

OHIO-WEST VIRGINIA STATE YMCA

Youth in Government Student Manual

Student Responsibilities

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Student Responsibilities

Code of Conduct: HI-Y Family of Programs

HI-Y programs work to build responsible life-long good citizens of character who work to build better homes, schools and communities for all.

Participation in all parts of a HI-Y program shall be maintained on an intellectual and productive level. A level of conduct is expected of all participants (youth, advisor and staff) that requires self-control, individual decision-making, responsibility and adherence to a dress code that is appropriate to each HI-Y program.

Responsible HI-Y conduct must be the concern of each participant for the responsibilities and rights of every individual and that of the group. Being responsible for one's own behavior at all times is a necessary part of self-government. It is essential that all students, advisors and staff act responsibly to ensure that their own conduct and attitude are beneficial not only to themselves and all other participants but also to ensure the continuation of the HI-Y program. By choosing to participate, it is expected that each individual has read, understands and agrees to follow the Code of Conduct while attending any conference sponsored by the HI-Y Leadership Center.

All participants share equally the responsibility for their actions when violations of the Code of Conduct are witnessed. Those who decide to be present when a violation occurs shall by their own choice, be considered a participant in the violation. In this program there are no "innocent bystanders."

Each person must recognize that their failure to carry out the Code of Conduct may lead to their own and perhaps their total delegation's dismissal from the program.

Each person & delegation is to support the purpose & procedures of the HI-Y program they are attending in both spirit, action & work for the success of the program for everyone.

In general, the behavior that is expected can be summarized in these four (4) points:

1) Treat others as one wants to be treated. 2) Do not do anything that hurts another person, place, or thing. 3) Do not do anything that could potentially bring harm to another person, place, or thing. 4) Do not fail to do something

that would help others, make the place we are using cleaner, safer and a better experience for all.

More specifically, this Code of Conduct has been developed to identify the type of personal behavior that is consistent with the purpose of HI-Y Leadership Center programs. The items in the Code are based upon performance and are designed to protect everyone involved including the welfare of these programs for future generations. Participation in a HI-Y Leadership Center program indicates personal acceptance of this Code of Conduct.

Individuals, delegations and Advisors are to carry out the Code. Where necessary, HI-Y Leadership Center Staff will assist and reserve the right (discretion) for the "final say" as these programs are HI-Y Leadership Center programs.

We, the participants, Advisors and staff taking part in HI-Y Leadership Center programs are to uphold the following CODE OF CONDUCT.

- 1. Each participant shall conduct themselves in an orderly and responsible manner in transit to and from, and during all functions of HI-Y Leadership Center programs. Personal behavior reflects upon the quality of the program, one's delegation, the HI-Y Leadership Center, school and one's self. Participants are expected to conform to this Code of Conduct on the honor system. (*Discretion of HI-Y Staff*) and possibly (*Lose position or privileges*) and/or (*Call parent-send home*) and/or (*Notify school officials*).**
- 2. Participation in all parts of a HI-Y program shall be maintained on an intellectual & productive level. (*Discretion of HI-Y Staff*) & possibly (*Lose position or privileges*).**
- 3. Nametags shall be worn visibly on the front of the upper torso at all times at conferences when outside assigned lodging facility room. (*Discretion of HI-Y Staff*) and possibly (*Lose position or privileges*).**
- 4. Each participant shall attend all scheduled program functions, activities, meetings, etc. (*Discretion of HI-Y Staff*) and possibly (*Lose position or privileges*) and/or (*Call parents-send home*) and/or (*Notify school officials*).**
- 5. Harassment or intimidation by words, gestures, body language or any other menacing behavior will not be tolerated at any HI-Y function, activity, meeting and training session. (*Discretion of HI-***

Y Staff) and possibly (Lose position or privileges) and/or (Call parents-send home) and/or (Notify school officials) and/or (Call security) or (Summon police).

- 6.** The use, possession or concealment of incense, candles, tobacco products, alcoholic beverages or non-prescription drugs are forbidden at any HI-Y program, function, activity, meeting, and training session. *(Call parents-send home) and/or (Notify school officials) and possibly (Call security) and/or (Summon police).*
- 7.** The use, possession or concealment of any weapons is forbidden at any HI-Y conference or function. *(Call parents-send home) and/or (Notify school officials) and possibly (Call security) and/or (Summon police).*
- 8.** The use, possession or concealment of electronic devices including but not limited to compact disc or tape players, video games, radios, TV's, cell phones, etc. shall not be permitted during official program functions. They are not permitted anytime at Y programs held at Horseshoe. *(Discretion of HI-Y Staff) and possibly (Lose position or privileges) and/or (have the item(s) taken for the duration of the conference, camp or activity).*
- 9.** Each participant is legally and financially responsible for any removal, defacing or willful damage to public or private property. This includes the property of other participants, advisors and staff, organizations, businesses, lodging and conference facilities and the State. *(Discretion of HI-Y Staff) (Call parents-send home) and/or (Notify school officials) and possibly (call security) and/or (Summon police).*
- 10.** Materials and furnishings of conference center hotels and any facilities, including government offices, meeting rooms, materials of staff and officials used by a HI-Y Leadership Center program shall not be removed or tampered with in any way. *(Discretion of HI-Y Staff) and possibly (Call parents - send home) and/or (Notify school officials) and possibly (Security).*
- 11.** No participant shall leave a program function unless the approval of their advisor AND HI-Y Staff is secured. The participant is to be picked up and returned by a parent or legal guardian. *(Call parents-send home) and/or (Notify school officials).*

