Revised

2019

Appendix

This section contains:

- HOSA Code of Conduct
- Advisor/Chaperone Code of Ethics
- Photo Release Form
- Medical Liability Release Form
- Acceptable Forms of Photo Identification
- HOSA, TA Dress Code
- HOSA, TA Crisis Plan
- Board of Directors Meeting Proxy Form
- Nondiscrimination Statement
- Compliance Statement

School: _____

Advisor: _____

HOSA CODE OF CONDUCT

A good reputation enables members to take pride in their organization. Texas HOSA members have an excellent reputation. Your conduct at any HOSA function should make a positive contribution to the reputation that has been established. **HOSA Conference participants are AWARE THAT:**

1. HOSA follows the UIL rules and regulations established for secondary high schools.
2. STUDENT behavior should at all times be a positive reflection of your school and Texas HOSA.
3. Student conduct is the responsibility of the student and their advisor.
4. STUDENTS will abide by the Texas HOSA Conference Attire Policy at all business sessions, general sessions, competitive events, and other conference activities. HOSA conference name badges shall be worn at all times when participating in HOSA conference activities.
5. STUDENTS must to attend all general sessions and other scheduled conference activities. Please be prompt and show respect to those in the audience and on stage.
6. STUDENTS shall keep their advisors informed of their activities and whereabouts at all times.
7. STUDENTS who disregard the rules will be subject to disciplinary action and will be sent home at their own expense. Parents will be notified.
8. STUDENTS may not purchase, consume, or be under the influence of alcohol or drugs at any time. Smoking or using tobacco products at a school-related or school-sanctioned or Texas HOSA sanctioned activity on or off school property or on conference site is prohibited at any time.
9. STUDENTS are to report any incidents, injuries or illness to their local or state advisor or state staff immediately.
10. STUDENTS are expected to observe the designated curfew. (Curfew is defined as being quietly in your own assigned room by the designated hour.) Curfew can be found in conference memo.
11. The student and his/her parents will be expected to pay for any and all damages relating to student behavior which results in loss or damage to property.
12. Students and/or parents will be responsible for any long distance phone calls, charges to the room, etc.
13. ***I have read the above Code of Conduct for HOSA Conferences and agree to abide by the rules.***

I, _____, hereby grant Texas HOSA permission to make photographs, videotapes, broadcasts, and/or sound recordings, separately or in combination, of me and permission to use the said photographs, videotapes, broadcasts, and/or sound recordings for educational and promotional purposes on any delivery system.

Printed Name of Parent / Guardian	Parent / Guardian Signature	Date
Printed Name of Student	Student's Signature	Date

HOSA, TA
Advisor's and Chaperone's CODE OF ETHICS

HOSA ADVISORS AND CHAPERONES ARE EXPECTED TO:

1. Project a positive and professional image of Texas HOSA to all those with whom they interact.
2. Promote HOSA as a positive student experience; therefore, will act as a positive role model for students in dress, voice, attitude, actions, and demeanor.
3. Be accountable to and for their students in all Texas HOSA-related activities.
4. Understand and follow established processes within the HOSA organization that protect the rights of all members.
5. PERFORM all assigned duties. Failure of an advisor to perform their duties may result in their chapter being disqualified from conference activities by the Board of Directors.

HOSA advisors are proud of the standard of excellence they maintain for themselves and their students. Attendance at any Texas HOSA function implies acceptance and practice of these standards.

I have read the above Code of Ethics for HOSA Advisors/Chaperones and agree to Accept and practice these standards.

Chapter number_____ School _____

Advisor _____
Signature Date

Chaperone _____
Signature Date

****

Plan of Action: For failure to follow the Advisor/Chaperones Code of Ethics. Conference with the Board of Directors. Consequences to be determined by the Board of Directors, up to notification sent to the appropriate administrators.

I, _____, hereby grant Texas HOSA permission to make photographs, videotapes, broadcasts, and/or sound recording, separately or in combination, of me and permission to use the said photographs, videotapes, broadcasts, and /or sound recordings for educational and promotional purposes on any delivery system.

