



2017 Grandparents University

Program Handbook

MSUAA

4/5/2017

GRANDPARENTS UNIVERSITY

Uniting Spartan Generations

MSU Grandparents University

Program Handbook

Participant Safety

The physical and emotional safety and well-being of participants at Grandparents University are high priorities for the Grandparents University Committee and Michigan State University. The Grandparents University conduct and safety policies and procedures meet or exceed the MSU requirements regarding all programs involving minors. More information about the MSU requirements for programs involving minors is available at <http://www.hr.msu.edu/documents/uwidepolproc/youthprograms.htm>.

Additional information related to Grandparents University conduct expectations and safety is available at <http://www.grandparents.msu.edu/>.

Grandparents University Code of Conduct

Participation in Grandparents University is subject to the observance of the program rules. Any participant who knowingly violates this code of conduct is subject to discipline, up to and including removal from the activity he or she is participating in (at his or her own expense). Determination of disciplinary action shall be done with input from the volunteers and staff overseeing the program or activity. Final decisions about discipline will be made by the Grandparents University Committee. Grandparents University participants will:

- Show respect for, and cooperate with, fellow participants, volunteers and staff.
- Follow MSU and Grandparents University policies and procedures when participating in any Grandparents University sponsored event.
- Under no circumstances, commit or threaten violence toward any individual, group or the program.
- Under no circumstances, possess, sell or consume alcohol, tobacco, or any controlled substances at Michigan State University or Grandparents University.
- Under no circumstances, attend or participate in a Grandparents University activity or event under the influence of alcohol and/or controlled substances (including tobacco, electronic cigarettes, etc.).
- Under no circumstances, bring dangerous or unauthorized materials (such as fireworks, explosives, weapons or similar items) to a Grandparents University activity or event.
- Abstain from hazing, harassment or bullying of another participant, volunteer or staff member (either in face-to-face interactions, through social media or other communication venues), particularly when the behavior is based on a person's appearance, race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status or other protected category under the University's Anti-Discrimination Policy.

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Grandparents University Event Rules

Participants at Grandparents University are expected to abide by the event-specific rules that follow.

General Rules

- Wear your name badge visibly at all times (except when swimming or sleeping).
- Actively participate in program sessions and evening activities.
- Treat all areas of the facility and grounds with respect and pick up after yourself. Repair costs for damage incurred to property will be billed to those responsible. Theft and vandalism are strictly prohibited.
- Remember that you are responsible for your own belongings. Leave your valuables (such as expensive clothing and jewelry and electronic devices) at home. We recommend labeling your belongings with your name. If you lose anything, check with the Grandparents University Lost and Found/ Information Center. MSU and Grandparents University is not responsible for any lost or missing items. You will be charged a fee if you lose your room key or access card.
- Abstain from inappropriate sexual behavior including sexual harassment, sexual assault, sexual abuse, or intimate physical/sexual contact.
- Do not use cameras and other digital recording devices in locker rooms, restrooms, showers and other areas where privacy is expected.
- Do not leave the program grounds except for field trips arranged as part of the program under the supervision of event staff.
- Do not gamble for money or for any other items or behaviors.
- Refrain from yelling out of windows, removing window screens and leaning out of windows, or sitting on window ledges. Close your blinds when dressing and after dark.
- Refrain from running in residence halls and classroom hallways.
- Use of roller skates, in-line skates (such as Rollerblades) and scooters is restricted to sidewalks. Users of these devices may not use bike paths, parking ramps, buildings, gardens or any other posted area, or go on any roadway except while crossing a street within a crosswalk.
- Dress appropriately for the program schedule. Unacceptable attire includes clothing that:
 - Exposes undergarments or excessively exposes the body (such as cropped, low-cut or extremely tight shirts, tube tops, short-shorts, excessively baggy or extreme low-rise pants).
 - Conveys a violent, offensive, obscene message or image.
 - Promotes use of an illegal substance.
- Wear shirts and shoes in eating areas. Wear swimsuits only for swimming and not as regular clothing. If wearing your swimsuit to and from the pool, cover it with an over garment or cover-up.

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Contact Information & Emergency Procedures

Participant Cell Phones

If you bring a cell phone to this program, turn it off during meeting, class and session times so that you can participate fully and don't disrupt the other participants. Please tell your family and friends to limit their calls and texts to you during the event so that you can make the most of your experience.

Emergency Contact Information

The telephone number for Grandparents University's General Headquarters is 517-884-8979. The Headquarters is staffed from 7 a.m. to midnight on Tuesday and Wednesday. Thursday from 7 a.m. to 3:00 p.m. In the case of a night time emergency, contact the West Holmes night staff at 517-353-6360. That person will put you in touch with the Grandparents University program director.

If an emergency arises at home, and your family cannot reach you via your cell phone, Grandparents University General Headquarters can be contacted and a message will be relayed to the participant. The participant can use a phone designated by the program staff to return the call if needed.

If There Is a Medical Emergency During This Program

If you get sick or hurt during Grandparents University, you or someone with you should contact General Headquarters at 517-884-8979. Your parent or guardian will be contacted immediately using the contact information on your Medical Treatment Authorization form.

If there is a medical emergency while attending the program:

- Call 911
- Let a staff member know there is a problem

Housing Policies & Regulations

The policies and regulations listed in this section cover curfews, visitors and housing assignments. The housing assignment policy.

Curfew

You must be in your residence hall room by 11 p.m. Quiet time is from 11:00 p.m. to 6:00 a.m.

You must keep your assigned room once assignments have been made and keys and conference cards issued. You will be charged if you lose a room key.

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Consequences for Misbehavior

Youth Participants

If you misbehave seriously enough during Grandparents University that your parents or guardians need to be involved, they will be contacted either by the participants– while under the supervision of the event program staff – or directly by the program staff. Your parents or guardian will be informed of what has happened and what the follow-up action will be. The possible consequences include that you are:

- Given a second chance, with a clear understanding of the behavior expected from you.
- Dismissed immediately from the event at your parents or guardian's expense.
- Prohibited from participating in other MSU programs.
- Turned over to the appropriate law enforcement authority.

If you are dismissed early from Grandparents University, you are expected to leave immediately and will incur any related expenses.

Adult Participants

Disciplinary action can range from a discussion and verbal warning to immediate dismissal from the event. If inappropriate behavior continues after behavior expectations have been reviewed with the adult participant and a warning has been issued, the adult will be asked to leave the event immediately at his or her own expense and arrangement. The offending adult may also be prohibited from being involved with other MSU programs. If a law violation is involved, the adult will be turned over to the appropriate law enforcement authority.¹

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¹ Revised September 21, 2016