



Indiana Association of Student Councils
High School Division/Middle Level Division

Inspiration. Action. Service. Character.

2019
Middle Level Division/High School Division
Representative Assembly

Hamilton County 4-H Fairgrounds
2003 Pleasant Street
Noblesville, IN 46060

Thursday, April 11, 2019
9:00 AM - 3:00PM

Confirming Information

Parking

- Parking will be in the lot surrounding the Exhibition Center. Please be mindful when parking that there will be several buses needing to park.

Registration

- Registration begins at 8:15 AM inside the Exhibition Center in the Exhibition Gallery. Please see the map that follows showing the entrance to use.
- An *adviser* needs to report to the Registration Table to pick up your school's registration materials.
- **Advisers must present the following when you register: Student Commitment and Responsibility Forms for all student delegates & Adviser Commitment and Responsibility Form for all adviser delegates. Please present the forms in ALPHA order.**
- *Once delegates are registered, they must enter the Exhibition Center, the location of our opening general session. Delegates must not gather in the Exhibition Gallery. Please make this happen.*
- Any unpaid fees are due at registration as well.
- **The 1st General Session will begin promptly at 9:00 AM.** In the past few years, we have held the start for up to 30 minutes to allow schools to arrive before we start. As you can imagine, this throws the schedule off for the remainder of our day. The HS Div Executive Committee has spent a great deal of time discussing this matter. While we want to be accommodating to all, we also want to be considerate of those who arrive timely. **We will start at 9 AM.** Please plan accordingly.

Campaigning

All campaigning must occur inside the Exhibition Center. No campaigning of any kind, for any position, can occur in the lobby area.

Advisers who have District Representative candidates from your school must turn any receipts for expenditures related to the candidate's campaign to Rob Zeider at the time you register. Please remember that candidates can spend no more than \$250 of their personal funds or funds donated to their campaign.

There is no limit to the amount of funds that a candidate school's student council may expend on their member's campaign.

All candidate speeches will occur in the morning General Session, as well as, all voting. The candidates from each district will deliver their speeches. Following each district's candidate speeches, school's will be given time to caucus and to cast their vote. Once the speeches and voting for a district is complete, we will begin the speeches for the next district, followed by caucus, and finally voting. We will proceed in this fashion until we're through all 6 IASC District. The presidential candidate speeches will immediately follow.

Lunch

Lunch is included in your registration fee. Details of the lunch rotation will be shared at the close of the 1st General Session, prior to beginning the lunch rotation.

If someone in your delegation requires a special lunch (vegetarian; gluten free, etc.) please let Rob Zeider know that at your earliest convenience and no later than 4 PM ET on Tuesday, April 9.

General Information

- Student cell phones must remain off during our meetings unless otherwise instructed. If it is necessary for advisers to have their cell phone on, please set it to silent or to vibrate.

- Dress code for Rep Assembly is the same as other IASC events-
 - no short shorts
 - spaghetti straps
 - bare midriffs
 - NO HATS, please!



Hamilton County 4-H Fairgrounds
Exhibition Center
2003 Pleasant Street
Noblesville, IN 46060



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.



HS Division/ML Division
 Representative Assembly
 April 11, 2019

Indiana Association of Student Councils

To be presented at
 Registration on
April 11, 2019

Adviser/Adult Commitment & Responsibilities Form

In order for all those attending IASC Conferences/Events to have a great experience, please read the following information. Please be aware that the IASC is **NOT** responsible for your student delegation and we rely on your assistance for the following:

1. Advisers must complete the on-site registration process for their group at the designated conference registration site and time.
2. Advisers/Chaperones are responsible for the **behavior and attire of their students at all times and at all events**. The following behavior is not allowed: talking during presentations, use of cell phones/text messaging, PDA's, MP3s, iPods, cassette/CD players, headphones, games, etc., interfering with delegates/officials' ability to participate, inappropriate attire, running in hallways, and creating an intimidating, hostile, or offensive environment. **Advisers witnessing inappropriate behavior, even in students from other delegations, should speak to the student(s) involved.**
3. Advisers/Chaperones must attend **all** the general session meetings, breakout sessions, or events to supervise student delegates, making certain their students are on time and attending all sessions. **Advisers/Chaperones are to sit with their respective delegations during general sessions.**
4. Advisers/Chaperones must review responsibilities and expectations outlined on the IASC Acceptable Conduct and Safe Environment Policy, as well as the IASC Student Participant Commitment Form with their student delegates to clearly define expected behavior prior to signing this form.

For Conferences that necessitate a hotel stay

5. Advisers/Chaperones must check **students' sleeping rooms** at the stated curfew to confirm their students are in their own rooms and quiet. Additional security guards will be on duty during our conference. At any time should complaints or problems arise, the adviser(s) will be notified to correct the situation.
6. The use of swimming pools, spas, whirlpools, adjacent pool and fitness rooms are not a part of the conference program. Any use thereof is at the personal risk of students, advisers and/or chaperones. IASC assumes no liability for accidents or injuries that may occur in or around pool, fitness facilities, and any and all public areas, hotel properties, shopping malls, restaurants, etc.
7. Advisers/Chaperones are solely responsible for hotel costs, check-in and checkout. The hotel can provide sleeping room billing information the night before departure to facilitate checkout. Sleeping rooms should be inspected upon checkout to make sure that they have sustained no damage. Any damage incurred is the responsibility of the adviser, student and school.

The signature below indicates that you have read and agree to comply with the expectations stated in the above guidelines.

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.

School Name (Please Print) _____

Adviser Name (Please Print) _____ Cell Phone (____) _____ - _____

Signature _____ Date _____

ADVISERS: Please submit one signed copy of this form for each adviser/chaperone attending the conference plus each student's Participant Commitment Form at registration.



Indiana Association of Student Councils All Division

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1. Substantially interfering with an attendee's or staff member's ability to participate in or monitor conference/event activities.
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- 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;
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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.