_____
Advisor Signature/Date

School: _____

Advisor: _____

MEDICAL LIABILITY RELEASE FORM

DIRECTIONS: Due to legal restrictions, it is necessary that all delegates, Chaperones, Guests and HOSA advisors complete this form as a prerequisite for eligibility to attend any HOSA Leadership Conference. The HOSA chapter advisor should keep the original copy for Area and State Conferences.
PLEASE TYPE OR PRINT ALL INFORMATION

Delegate's Name: _____

Parent/Guardian's Name: _____

Home Address: _____

Parent/Guardian Telephone: Home: _____ Work: _____

Delegate's Physician: _____ Phone Number: _____

Physician's Address: _____

Alternate Contact: _____

Telephone Number: Home: _____

Work: _____

Student is covered by group or medical insurance? Yes _____ If yes, complete the following information: No ___

Name of insured: _____

Insurance Company: _____ Group #: _____ Policy#: _____

Please completely describe any medical condition which may recur or be a factor in medical treatment:

a. Allegry:_____
b. Physical Handicap:_____
c. Convulsions:_____
d. Medicine Reactions:_____
e. Blackouts:_____
f. Disease of any kind:_____
g. Heart or Lung problems:_____
h. Other(be specific):_____

If currently taking medication, please provide the following information:

* Name of medication: _____

* Prescribing Physician and Phone Number: _____

LIABILITY RELEASE: I certify that the information described above is accurate and complete to the best of my knowledge. I understand that each individual is responsible for his/her own insurance coverage during this trip. I hereby release the National HOSA Board of Directors, the National Staff, State and Local HOSA Associations, and any designated individual in charge of the HOSA group or specific activity from any legal or financial responsibility with respect to my personal or my student/child's participation in or contact with any known element associated with an activity including competitive events.

PARENT/GUARDIAN: Please check one of the following and sign your name.

_____ I give my permission for immediate medical treatment as required in the judgment of the attending physician. Notify me and/or any persons listed above as soon as possible.

_____ I do not give permission for medical treatment until I have been contacted.

Parent/Guardian's Signature _____ Date _____

(The above line must be signed by the parent or legal guardian, regardless of applicant's age with the exception of post-secondary applicants.)

Delegate's Signature _____ Date _____

Texas HOSA Dress Policy

Texas HOSA's dress code policy has different areas of emphasis: general session dress; competitive events dress; and official function dress (social activities).

General Session Dress (REQUIRED):

HOSA's Official Uniform Policy

• Tailored navy blazer with emblem affixed over the heart.

• Matching navy slacks or navy knee length skirt

• White, closed - neck, tailored dress shirt suitable for tie or scarf

• Accents: maroon HOSA scarf or maroon or navy long tie

• Closed - toe blue or black (hose optional for women)

• Belt (blue or black)

• Head covers that are required for religious purposes or to honor cultural tradition are allowed.

OR,

• Black or navy-blue suit

• White, closed-neck, tailored dress shirt with tie (maroon or navy long tie)

• White blouse (can be member's choice) - Accent: maroon HOSA scarf

• Members may choose to wear knee-length skirt or slacks

• Closed-toe blue or black shoes (hose optional for women)

• Belt (blue or black)

• Head covers that are required for religious purposes or to honor cultural tradition are allowed.

Competitive Events Dress:

Delegates must adhere to the policy as specified in the individual competitive event guidelines for the orientation and event in which they are competing.

If the competitive event guidelines identify business attire is appropriate, competitors can either wear the official HOSA uniform or any of the following dress is acceptable (color is not specified for clothing or shoes for competition):

- Suit
- Shirts
- Sports Jackets
- Skirts

- Pants
- Dresses
- Jackets
- Shoes (closed-toe; open-toe; heeled sandals are permitted)

Or, Official HOSA Uniform

If the competitive event guidelines identify clinical uniform or attire appropriate to the occupational area for skill events, the following dress is acceptable (scrubs can be of any color/design, with or without a HOSA emblem):

- Scrubs
- Clinical shoes or tennis shoes
- Khaki Pants with Polo Top
- Note: Shorts and flip-flops are not acceptable HOSA clinical attire.

Process for Awarding Competitive Event Dress Bonus Points:

- For all competitive events, five (5) bonus points will be added once per competitor and/or team to the tally sheet for appropriate dress. In team events, all team members must be properly dressed to receive the bonus points.

Exceptions are as noted in the event guidelines.

- Dress bonus points are awarded unless a dress violation is agreed upon by the Event Manager and a event assistant. When dress points are not awarded, this must be indicated on the Texas HOSA Event Section Summary form.
- Judges are NOT responsible for the awarding of dress bonus points; this is handled by competitive event personnel.

Competitive Events Dress Tips:

No policy can possibly cover all contingencies so HOSA members must use a certain amount of judgment in their choice of clothing to wear for HOSA competition. HOSA members who experience uncertainty about acceptable HOSA attire should ask his/her HOSA local advisor. Unacceptable clothing for competition (but not limited to):

Casual tank, crop or tube tops

- Denim clothing or canvas shoes
- Torn, dirty, or frayed clothing
- T-shirts • Denim pants in colors other than blue
- Clothing that has obscene or suggestive printing or pictures that may be offensive.
- Sweat pants/shirts
- Blue jean skirts and dresses
- Flip-flops and Thong sandals: shoes that are flat, backless, made of rubber or leather, plain or embellished with beads, etc., consisting of a flat sole held loosely on the foot by a Y-shaped strap, like a thin thong, that

passes between the first (big) and second toes and around either side of the foot.

