

## **ILLINOIS ASSOCIATION OF STUDENT COUNCILS ADVISOR COMMITMENT FORM**

### **State Conference May 7-9, 2020**

All advisers must read and comply with these policies. The last page must be signed and turned in at registration on Thursday of the conference.

#### **Safe Environment Policy**

The Illinois Association of Student Councils (IASC) is committed to creating and maintaining an environment in which all persons participating in programs and activities feel safe and comfortable. Harassment and discrimination are illegal, and express disrespect and abuse of authority as well as undermine relationships and interfere with learning and productive work. The cooperation of all student delegates and advisers will ensure a positive experience for everyone. The 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 substantially interfering with an attendee or staff member's ability to participate in or monitor conference activities, or creating an intimidating, hostile, or offensive environment. Some examples of conduct that are not acceptable are included below. These examples are not to target any specific activity but to give examples of types of behavior that are not acceptable. They include, but are not limited to:

- Any group or individual activities 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
- Foul or obscene language
- Lewd, off-color, or otherwise inappropriate or sexually oriented comments and/or jokes
- Harassment or discrimination expressed through slurs, jokes, teasing, pranks, innuendo, or stereotyping
- Discussions or questions about one's sex life or experiences
- Suggestive or sexually explicit pictures
- 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, preferences, deficiencies, or prowess
- 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. In the event where the timeliness of contacting the adviser is compromised, the student should report directly to the Executive Director.
2. Once an incident is reported, the student will be separated from the environment or persons involved to ensure his or her safety and wellbeing. If the correct adviser has not yet been contacted, the Executive Director will do so in a timely manner following this separation action.
3. The Executive Director will conduct an investigation of the incident to determine what actions should be taken and if local authorities will be contacted. State law governing each conference site will dictate involvement of local authorities.
4. The Executive Director 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 the Executive Director. This does not apply to incidents requiring the intervention of local authorities, at which time state and federal law will supersede any authority of the Executive Director.
6. The IASC office will keep all written records 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. Official Dress Policy for Attendees Display the appropriate attire that is representative of your role as an adviser. Conservative school dress-type attire is appropriate. This includes casual pants, jeans, sweatshirts, and T-shirts. Advisers should monitor student attire to make sure that their students are dressed appropriately.

As a general guideline, the following clothing is not considered appropriate, and students wearing such apparel will be asked to change by their adviser or conference administrators:

- Tight or revealing clothing—any clothing that reveals midriffs, cleavage, backs, or torsos. These may include but are not limited to: spaghetti straps; strapless tops; crop tops; cut outs; tops with half or no backs; tops with low-cut necklines; tank tops; muscle T-shirts; and low-waist slacks/skirts.

- Clothing designed to be transparent, mesh, or sheer when worn alone.
- Swimwear and pajamas during the conference events.
- Clothing that is suggestive, obscene, or promotes illegal substances—such as alcohol, tobacco, drugs, profanity, sexual pictures, or an inference to these items.
- Undergarments, shirts/tops, slacks/skirts/dresses, and shoes must be worn at all times.
- Skirts or dresses should be no shorter than two inches above the knee.

### **Adviser Responsibilities**

We wish to have the best possible experience for everyone attending the IASC Conference. Please know that the IASC is not responsible for your student delegation and we rely on your assistance for the following:

- Advisers must complete the on-site registration process for their group.
- 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; interfering with delegate/staff members' 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.
- The use of personal electronic devices like cell phones, tablets, and laptops are allowed throughout the conference. Please keep devices in silent mode to avoid disruption. Devices are encouraged for on-task and conference-relevant engagement. Advisers should remind students to refrain from off-task activities on personal devices during conference sessions.
  - 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 check-in to make sure rooms are acceptable and checkout to make sure rooms have sustained no damage. Any damage incurred is the responsibility of the adviser, student, and school.
  - Advisers/chaperones must attend all the general session meetings, activities, 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 delegation during general sessions.
  - Advisers/chaperones must check students' sleeping rooms at the stated curfew to confirm that 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.
    - The use of swimming pools, spas, whirlpools, adjacent pool areas, 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. The IASC assumes no liability for accidents or injuries that may occur in or around the pool, fitness facilities, and any and all public areas, hotel properties, shopping malls, restaurants, etc.
  - Advisers/chaperones must review responsibilities and expectations outlined on the Student Commitment Form with their student delegates to clearly define expected behavior prior to signing this form. The signature below indicates that you have read and agree to comply with the expectations stated in the above guidelines. In addition, by signing this form, you are hereby giving consent to the IASC to use photographs and videotaped images of conference attendees for promotional, editorial, and advertising purposes.

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

Adviser Name (Print): \_\_\_\_\_

Principal Name (Print): \_\_\_\_\_

Adviser Cell (Print): \_\_\_\_\_

Principal Cell (Print): \_\_\_\_\_

Adviser Signature: \_\_\_\_\_

**Please submit one signed copy of this form for each adviser attending the conference plus each student's Student Commitment Form at the on-site conference registration.**