

**Advisers Must Read the Policy below before signing
the Adviser Participant Commitment Form that must be turned in at Registration on Friday**

LEAD Conferences ☺ Safe Environment Policy

The National Association of Student Councils (NASC), National Honor Society (NHS), and National Junior Honor Society (NJHS) are committed to creating and maintaining an environment in which all persons who participate in programs and activities feel safe and comfortable. Harassment and discrimination express disrespect, abuse of authority, and 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.

NASC, NHS & NJHS expressly prohibit 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 activities.
2. 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 types of behavior that are not acceptable. Unacceptable conduct is not limited to those below:

- 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, stereotyping, or otherwise.
- 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 (this includes an adviser who is acting in the place of the home school adviser). In the event where the timeliness of contacting the adviser is compromised, the student should report directly to a national staff member.
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. If the relevant adviser has not yet been contacted, national staff will do so in a timely manner following this separation action.
3. The National Staff 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. (In most states, there is a legal obligation to report specific incidents involving minors, and all national staff will adhere to this.)
4. National staff 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 national staff. This does not apply to incidents requiring the intervention of local authorities, at which time state and federal law will supersede any authority of national staff.
6. The NASSP offices will keep on file all written records of an incident.

NASC, NHS & NJHS prohibit 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. NASC, NHS & NJHS are programs of the National Association of Secondary School Principals (NASSP).



LEAD Conferences Adviser Commitment Form

We wish to have the best possible experience for everyone attending the LEAD Conference. Please know that NASC, NHS, NJHS, and NASSP are 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 & students** must attend one of the **conference orientation sessions** held on Friday at various times between 4:00 p.m. and 6:00 p.m. Please check signage at the on site registration desk for specific times. During the orientation session you will receive the **schedule of events** (the schedule is not included in your registration materials as done in the past), updates on changes, important information and answers questions you may have about the conference.
- 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, P-D-As, MP3s, iPods, cassette/CD players, headphones, games, etc, 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.
- 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.
- 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 **student's 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. NASC, NHS, NJHS and NASSP assume 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.
- Advisers/chaperones must review responsibilities and expectations outlined on the student **Participant 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 National Association of Secondary School Principals (sponsor of NASC, NHS, and NJHS) and its Corporate Sponsors to use photographs and videotaped images of conference attendees for promotional, editorial, and advertising purposes.

Adviser Name (Please Print) _____

Adviser Cell Phone Number: _____

School Name (Please Print) _____ State _____

Adviser Signature _____

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.