

Policies

Multicultural Student Services Directors' Council (MSSDC)

Students of Color Conference

Conduct Policies & Procedures

2013

We are pleased to have you and hundreds of other outstanding students from across Washington State join us for such a special event. The goal of the Students of Color Conference is to provide a fun, educational experience that promotes leadership, diversity, and academic success. It is also important to us that we provide a safe and appropriate environment for each participant.

All participants registered for the Students of Color Conference assume an obligation to act in a manner compatible with the Conference function and as an extension of their respective institutions. Students are expected to maintain a high level of maturity, responsibility, and common sense regarding student conduct issues. You are responsible for the material outlined in this document. We expect you to comply with the conduct policies of the MSSDC as well as your institution's conduct code. Any violation of the code will immediately result in discipline and behavioral intervention consistent with the MSSDC policies and your college's policies.

Allegations of violations of the conference regulations will be investigated by Conference Committee Staff, referred to the student's on-site Advisor, and submitted to the respective VP of Student Services for further action. The Conference Committee Staff (CCS) reserves the right to make the final determination regarding expulsion from the conference. **The student's return travel is at his or her own expense.** All other disciplinary action is at the discretion of the appropriate officials at the respective institutions.

All students, advisors, faculty and staff are expected to follow the MSSDC Conduct Policies and Procedures while attending the Students of Color Conference.

FUTURE CONFERENCES:

Any violation of policy will result in being suspended from conference attendance for a minimum of one year. Exceptions to this policy need to be made in writing to the CCS. Permanent expulsion from the conference is at the sole discretion of the CCS.

We have a zero tolerance policy on alcohol, controlled substances, and weapons of any kind (concealed or otherwise).

CONDUCT POLICIES & PROCEDURES

Alcohol Policy

There is a **zero tolerance** policy on alcohol and controlled substances. We recognize that students over the age of 21 have the right to consume alcoholic beverages. However, this conference is an extension of the colleges and as such, the MSSDC elects to enforce on-site alcohol campus policies. Consequently, it is a violation of the MSSDC policy for any participant, regardless of age, to consume alcohol or use illegal substances.

For the purposes of this conference, possession of an open or empty alcohol container (including kegs) shall be interpreted as being consumed. If alcohol consumption is observed, heard, or smelled it is also considered a violation of this policy. Attending a party where alcohol is present, being present in a room with any amount of alcohol or assisting others in obtaining alcohol is strictly prohibited and a violation of the MSSDC policy.

Controlled substances

Drugs and/or other illegal controlled substances are not permitted under any circumstances. Any student found in possession of, distribution of or using controlled substances will be subject to the disciplinary procedures in the MSSDC policy and law enforcement will be notified. If consumption is observed, heard, smelled or reflected in behavior it is also considered a violation of policy.

Concealment of Violations / Complicity

Your presence during any violation of Students of Color Conference Policies & Procedures ultimately condones supports and/or encourages the violation(s). Any student who **anticipates or observes** a violation is expected to remove him/herself from the environment immediately. Concealment of information is also considered a policy violation. See: *Staff Direction*.

Harassment

Physical, verbal and/or sexual harassment will not be tolerated. Physical harm or the threat of physical harm to any person including sexual assault, sexual harassment, assault/battery, and physical fights will result in disciplinary action. There is to be no harassment of any person. This includes threats, malicious pranks, abusive name-calling, prank phone calls, and racial, gender, or sexual orientation harassment. This also includes abuse and/or harassment that are nonverbal or communicated through e-mail, the Internet, regular mail, telephone, fax, etc. Students are expected to treat one another with respect at all times and conduct themselves in a mature and constructive manner.

Noise

Unruly, inappropriate behavior and/or excess noise are unacceptable and considered a violation of MSSDC policy. Excess noise is generally defined as noise that is audible outside of the hotel room or is disturbing to other guests. Determination of what constitutes excess noise is at the sole discretion of the CCS.

Weapons

Weapons of any kind are not permitted any under circumstances. This includes possession of firearms, explosives, other weapons, or dangerous chemicals, even if licensed to do so, except by commissioned police officers.

