



# 2020 Grandparents University

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Participant/Volunteer Handbook  
June 30-July 1, 2020

MSU Alumni Office

1/24/2020

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# GRANDPARENTS UNIVERSITY

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*Uniting Spartan Generations*

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- Program Features
- Program Objectives/Outcomes
- Program Staffing
- Program Director Information
  - Amy Carnahan [/carnah10@msu.edu](mailto:carnah10@msu.edu) / (517) 884-8979 (During GPU, call Headquarters at West Akers – (517) 353-3358)
- Program Schedule
  - Tuesday
    - 9-11:30 a.m.: Check-in and Move-in
    - 9 a.m.-12 p.m.: Orientation (every half hour)
    - 11 a.m.-1 p.m.: Lunch in your Residence Hall
    - 12 p.m.: T-shirt exchange begins, as available, at the West Akers Info Desk

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    - 1-4:30 p.m.: Class Session #1 (*Times vary. Please see your nametag for your personalized schedule*)
    - 4:30-6:30 p.m.: Dinner in your Residence Hall
    - 7-9:30 p.m.: Evening Programs (*Times vary. Please see your nametag for your personalized schedule*)
  - Wednesday
    - 6 a.m.: Coffee for sale in Holmes and Hubbard Sparty's
    - 7-9 a.m.: Breakfast in your Residence Hall
    - 9 a.m.-12 p.m.: Class Session #2 (*Times vary. Please see your nametag for your personalized schedule*)
    - 11 a.m.-1 p.m.: Lunch in your Residence Hall
    - 1-4:30 p.m.: Class Session #3 (*Times vary. Please see your nametag for your personalized schedule*)

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    - 4:30-6:30 p.m.: Dinner in your Residence Hall
    - Evening Program/Scavenger Hunt (must be completed and turned in by 9 p.m. for a prize.)
  - Thursday
    - 6 a.m.: Coffee for sale in Holmes and Hubbard Sparty's

- 7-9 a.m.: Breakfast in your Residence Hall
- 9 a.m.-12 p.m.: Class Session #4 (*Times vary. Please see your nametag for your personalized schedule*)
- 11 a.m.-1 p.m.: Lunch in your Residence Hall
- 12-2 p.m.: Move Out
- Phone Numbers
  - West Akers – (517) 353-3358 \*Main Line for GPU during program
  - East Akers – (517) 353-2218
  - West Holmes – (517) 353-6360
  - East Holmes – (517) 353-7760
- Website
  - [grandparents.msu.edu](http://grandparents.msu.edu)
- Eligibility Requirements
  - Participants must be 8-12 years old and with a grandparent or other special adult
- Refund Information
  - If something comes up and you are no longer able to attend, please let us know by April 17, 2020. At that time, we will give you a refund, minus the \$50 Administrative Fee.
  - After April 17, 2020, all cost for Grandparents University have been incurred and we are unable to give refunds.

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Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. Accommodations for persons with disabilities may be requested by contacting Amy Carnahan, Grandparents University Director, [carnah10@msu.edu](mailto:carnah10@msu.edu) by April 17, 2020. Requests received after this date will be honored whenever possible. More information is available at <https://www.rcpd.msu.edu/services/accommodations>.

### **Program Rules**

Participants must abide by all University regulations. Participants that violate University regulations may be removed from the program for violation of such rules.

- The possession or use of alcohol, tobacco, drugs, fireworks, guns, and other weapons is prohibited.
- Violence of any kind will not be tolerated.
- Theft of property, regardless of the owner, will not be tolerated.
- Sexual harassment, sexual abuse, and other sexually inappropriate conduct will not be tolerated.

