



Grandparents University

Staff and Volunteer Program Handbook

June 25-June 27, 2024

About This Handbook

All staff and volunteers are required to review and acknowledge this handbook prior to participation in the program. This handbook will be made available to all staff and volunteers during the program for reference.

Program Details

About the Program

Since 2005, Michigan State University has welcomed young Spartans, ages 8-13, and their grandparents to campus for a unique inter-generational learning experience at Grandparents University (GPU).

GPU is a multi-day campus experience that actively engages participants in MSU academics while creating lasting family memories. Each year, participants from around the country and world choose from classes offered by colleges and units. Grandchildren and their grandparents participate in three classes and evening programming with ample time allocated for exploring all that the MSU campus has to offer, and experience college life by living and dining in an MSU residence hall.

GPU is managed by the MSU Alumni Office with assistance provided by MSU faculty and staff, students and volunteers.

GPU Program Contact

Nikki Hawthorne
Director, Alumni Events & Operations
MSU Alumni Office
Email: hawtho42@msu.edu
Office Phone: 517-432-8023

Code of Conduct

Staff and volunteers should be positive role models for Grandparents University participants and act in a caring, honest, respectful and responsible manner that is consistent with the mission of MSU.

All staff and volunteers are required to attend an orientation session prior to the program.

The physical and emotional safety and well-being of staff, volunteers and participants at GPU are high priorities for the MSU Alumni Office and MSU. Participation in GPU is subject to the observance of the Program Rules as specified in the Code of Conduct and are intended to circumvent any conduct that could cause harm or be misinterpreted. Any staff or volunteer who knowingly violates these Program Rules is subject to discipline, up to and including removal from the program.

- A “staff and volunteer” is defined as any Michigan State University faculty, staff, students, alumni or friend who is participating in the Grandparents University program as an instructor, volunteer or university staff.
- A “participant” is defined as either: 1) an adult participant; or 2) a child participant in the Grandparents University program.
- A “minor” is defined as a person under the age of 18.

- An “adult” is defined as a person over the age of 18 who is involved in the Grandparents University program as either: 1) staff or volunteer; or 2) an adult participant.

Program Rules

- Staff and volunteers must abide by all MSU regulations, policies and ordinances. Staff and volunteers that violate these regulations, policies and/or ordinances may be removed from the program at the discretion of the MSU Alumni Office and/or university staff.
- Staff and volunteers may have no personal, non-programmatic related electronic communications with participants (email, phone, text, Facebook, etc.).
- Staff and volunteers may not take pictures of minors or post information about minors to social media sites.
- Staff and volunteers may not meet participants off-site, including home or other private locations, or off-hours.
- Staff and volunteers may not give gifts to participants.
- Staff and volunteers may not pick up minors from or drop off minors at their homes.
- The possession or use of alcohol, tobacco and tobacco products, marijuana, controlled substances, fireworks and explosives, guns, and other weapons is prohibited.
 - MSU is a tobacco and smoke free campus. In addition to traditional tobacco products such as cigarettes and chewing tobacco, the use of e-cigarettes and vapes is also prohibited.
 - Staff and volunteers may not provide any of the above to any participant.
- Staff and volunteers may not provide prescription drugs or any medication to any participant.
- Theft of property, regardless of the owner, will not be tolerated.
- Sexual harassment, sexual abuse and other sexually inappropriate conduct will not be tolerated.
 - MSU’s Policy on Relationship Violence and Sexual Misconduct can be accessed at www.hr.msu.edu/documents/uwidepolproc/RVSMPolicy.pdf.
 - Staff and volunteers may not make sexual materials in any form available to minors or assist them in any way in gaining access to such materials.
- Acts of discrimination or harassment will not be tolerated.
 - MSU’s Anti-Discrimination Policy can be accessed at hr.msu.edu/policies-procedures/university-wide/ADP_policy.html.
- Violence of any kind, hazing and bullying, including, but not limited to physical, verbal, or cyber-bullying, will not be tolerated.
 - Staff and volunteers may not engage in abusive conduct of any kind toward, or in the presence of, a minor.
 - Staff and volunteers may not strike, hit, punch, poke, spank, administer corporal punishment of any kind to, touch in an inappropriate or illegal manner, or restrain a participant or staff and volunteer.
 - If restraint is necessary to protect a participant or staff and volunteer from harm, all incidents must be documented and disclosed to the GPU Program Contact, Nikki Hawthorne, who will undertake additional notification if necessary.
 - Participants or staff and volunteers should not be touched in a manner that a reasonable person could interpret as inappropriate. Touching should generally be done only in the open and in response to the participant’s or staff and volunteer’s needs, or for a reason that is consistent with a health-related purpose, e.g., treatment of an injury. Any resistance from the participant or staff and volunteer should be respected.
- Profanity, vulgarity or any harassing language is prohibited.