- 12. Participants shall not leave the lodging facility except while in transit to or from an official program function or activity. Participants may not use or be transported in private vehicles during any program function without approval of a parent or legal guardian and adult Advisor and HI-Y Staff. (*Discretion of HI-Y Staff*) and possibly (*Call parents-send home*) and/or (*Notify school officials*).**
- 13. Lodging facility room switches are not permitted without the approval of the delegation advisor and HI-Y Staff. (*Discretion of HI-Y Staff*) and possibly (*Call parents-send home*) and/or (*Notify school officials*).**
- 14. There is NO coed visiting in lodging facility rooms nor coed delegation meetings in lodging rooms. (*Discretion of HI-Y Staff*) and possibly (*Call parents-send home*) and/or (*Notify school officials*).**
- 15. Participants shall observe quiet hours in consideration of those who choose to rest. Participants shall be in and remain in their assigned lodging facility room by the curfew listed for the program. Curfew will remain in effect until 7:00 a.m. the next morning. (*Discretion of HI-Y Staff*) and possibly (*Lose position or privileges*) or (*Call parents-send home*) and/or (*Notify school officials*).**
- 16. Participants shall not invite or receive visitors. Visitors, alumni, etc. are not permitted in the lodging facility unless approved by the Advisor and HI-Y Staff. Visitors, alumni, etc. are not permitted in lodging facility guest sleeping rooms at any time. (*Discretion of HI-Y Staff*) and possibly (*Lose position or privileges*) or (*Call parents-send home*) and/or (*Notify school officials*).**
- 17. Guests are restricted to lobbies and visitor areas unless approval is secured from HI-Y Staff. (*Discretion of HI-Y Staff*) and possibly (*Call security*) or (*Summon police*).**
- 18. Participants, advisors and staff will dress appropriately for the program they are attending. Appropriate dress at YG for men is suits or dress pants - dress shirt - tie and jacket. Appropriate dress for women at YG is a business suit or business dress. YG is in the State Capitol where business dress is expected. For recreation at YG, casual dress is appropriate (*Discretion of HI-Y Staff*).**

- 19. Chewing gum, candy, food and beverages are not permitted in the Capitol/Statehouse, Supreme Court, and in certain areas of other programs. (Discretion of HI-Y Staff) and possibly (Lose position or privileges) or (Call parents-send home) and/or (Notify school officials).**

Cancellations and Refund Policy

The best laid plans can go awry. However, since all our program fees are set below our actual costs, we have no flexibility to provide refunds. Therefore, our **policy is NOT to provide refunds** for the Participation Agreement or the Final Fee. Actually the person cancelling should reimburse the program for the costs the program has incurred on their behalf by paying the scholarship received back to the program. The program does permit delegations to send a replacement. Please note and add –

- 1. Delegations who want to provide refunds need to set aside money to provide refunds to their students.**
- 2. Delegations don't refer parents to the YG Office with billing/refund questions. Handle these locally.**
- 3. After a delegation is registered, it is responsible for the entire payment for that number of student/adult delegates.**
- 4. Remember, No Refunds from the HI-Y Leadership Center so do not ask nor have others call to ask.**

Use & Care of the Statehouse/Capitol

Use of the Statehouse/Capitol requires the highest level of care and respect for the facility, its furnishings, equipment and its traditions. Each student participant and adult is to exercise the **highest level of individual responsibility for the Statehouse/Capitol and to hold everyone else to that same level of responsibility.**

- **No** chewing gum in the Statehouse/Capitol.
- **No** food, snacks, candy or drinks (including water bottles) in any Statehouse/Capitol room.
- The **desks**, chairs and other furniture in the Senate and House are easily scratched or marred. Use deliberate caution in placing items on the desk or lifting things off. Do not slide anything as they easily can scratch the finish. Do not "toss" books, purses, brief cases or anything on a desk as

that can easily damage the finish of the desk. Staples are a problem too. Do not put a stapler on a desk top. *Do not write on any single sheet of paper on a desk as the pencil/pen can leave an impression on the desk finish.*

- **Do not** sit or lean on any desk top or desk.
- **Check** the desk, chair, tables and rooms one is using. Report any damage observed to the Advisor in that room and/or YG Staff. Advisors, pass on damage reports in writing to YG Staff.
- **Extend** to all members of the Senate and House of Representatives/Delegates as well as to all Statehouse/Capitol staff every courtesy including *Thank you*.
- **Clean up!** Straighten up any room one uses. Any papers one no longer wants, put in trash can. Leave every room clean.