- Tennis shoes
- Beach wear; athletic clothing, swimwear, sheer or mesh clothing and sports clothes
- “Shorts”, “capri pants” and other short pants (Dress pants are acceptable.)
- Revealing clothing i.e. excessive cleavage, back, chest, stomach, under garments, etc. Note about HOSA’s Dress Code Policy:
- Head covers that are required for religious purposes or to honor cultural tradition are allowed.

A competitor should dress appropriately, based on the dress standards outlined for the gender to which they identify. Official Function Dress (Workshops, HOSA Expo and Social Activities): Appropriate business attire is required for official functions including the HOSA Expo and workshops in conjunction with the ILC. Social activities dress code will include everything EXCEPT: athletic clothing, swimwear, sheer or mesh clothing, tank tops, muscle shirts, crop tops and clothing with obscene or suggestive printing. Shirt straps must be two inches wide and the length of shorts and skirts must be at minimum to the fingertip.

HOSA Competitor Identification Form

If an acceptable photo ID is not available, the competitor **must** do the following: complete the information below, have it signed by a school official or notary, and present this form as the competitor's photo identification on the day of the event(s).

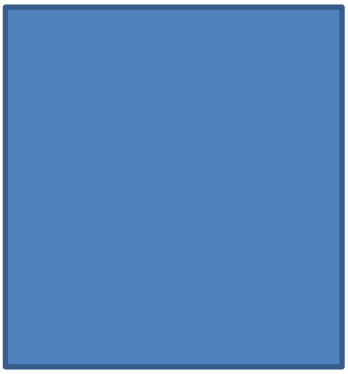
Student Competitor Instructions | School Official or Notary Instructions

Complete the document thoroughly in the designated student information areas. Attach a recent photo of yourself in the designated area. Bring this form with you on the day of your competitive event.

Place your seal or signature partially over the student photo's. After you have witnessed the student sign, please sign as school official or notary.

Student Competitor Information

The competitor should affix a recent photo below. (The photo should be of the competitor only and closely resemble the competitor's appearance on the day of the event).



Last Name: _____

First Name: _____

Date of Birth: _____

Chapter: _____

School: _____

Sex: _____

School Address:

School official_____

Notary - please affix seal partially over photo. School Official - please sign partially over photo.

State/Province: _____

Country: _____

Student Statement and Signature:

I certify that I am the person whose name and photograph appear above. I also acknowledge that submitting incorrect information could result in cancellation of competitive event scores. (Signature to be witnessed by a notary or school official).

_____ _____

Student Signature *Date*

Notary or School Official Statement and Signature:

I certify that the student as pictured above has signed this form in my presence and I am not related to the above person.

_____ _____

Notary or School Official Signature *Date*

Form developed based on ACT and SAT Student Identification Forms

Crisis Management Plan

The mission of HOSA, TA's Crisis Management Plan is to contain and manage any emergency event that may occur. In today's post-911 world, it is imperative that we be vigilant and proactive to keep ourselves and our competitors safe. This document is intended to give a policy in the event of any of the emergencies listed, as well as provide guidelines for any emergency that may not have been thought of.

As with any major incident, a chain of command system will be implemented in order to keep misinformation from being given out and causing panic. Once emergency responders are on scene, all management of the crisis will be turned over to Scene Commander. Information that will pass between Incident Command and local advisors will be done by going through the Board members of HOSA, TA which will ultimately be handled by the State Advisor.

In no circumstance should a local advisor talk to the media about what they believe to have happened due to media sensationalism that may cause panic among our student's parents. It is the responsibility of each member of HOSA to protect our students and advisors from the harm of any emergency incident as well as protect ourselves within the community of local and national media.

Possible Types of Crises

Critical Incident Plans: **Inclement Weather**: Ice, Hurricanes/Tropical Storms, Flooding, and Tornados: HOSA, TA Board of Directors, along with the Executive Director/State Advisor and the conference chairs will discuss whether to continue with conference plans as set or post-pone conference until weather is better. *In the event of a sudden, severe weather* occurrence, notice will be sent out to all advisors about sheltering in place in a protected location until crisis is averted

Active Shooter: Lock down procedures will be strictly adhered to as with any school function, until authorities have given all clear to Executive Director then all advisors will be notified

Fire, gas leak, and bomb-threat: Advisors should be aware of evacuation plans for location they are visiting with their students. Advisors should discuss emergency exits and emergency meeting places as soon as is feasible so that Advisors know who may be missing during a crisis. ***UNDER NO CIRCUMSTANCES IS ANYONE TO DO SEARCH AND RESCUE.*** Professional rescuers should be alerted, through the State Advisor, if someone is determined to be missing.

