



## 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  
 March 6, 2017

Indiana Association of Student Councils

To be presented at  
 Registration on  
**March 6, 2017**

**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.**