- The full policy on Relationship Violence and Sexual Misconduct can be accessed at <https://www.hr.msu.edu/documents/uwidepolproc/RVSMPolicy.pdf>.
- Any violation of the University Anti-Discrimination Policy will not be tolerated.
  - See the handbook section on the MSU Anti-Discrimination Policy for more information.
- Hazing and bullying (including, but not limited to physical, verbal, or cyber-bullying) will not be tolerated.
- Misuse or damage of University property is prohibited. Participants may be financially responsible for damage or misuse of University property.
- Michigan State University prohibits the inappropriate use of cameras, imaging, and other digital recording devices, including camera, imaging, and other digital recording applications on smart phones and mobile devices, in showers, restrooms, locker rooms, and other areas where privacy is expected by participants.
- 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 events.
- Wear your name badge visibly during all Grandparents University events.
- Actively participate in program sessions and evening activities.
- Use of roller skates, in-line skates, 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.
- 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 Grandparents University Lost and Found. MSU and Grandparents University are not responsible for any lost or missing items. You will be charged \$75 if you lose your room key, and \$25 if you lose your access card.
- Refrain from running and yelling in the hallways and classrooms.

### **Information about MSU Policies related to Title IX**

The MSU [Anti-Discrimination Policy](#) and [Relationship Violence and Sexual Misconduct Policy](#) apply to all MSU students, employees, or third-party community members, including Youth Program participants.

Consistent with Title IX, MSU's Relationship Violence and Sexual Misconduct Policy and Anti-Discrimination Policy expressly prohibit discrimination on the basis of sex. The Relationship Violence and Sexual Misconduct Policy provides a procedure for reporting and resolving complaints of sex discrimination (including sexual harassment and sexual assault), which applies to youth program participants.

### **What is Title IX?**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any education program or activity that receives federal funding.

Discrimination on the basis of sex includes:

- ◆ Excluding, separating, denying benefits to, or otherwise treating a person differently on the basis of sex
- ◆ Sexual harassment
- ◆ Sexual assault

### **MSU Title IX Coordinator**

MSU's Title IX Coordinator oversees the University's compliance with Title IX, including its complaint procedures, and is available to meet with youth program participants about matters involving sex discrimination.

#### **Robert Kent**

Interim Associate Vice President and Title IX Coordinator  
Office for Civil Rights and Title IX Education and Compliance  
Olds Hall, 408 West Circle Drive, Suite 105

East Lansing, MI 48824

**Phone:** (517) 353-3922

**Website:** [civilrights.msu.edu](http://civilrights.msu.edu)

### **Reporting Procedures and Resources**

All individuals are encouraged to promptly report possible violations of MSU's Anti-Discrimination Policy and Relationship Violence and Sexual Misconduct Policy to MSU's Office of Institutional Equity (OIE), law enforcement, or both. OIE is responsible for receiving and processing complaints of sex discrimination (including sexual harassment, sexual assault and sexual violence), which may involve an investigation. If a person is unsure about reporting and would like assistance in understanding the options, they may contact a Confidential Resource. A list of these resources is available at <https://poe.msu.edu/resources/survivor-resources.html>. A list of these resources specifically available for youth is available at <https://youthprograms.msu.edu/reporting/index.html>.

**Report to the [Office of Institutional Equity \(OIE\)](#)** by completing the online Public Incident Reporting Form or by calling, emailing, or visiting the OIE office.

**Address:** 408 W. Circle Dr., Suite 4, Olds Hall, East Lansing, MI 48824

**Phone:** (517) 353-3922

**E-mail:** [oie@msu.edu](mailto:oie@msu.edu)

**Online reporting:** [Public Incident Reporting Form](#)

**Contact the [MSU Police](#) (or your local law enforcement) for assistance in filing a criminal complaint and preserving physical evidence**