Hosa, TA Crisis response

IN THE EVENT OF A CRITICAL INCIDENT:

- First- The safety and security of our members and participants is our 1st concern. In a medical emergency, call 911, on-site security and conference chair immediately.
- Second- Get participants out of harm's way
- Third- Assess the situation carefully. Don't turn something small into a critical incident
- Fourth- If the incident has resulted in serious injury or a fatality and/or affects the health of two or more people, initiate the plan by contacting the crisis management team listed below
- Fifth- Treat the injured until help arrives unless personal safety of rescuer is threatened
- Sixth- Witnesses may be necessary. Ask those who have witnessed the event to stand by until authorities or members of Texas HOSA crisis management team have arrived. Information from witnesses will be important to emergency personnel, authorities and the association.
- Seventh- keep record of who was involved and –in medical emergencies particularly- where individuals were taken, by whom and when.
- Eighth- Crisis management and Communication Team will take responsibility for coordinating response(s) to incident and communicating to members and media about incident.

Contact Information for HOSA, TA Crisis Team:

State Advisor Janet Villarreal- Team Leader 956-

___-____

Police/Fire/Ambulance 911

Conference Hotel Information:

_____

Conference Chair_____

HOSA, TA Board of Directors Meeting

PROXY FORM

I will not be able to attend the HOSA, TA Board of Directors Meeting on

_____At _____.

I understand that it is important for each area to have representation at this meeting; therefore, the following individual will serve as my proxy. I will inform my representative as to the location and time of the meeting. I will notify the HOSA, TA Board of Directors President and Secretary of my absence.

Signature of HOSA, TA. Board of Directors Member not attending the meeting _____

Area:

Proxy Name

Proxy Contact Information _____

Please have your proxy bring this form to the meeting.

It is the policy of Health Occupations Students of America, Texas Association not to discriminate on the basis of race, color, national origin, sex, or handicap in its programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

It is the policy of Health Occupations Students of America, Texas Association not to discriminate on the basis of race, color, national origin, sex, or handicap in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

Compliance Statement

Title VI, Civil Rights Act of 1964; The Modified Court Order, Civil Action 5281, Federal District Court, Eastern District of Texas, Tyler Division

Reviews of local education agencies pertaining to compliance with Title VI Civil Rights Act of 1964 and with specific requirements of the Modified Court Order, Civil Action No. 5281, Federal District Court, Eastern District of Texas, Tyler Division are conducted periodically by staff representatives of the Texas Education Agency. These reviews cover at least the following policies and practices:

(1) Acceptance policies on student transfers from other school districts;

(2) Operation of school bus routes or runs on a non-segregated basis;

(3) Nondiscrimination in extracurricular activities and the use of school facilities;

(4) nondiscriminatory practices in the hiring, assigning, promoting, paying, demoting, reassigning, or dismissing of faculty and staff members who work with children;

(5) Enrollment and assignment of students without discrimination on the basis of race, color, or national origin;

(6) Nondiscriminatory practices relating to the use of a student's first language; and

(7) Evidence of published procedures for hearing complaints and grievances.

In addition to conducting reviews, the Texas Education Agency staff representatives check complaints of discrimination made by a citizen or citizens residing in a school district where it is alleged discriminatory practices have occurred or are occurring.

Where a violation of Title VI of the Civil Rights Act is found, the findings are reported to the Office for Civil Rights, U.S. Department of Education.

If there is a direct violation of the Court Order in Civil Action No. 5281 that cannot be cleared through negotiation, the sanctions required by the Court Order are applied.

Title VII, Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972; Executive Orders 11246 and 113275; Equal Pay Act of 1964; Title IX, Education Amendments; Rehabilitation Act of 1973 as amended; 1974 Amendments to the Wage-hour Law Expanding the Age Discrimination in Employment Act of 1967; Vietnam Era Veterans Readjustment Assistance Act of 1972 as amended; Immigration Reform and Control Act of 1991.

The Texas Education Agency shall comply fully with the nondiscrimination provisions of all federal and state laws, rules, and regulations by assuring that no person shall be excluded from consideration for recruitment, selection, appointment, training, promotion, retention, or any other personnel action, or be denied any benefits or participation in any educational programs or activities which it operates on the grounds of race, religion, color, national origin, sex, disability, age, or veteran status (except where age, sex, or disability constitutes a bona fide occupational qualification necessary for proper and efficient administration). The Texas Education Agency is an Equal Employment Opportunity/Affirmative Action employer.