



## Indiana Association of Student Councils All Division

### Acceptable Conduct & Safe Environment Policy

The Indiana Association of Student Councils, INC. (IASC) is committed to creating and maintaining an environment in which all persons who participate in IASC programs and activities feel safe and comfortable. Harassment and discrimination express disrespect; abuse of authority, undermine relationships; and interfere with learning and productive work. They are also illegal. The cooperation of all student delegates and advisers will ensure a positive experience for everyone.

IASC expressly prohibits any form of harassment based on race, color, religion, national or ethnic origin, sexual orientation, age, disability or gender that has the purpose or effect of:

1. Substantially interfering with an attendee's or staff member's ability to participate in or monitor conference/event activities.
2. Creating an intimidating, hostile, or offensive environment.

Some examples of conduct that are not acceptable are included below. These examples are types of behavior that are not acceptable. Unacceptable conduct is not limited to those below.

- Foul, obscene, racist or threatening language;
- Any group or individual activities, i.e. icebreakers, songs, etc. designed to promote or facilitate inappropriate or sexually suggestive touching of another person or oneself;
- Grabbing, groping, offensive kissing, or fondling;
- Suggestive whistling, leering, staring, stalking or hazing;
- Lewd, off-color or otherwise inappropriate or sexually oriented comments and/or jokes;
- Harassment or discrimination expressed through slurs, jokes, teasing, pranks, innuendo, stereotyping, or otherwise;
- Discussions or questions about one's sexual experiences or others' sexual experiences;
- Suggestive or sexually explicit pictures, videos, DVD's, or gestures;
- Unwanted or offensive letters, notes, voicemail messages, or email messages;
- Sexually oriented or explicit remarks, including written or verbal references to sexual conduct, gossip regarding another person's or one's own sexual activities, deficiencies, or prowess;
- Behavior deemed inappropriate by the adult in charge;
- Sexual favors in return for rewards, or threats if sexual favors are not provided;
- Sexual assault or rape.

#### **Incident Reporting and Follow-up Procedures:**

1. Students should report incidents as soon as possible to their advisers (this includes an adviser who is acting in the stead of the home school adviser). In the event where the timeliness of contacting their adviser is compromised, the student should report it directly to an IASC Official.
2. Once an incident is reported, the student will be separated from the environment or persons involved to ensure his/her safety and well-being.
3. The IASC will conduct an investigation of the incident to determine what actions should be taken and if local authorities will be contacted. State law will guide the IASC in its obligation to report specific incidents involving minors.
4. IASC will review the investigative findings with the adviser and will conduct any communications with parents, school officials, or other parties.
5. Any person found in violation of this policy has the right to appeal any actions/decisions of IASC conference/event staff to the IASC State Board.
6. The IASC will keep all written record of an incident on file.

The IASC prohibits any form of retaliation against any student or staff member for filing a bona fide complaint under this policy or assisting in a complaint investigation. The cooperation of all student delegates and advisers will ensure a positive experience for everyone.



All student delegates are required to adhere to the policies and guidelines listed below.

Delegate Etiquette

1. **Always display the appropriate mode of attire and behavior that is representative of any student leader.** Students may dress casually, but appropriately. The following clothing is **NOT** acceptable attire: any clothing that reveals midriffs, cleavage, shoulders, backs or torsos is not permitted; cut out or frayed clothing; tank tops with extra large arm and neck holes; clothing with ads for alcohol, tobacco, drugs, or with profanity, sexual pictures, or inference to these items.
2. Students wearing prohibited/inappropriate apparel will be asked to change.
3. Undergarments, shirts/tops, shorts/skirts/dresses, and shoes must be worn at all times. Skirts and dresses should be **no** shorter than two inches above the knee. Shorts need to be fingertip length.
4. Students not wearing appropriate apparel will be asked to change by their conference adviser.