**MSU Police Department**

**Address:** 1120 Red Cedar Rd., East Lansing, MI 48824

**Emergencies:** call 9-1-1

**Non-Emergency Line:** (517) 355-2221

**Michigan State University Anti-Discrimination Policy**

- The University Anti-Discrimination Policy (ADP) states expectations for institutional and individual conduct. A detailed description of the ADP can be found at [https://hr.msu.edu/policies-procedures/university-wide/ADP\\_policy.html](https://hr.msu.edu/policies-procedures/university-wide/ADP_policy.html).
- The ADP User's Manual provides further discussion of the definitions of behaviors prohibited by the ADP as well as the relationship between the First Amendment and complaints of harassment/discrimination; the ADP User's Manual can be found at <https://oie.msu.edu/assets/documents/adp-users-manual---updated-15.07.24.pdf>.
- Protocol for addressing Bias Incidents, Acts of Prohibited Discrimination/Harassment, and Hate Crimes can be found at <https://oie.msu.edu/assets/documents/bias-incident-reporting-protocols-17.08.01.pdf>.

**Policies for Overnight Programs Staying in University Housing**

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- To promote the safety of all Grandparents University participants, all participants must return to their assigned residence hall by 11 p.m. Quiet hours are 11 p.m.-7 a.m.
- Visitation by authorized non-participant guests is restricted to public spaces in the building.
- When staying overnight on campus, all program participants, staff, and volunteers must comply with all security measures and procedures specified by MSU Police and Residence Education and Housing Services.
- You must keep your assigned room once assignments have been made and keys and conference cards are issued.

**Procedures for Responding to Behaviors that Violate Policies**

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If a youth participant is involved with an incident that violates University and/or program policy, program staff will speak with everyone involved to gain understanding of what occurred and will contact listed parent(s), guardian(s), and/or other emergency contact(s) of both the participants responsible for the policy violation and the participants directly affected by the incident. In the instance that participants have violated University and program policies, program staff will connect with the appropriate MSU supervisors and/or authorities to determine the best course of

action to resolve the situation, including whether the participant(s) responsible for the policy violation must be removed from the program. If it has been determined that a participant's behavior violates University and/or program policies and requires early dismissal from the program, program staff will make contact with the participant's approved adult contacts, and the parent(s), guardian(s), or emergency contact(s) must pick-up the participant immediately.

If it is suspected that a crime may have occurred, program staff will immediately stop investigating, contact MSU Police, and follow the lead of MSU Police investigators. Should police or emergency response professionals need to make contact with a participant, program staff will make every reasonable attempt to notify the appropriate parent(s), guardian(s), and/or other emergency contact(s) as immediately as possible.

If an allegation of inappropriate conduct including but not limited to abuse, neglect, assault, harassment, sexual assault, sexual abuse, sexual harassment, child pornography, furnishing alcohol, drugs, and/or sexual materials to a minor, and violations of the University's anti-discrimination policy is made against an adult participating in a youth program, including program staff/volunteers, the accused adult will be removed from any further participation in MSU youth programs and activities covered by the MSU Operational Requirements for Conducting University Youth Programs until such allegation has been satisfactorily resolved. Adults may not retaliate against minors, families, parents, guardians, and staff/volunteers who report allegations of inappropriate conduct.

### **Procedures for Early Dismissal**

In the instance that a participant needs to leave either temporarily (i.e.: for an appointment, family event, etc.) or permanently prior to the end of the program, the participant must notify the Director, Amy Carnahan, by email ([Carnah10@msu.edu](mailto:Carnah10@msu.edu)) and turn in the keys and access cards to the Guest Service Desk in their Residence Hall. Failure to turn in keys and access cards will result in a fine.

In the instance of an emergency or if it has been determined that a participant's behavior violates University and/or program policies and requires early dismissal from the program, program staff will make contact with the participant(s) and they must leave immediately.

### **Procedures for Emergency Situations**

The MSU Alert System for emergencies sends out notifications via email, text message, and prerecorded phone call. If you would like to receive SMS text messages on your cell phone, you can register your phone information by logging in to our system and adding your number, at <http://alert.msu.edu/>.

