Consultants & Room Consultants**

<b>Sunday Events:</b>	<b>Lead Consultant</b>	<b>Event Room Consultants</b>
Advocacy	Brigitte Brucklacher – Philip Sr	Chrisit Larsen Jr
Career Investigation	Suzy Ries – Baltic Sr #1	Tiffany Newman – Bowdle Jr Jill Methany-Irene-Wakonda Sr #2
Culinary Arts	Joline Dunbar – Brookings Occ	
Fashion Construction	Kris Brockhoft – Winner Sr	
Hospitality, Tourism, & Recreation	Amber Mikkelsen – Gettysburg Sr	
Illustrated Talk – Sr	Joan Anderson & Marlys Hauck-Fenner	#1 – #2 – #3 – Kayla Steufen - Elkton #4 – Jennifer Poulos – West Cen #5 – #6 – #7 –
Interpersonal Communication	Dawn Bohlender – Kimball Jr & Sr	
Job Interview	Heather Herman – Tea Area Sr #1	Natalie Madsen – S Valley Sr #2 Suzanne Skinner- Mitchell Sr #3
Leadership	Bev Rieck – Dell Rapids Sr	
Nutrition & Wellness	Lisa Paulson-Colman-Egan Jr & Sr	
Parliamentary Procedure	Cindy Brace – Redfield Jr & Sr	
Promote & Publicize	Deb Rambough – Harrisburg Middle Jr /Sr #1	Linda Pankratz – Parker Sr #2
Sports Nutrition	Ellen Hohbach – Plankinton Sr #1	Rachel Sturm – Tri Valley Sr #2

**South Dakota FCCLA – 2016 State Leadership Conference  
STAR Event Lead Consultants & Room Consultants**

<b>Monday Events:</b>	<b>Lead Consultant</b>	<b>Event Room Consultants</b>
Chapter in Review Display	Connie Wolf – Wall Jr & Sr	
Chapter in Review Portfolio	Katie Hansen – Miller Jr & Sr	
Chapter Service Project Display	Linda Schroeder-Scotland Sr #1	Laura Friedrich – B Fourche Jr Ashley Tollefsen-Hitchcock-Tulare Sr #2
Chapter Service Project Portfolio	Carrie Kafka -Corsica-Stickney Sr	Mary Jo Parker-Andes Central Jr
Entrepreneurship	Karmon Schroeder – Beresford Jr & Sr	
Environmental Ambassador	Bev Rieck – Dell Rapids Jr & Sr	
Focus on Children	Nikki Melius – Faulkton Jr	Nikki Kriz – Rosholt Sr #1 Kristi Knox – Canistota Sr #2
Food Innovations	Stephanie Gelderman – Parkston Jr & Sr	
Illustrated Talk – Jr	Joan Anderson & Marlys Hauck-Fenner	#1 - Katie Brooks – Howard #2 - Vicki Dant – Iroquois #3 - Lakisha Jordan – McIntosh #4 - Darla DeKraii – Sturgis #5 - Katrina Hostler – Ethan #6 –
Life Event Planning	Tammy Paulson – Clark Jr #2	Tracy Tucker – White River Jr #1 Frankie Lux – Bridgewater-Emery Sr #1 Bobbi Larsen – DeSmet Sr #2
National Programs in Action	Karen Mettler – Eureka Jr	Lindsey Tietz – Groton Sr #1 Jessica Duerre – Webster Area Sr #2
Recycle and Redesign	Roberta Stoebner – Menno Jr	Amy Brooks – Sisseton Sr
Teach and Train	Sherry Opbroek – Burke Jr & Sr	