Thank you for all your efforts to follow these guidelines.

Dress Code

The YMCA Youth in Government Program Committee has established this dress code and holds it binding on all delegates, advisors, and staff during the Model Legislature and Supreme Court.

The Model Legislature & Supreme Court are a model of government in action in aspect and format. This includes the way we act, speak, and conduct ourselves in a public arena or venue, and THE WAY WE DRESS.

Each year the Dress Code Supplement is updated and revised to clarify "business attire" and to discuss specific items that seem to cause problems. It is noted that both advisors and delegates sometimes have difficulty in differentiating casual wear and trendy dress from business attire. Please go over the Dress Code with all delegates and advisors at the beginning of the program year. Review it again before each conference. Some delegations ask delegates to come to the weekly meetings in dress code at least once a month, to make sure that they understand the Dress Code.

EXPLANATION

Business attire is exactly what it says, BUSINESS ATTIRE. It is the appropriate dress and grooming for conducting business in the Statehouse/Capitol and other facilities. Business attire is not what we wear to the gym, to school or to a nightclub. Business attire is dressing in a professional manner so that your dress/attire does not detract from the business at hand. It should reflect a level

of professionalism that conveys a feeling of competence and appropriateness for the task at hand.

DO'S AND DON'TS

When dressing for a particular event, one should consider:

- The type of event.
- The purpose of the event.
- The reason why one is attending the event.
- What one is trying to accomplish by participating in the event.

If the above items are considered, the do's and don'ts are irrelevant because proper business attire will automatically be achieved.

Appropriate Male Dress – Do's

Suit worn with a collared shirt and tie.

Dress slacks and sport coat worn with a collared shirt and tie.

Dress slacks and long sleeved sweater (solid color or muted weave) worn with a collared shirt and tie.

“Docker” type slacks and knitted sweater-vest worn with a collared shirt and tie.

Dress shoes.

(Raincoats, overcoats, and casual jackets may be worn outside but must be removed immediately when entering a building).

Male Dress Don'ts

- Jeans of any kind.
- Tennis shoes and/or sneakers.
- Ski type sweaters.
- Sweatshirts.
- Hats of any kind (except in case of rain outside a building).
- Turtleneck shirts without ties.

- Baggy pants.
- Pants worn way below the waist (hip level).

Appropriate Female Dress - Do's

- Suits, Dresses, Skirts with Dressy Sweaters or Blouses (skirt/dress lengths are to be no shorter than 5" above the knee).
- A jacket with a sleeveless blouse and a skirt or dress slacks.
- A matching suit or blazer with slacks.
- Long sleeve blouse if not wearing a jacket (a bit old fashioned but still a classy look).
- A purse or a bag that will accommodate necessities, but not bulky.
- Comfortable dress shoes.
- Open toed shoes allowed if dressy in style (leather or fabric).
- "Mule" style backless shoes only if dressy in style.
- Dress boots only if worn with a long skirt that covers the top of the boot.

(Raincoats, overcoats, and casual jackets may be worn outside but must be removed immediately when entering a building).

Female Dress Don'ts

- Skirts with long splits that reveal a lot of the upper leg.
- Tight clothes that ride up when sitting or walking.
- Shirts and tops that show any skin in the midriff area.
- Sleeveless blouses when worn without jacket.
- Shoes that are uncomfortable after 5 minutes of wear.
- Plastic flip-flop type shoes.
- Tennis shoes and/or sneakers.
- Country western wear Cowboy boots.
- Hats of any kind (unless worn outside in the rain).

- Deep cut blouses that expose the cleavage in a provocative manner.
- Anything that exposes or highlights private parts of the anatomy.
- See through tops.

General Appearance

- 1. All participants should exhibit clean hygiene. Hair should be appropriately styled.**
- 2. At YG extreme hairstyles (tall spikes, Mohawks, etc.) are totally unprofessional and not acceptable.**
- 3. Hair color at the YG conference should be a viable natural color (blond, red, brown, black, gray).**
- 4. Visible tattoos need to be covered with make-up or band-aids at YG.**
- 5. Extreme visible facial piercings are not appropriate for YG (nose, eyebrow, lip, etc.).**
- 6. No obscure clothing (jackets made out of the flag...etc.).**

All dress rules have been placed in effect for the protection, safety, benefit, and reputation of you as well as the program.