Conference Guidelines

1. **Wear appropriate conference name badge at all conference general sessions, breakout sessions and activities.**
2. **Attend all conference sessions at the designated times and places.** For the duration of the conference, delegates cannot deviate from the stated schedule.
3. Use of electronic devices, including cell phones, texting, iPods, MP3 players, iPads, e-books, headphones and hand-held games are prohibited during any meeting, activity or general session.
4. Food, drink, noisemakers, or throwing/bouncing any objects are prohibited in general sessions.
5. **Respect the rights and safety of others as outlined in the Acceptable Conduct and Safe Environment Policy (page 1).** Students exhibiting irresponsible behavior that endangers the health, safety, or welfare of themselves or others will be sent home immediately at their expense.
6. Stay in a safe supervised environment. Students should not leave the hotel at any time without approved adult supervision.
7. **Understand that the uses of alcohol, tobacco products, or illegal drugs, as well as, the possession of any type of weapon, play or real, is strictly prohibited.** Any student found possessing or under the influence of any illegal drug or alcohol, or possessing a weapon will be expelled from the conference, turned over to his or her adviser, and sent home immediately at his/her expense. The IASC will notify both the student's school principal and parents of the infraction.
8. **Respect the property of others.** Students are not to take objects from the conference areas or any other property visited. Theft and vandalism will not be tolerated. Delegates must obey the rules of the conference facilities. The facilities have the right to ask a delegate or delegates to leave. **Individuals are responsible for damages to property or furnishings and will pay for its repair or replacement.**
9. Please understand that during the conference photos and/or videos will be taken of delegates and your image may be used by the IASC. Please see IASC Image Use Policy below.

Hotel Etiquette (For Conferences that necessitate a hotel stay)

1. **Abide by all hotel policies.**
2. Be courteous to other hotel guests and honor their need for rest. As guests in hotels, students need to observe any reasonable requests or rules made by the management, including curfew. Once curfew begins students are required to stay in their room. **The adviser and other designated chaperones are responsible for supervision of their students.** If there are any disruptions reported to the hotel, the adviser will be notified to correct the situation. **Security guards will be scheduled for your safety.**
3. Students must stay in their assigned hotels and rooms and should not be in any other hotel sleeping room other than their own room. Under no circumstances are student permitted to be in the hotel room of a student of the opposite gender without adult adviser supervision.
4. Please do not congregate in public areas of the hotel, i.e. halls, lobbies, etc. Remember that you are not the only guests at the hotel.
5. Do not run down hallways. Noise should be kept at a low, reasonable volume, especially in the hotel. Do not engage in any ball throwing or similar activity that may damage hotel rooms or facilities.
6. Trash (including pizza boxes, cans, etc.) must be placed in the proper receptacles and not left on guest or meeting room floors.
7. IASC accepts no liability in the event delegates are injured in the use of hotel pools, fitness rooms, and spas.

Violation of any of these expectations may result in your student being sent home at his/her expense. (Of course, we would much prefer that everyone have an exciting and safe conference!) We appreciate your support of your child's involvement in leadership and service development.

Image Use Agreement:

Additionally, by signing this form, you hereby give consent to the IASC and its subsidiaries to use photos and videotaped images of conference attendees for promotional, educational, and advertising purposes.

**Your signatures below indicate that the student and parent/guardian have read and discussed the above guidelines and are in agreement with these expectations.**

Student Name (Please Print) \_\_\_\_\_ Signature \_\_\_\_\_

Parent/Guardian Name (Please Print) \_\_\_\_\_ Signature \_\_\_\_\_

School Name (Please Print) \_\_\_\_\_

Conference Adviser (Please Print) \_\_\_\_\_ Signature \_\_\_\_\_

Conference Adviser Cell Phone ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Date \_\_\_\_\_

**STUDENTS:** Please give this signed form to your conference adviser.

**ADVISERS:** Please keep the original of this form and submit a photocopy at conference registration along with your signed Adviser Commitment Form.