



Revised
2018

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.

Signature	Chapter number	Date
<input type="checkbox"/> Please check one <input type="checkbox"/> Advisor	<input type="checkbox"/> Chaperone	

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. Allergy: _____

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 APPENDIX

ACCEPTABLE FORMS OF PHOTO IDENTIFICATION FOR COMPETITIVE EVENTS

- The competitor must present an original, valid current photo ID that is issued by a city, state or federal government agency or by the competitor's school.
- School ID's must be for the current academic year and in a hard-plastic card format.
- The first and last name must match as it appears on the event registration.
- The photo must be current and recognizable.
- Examples:
 - Government-issued driver's license or non-driver ID card
 - Official school-produced student ID card from the school the competitor currently attends
 - Government-issued passport or U.S. Global Entry identification card
 - Government-issued military or national identification card

If the competitor does not have an acceptable form of ID listed above, the HOSA Competitor Identification Form, found on the next page of this Appendix, may be completed and used.

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.

Student Competitor Information

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.

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

<http://www.act.org/content/dam/act/unsecured/documents/Identification-Letter-Form.pdf>

<https://collegereadiness.collegeboard.org/pdf/sat-student-id-form.pdf>

OFFICIAL Texas HOSA UNIFORM POLICY

Dress Code HOSA uniform

- ❖ Black or navy blue suit with a white shirt (the white shirt can be the member's choice).
- ❖ Closed-toe blue or black shoes (hose optional)
- ❖ Male members MUST wear a tie.
- ❖ Female members may choose to wear knee-length skirt or slacks.

OR Official HOSA Uniform Policy:

- ❖ Tailored navy blazer with emblem affixed over the heart.
- ❖ Shirt/blouse for females (white tailored or short-sleeve white jewel neck shell)
- ❖ Shirt for males—white closed-neck, man-tailored dress shirt, suitable for use with a tie
- ❖ Accent for female members – maroon HOSA scarf or tie is optional but not required
- ❖ Accent for male officers - navy or maroon long tie
- ❖ Matching navy slacks for males and matching navy slacks or skirts for females
- ❖ Closed-toe blue or black shoes (hose optional)

The HOSA uniform shall be worn for all official functions such as: Competitive Events when uniform is specified, official business and Executive Council meetings when representing HOSA in various public relations activities and other related activities.

Official Dress Code for ALL General Sessions:

This policy is for student delegates. Advisors, family members and guests are not required to wear the HOSA uniform or the black or navy blue suit with a white shirt to the general sessions, but it is suggested they dress in business attire.



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 Tornadoes: 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.