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In case of a weather-related emergency, (severe thunderstorm warning or tornado warning), everyone should seek shelter in an interior hallway in the basement or ground level of a building, or in the lowest level of a parking ramp away from windows.

In case of other emergencies on campus (accident, medical emergency, suspicious activity, presence of a firearm), the best course of action is to call 911 immediately.

If a “Secure in Place” action is advised (for active violence), you should:

- Lock doors of the room you are in (Main doors of building will also be locked.)
- Close blinds and turn off lights.
- Find a well-hidden and protected area to hide using objects in the room to barricade with or hide behind.
- Wait for the “All Clear” from the MSU Alert System before leaving your secure location.

### **Notification Procedures for Emergency Situations**

In the instance of a medical or behavioral incident or emergency, program staff will contact the participant’s parent(s), guardian(s), or other emergency contact(s). Program staff will call all listed phone numbers on file until contact is made with at least one of the adults listed on the participant’s registration materials. If emergency responders need to make contact with the participant, program staff will make every reasonable attempt to notify parent(s), guardian(s), and/or other emergency contact(s) as immediately as possible.

Program staff will communicate with participants’ contacts if an emergency involving either or both parties occur. In the instance that an immediate emergency occurs, program staff may be unable to reach a parent, guardian, or emergency contact to consent for emergency care. If this is the case, the signed medical treatment authorization form gives program staff consent to contact emergency services. In medical emergencies, a staff member will contact local emergency responders, who will determine the best plan for treatment and will continue to attempt to contact the parent/guardian.

The telephone number for Grandparents University’s General Headquarters in West Akers is (517) 353-3358. The Headquarters is staffed 24 hours a day. 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 you get sick or hurt during Grandparents University, you or someone with you should contact General Headquarters at West Akers ((517) 353-3358). A parent or guardian will be contacted immediately using the contact information on the child’s Medical Treatment Authorization form.

If there is a medical emergency while attending the program: \_\_\_\_\_

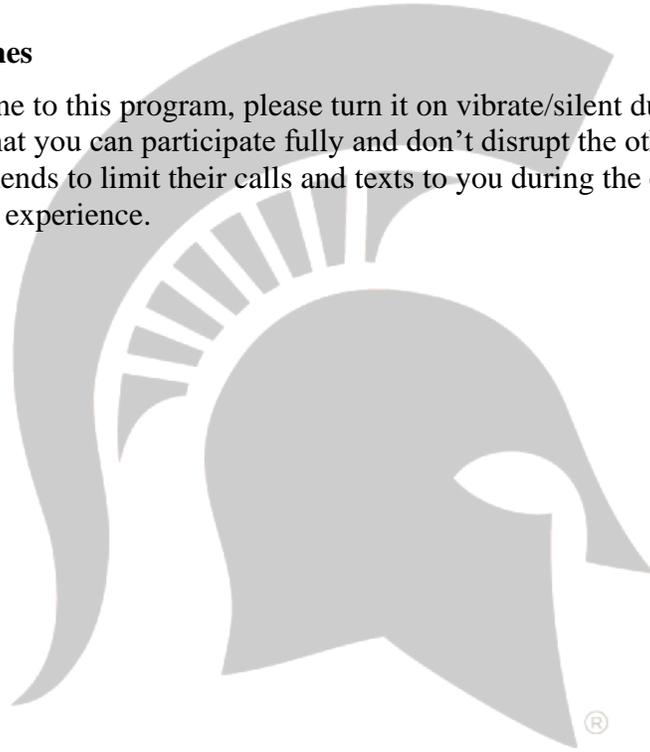
- Call 911
- Let a staff member know there is a problem or contact West Akers at (517) 353-3358.

## **Guidelines for Contacting Your Participant during Grandparents University**

Please make sure your Grandparents University Participants have a working cell phone number for you to communicate with them during their time on campus.

### **Participant Cell Phones**

If you bring a cell phone to this program, please turn it on vibrate/silent 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.



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