Staff Direction

Students and their room guests must follow the directions of the Conference Committee Staff & Advisors at all times. Being uncooperative or verbally abusive to staff, providing false information or failing to provide immediate identification (ID card) and information to staff, or interfering with staff while they are performing their duties, is unacceptable. Not opening your door for staff members is viewed as non-compliance. ***Abuse of staff and non-compliance will not be tolerated.*** Abusive behavior includes, but is not limited to, physically threatening conduct, verbal/written threats and harassment, use of profanity and abusive name-calling. This also includes abuse and/or harassment that are nonverbal.

Non-registered Guests

Persons not registered for the conference are prohibited from attending. Students who invite non-registered guests to any conference activities, entertain non-registered guests, and/or have non-registered guests in their hotel room are subject to disciplinary action. Any request for an exception to this policy must be made in writing, signed by both the student and Advisor, and forwarded to the Conference Committee at least one-month prior to the conference. Campus Advisors are **NOT** authorized to approve an exception to this policy. Authorizations for an exception can be granted **only** by the Conference Committee.

DISCIPLINARY ACTION PROCESS

Alcohol

As an activity that is an extension of the institution, alcohol consumption by students is strictly prohibited regardless of age. Possession of an open or empty alcohol container shall be interpreted as being consumed. If alcohol consumption is observed, heard or smelled, it is also considered a violation of MSSDC policy. Any student who is in violation of this policy will have their on-site advisor contacted, and an incident report will be documented with a copy distributed to the on-site advisor, the respective VP of Student Services and the MSSDC Executive Council.

If the student is found to be hosting a party where alcohol is being consumed and/or provided (in forms of a keg, party balls, beer bongs, any distillation processes as well as any sources of alcohol), the student can be expelled from the conference. **The student's return travel is at his or her own expense.** Expulsion from the conference is at the sole discretion of the CCS.

Drugs & other controlled substances

Any use of drugs or other controlled substances will result in the CCS contacting law enforcement. An incident report will be documented with a copy given to the on-site advisor, the respective VP of Student Services and the MSSDC Executive Council. **The student's return travel is at his or her own expense.** Expulsion from the conference is at the sole discretion of the CCS.

Harassing Behavior

Physical, mental or sexual harassment will not be tolerated and considered a violation of the MSSDC policy. Any student who is in violation of this policy will have the on-site advisor contacted, an incident report documented with a copy given to the on-site advisor, the respective VP of Student Services and the MSSDC Executive Council.

Non-registered Guests

Non-registered guests potentially pose a liability risk to Conference attendees, the Conference Committee, the MSSDC and the student's institution. Any student who is in violation of this policy will have their on-site advisor contacted, and an incident report will be documented with a copy distributed to the on-site advisor, the respective VP of Student Services and the MSSDC Executive Council.

Any Violation

Any participant who is in violation of the conduct policies set forth will have their on-site advisor contacted and an incident report will be documented. Copies of the report will be distributed to the on-site advisor, the respective VP of Student Services and the MSSDC Executive Council. Expulsion from the conference is at the sole discretion of the CCS. **The student's return travel is at his or her own expense.**



**Students of Color Conference
 Conduct Policies and Procedures
 Acknowledgement Form
 2013**

Each participant must complete and sign this document and return with the Registration Form.

STUDENT:

I agree to comply with the policies set forth in this document.

Student name (please print)	Signature
<u>Shoreline Community College</u>	_____
School/Institution	Date

ADVISOR:

I understand my role as an advisor as outlined in this document.

Advisor (Print Name)	Advisor Signature
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*Each student form *MUST* have an Advisor's signature*

PRINT BUTTON



**Student of Color Conference
PHOTO and FILM RELEASE
2013**

I hereby consent to and authorize the use and reproduction by Washington State Multicultural Student Services Directors' Council, and its agents, of any photograph, image, likeness or testimonial statement which you take of/from me for any purpose to further the educational goals of the college. I do this willingly, without compensation or gratuity to me and/or my agent(s). All negatives, positives, prints and recordings shall constitute Washington State Multicultural Student Services Directors' Council property solely and completely, and may be used in print, broadcast, and/or electronic media.

Signature _____ Date _____

Name _____

Address _____
street
_____ city state zip code

Parent or Guardian (if minor) _____ Date _____
signature

Witnessed by _____ Date _____
signature

Print Button