- Misuse or damage of university property is prohibited, and staff and volunteers may be financially responsible for damage or misuse of university property.
- MSU 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.
- Gambling for money or any item, regardless of value, is prohibited.
- Staff and volunteers are expected to show respect for, and cooperate with, GPU participants, program volunteers and staff, university staff, as well as any other university guests, including participants in other programs.
- Staff and volunteers must wear their name badge in a visible location on their person at all times.
- Staff and volunteers should dress appropriately for the program which includes wearing a provided Grandparents University t-shirt, plus shorts, jeans or khakis and comfortable shoes.
 - 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.
 - Includes a violent or obscene message or image.
 - Promotes use of an illegal substance.
- Staff and volunteers are responsible for their belongings. MSU and the GPU program are not responsible for any lost or missing items. Valuables such as expensive clothing, jewelry and electronic devices should be left at home.
- Staff and volunteers should avoid using personal vehicles if possible and comply with the program’s transportation guidelines when transporting participants.

Rules Regarding Contact Between Staff and Volunteers and Minors Participating in Grandparents University

The GPU Program Contact must make a reasonable effort to limit one-on-one contact between staff and volunteers and minors participating in Grandparents University. To this end, child participants must be accompanied by an adult participant at all times. Additionally:

- Reasonable efforts must be made to have two or more adults present during activities where one minor is present. Ideally, at least one adult should be a staff or volunteer.
- Reasonable efforts must be made to involve more than one adult in any direct electronic contact with one or more minors. Ideally, at least one adult should be a staff or volunteer.
- Staff or volunteers should make reasonable efforts to have another staff or volunteer present when addressing one or more minors in a private area, e.g., restrooms, bedrooms, study lounges, and similar areas.
- If handling an emergency when one or more minors are present, the staff or volunteer responding should make reasonable efforts to contact another adult to assist. Ideally, this adult should be a staff or volunteer.

Rules Regarding Staff and Volunteer Misconduct

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, 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.

Policies and Procedures

MSU Anti-Discrimination Policy

The Anti-Discrimination Policy (ADP) outlines the types of prohibited discrimination and harassment at MSU. Under the ADP, university community members are prohibited from engaging in acts which discriminate against or harass any University community member on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.

- Anti-Discrimination Policy – hr.msu.edu/policies-procedures/university-wide/ADP_policy.html
- Anti-Discrimination Policy User's Manual – hr.msu.edu/policies-procedures/university-wide/ADP_policy.html
- Protocol for Addressing Bias Incidents, Acts of Prohibited Discrimination/Harassment, and Hate Crimes - oie.msu.edu/assets/documents/bias-incident-reporting-protocols-17.08.01.pdf

MSU Policy on Relationship Violence and Sexual Misconduct

The Policy on Relationship Violence and Sexual Misconduct (RVSM) is a subset of the ADP, which prohibits university community members from engaging in relationship violence, stalking, and sexual misconduct. The RVSM also describes the process for reporting violations of the policy, outlines the process used to investigate and adjudicate alleged violations of policy, and identifies resources available to members of the university community who experience relationship violence, stalking, or sexual misconduct.

- Policy on Relationship Violence and Sexual Misconduct - u.policies.msu.edu/doctract/documentportal/08DB66BCB5863CD76D160F733DB5317B

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 GPU staff and volunteers.

Consistent with Title IX, MSU's Anti-Discrimination Policy and Relationship Violence and Sexual Misconduct 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, sexual assault and sexual violence), which applies to GPU staff and volunteers.

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 GPU staff and volunteers about matters involving sex discrimination.

Laura Rugless, JD
Office for Civil Rights and Title IX Education and Compliance
4 Olds Hall
East Lansing, MI 48824
Email: OCR.LauraRugless@msu.edu
Office Phone: 517-884-0610
Website: 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 participant 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 civilrights.msu.edu/assets/documents/reporting-protocols.pdf. A list of the resources for youth is available at 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.**
408 W Circle Dr, Ste 4
Olds Hall
East Lansing, MI 48824
Office Phone: 517-353-3922
Email: oie@msu.edu
Online reporting: Public Incident Reporting Form - civilrights.msu.edu/file-a-report/index.html
- **Contact the MSU Police (or your local law enforcement) for assistance in filing a criminal complaint and preserving physical evidence.**
1120 Red Cedar Rd
East Lansing, MI 48824
Emergencies: 9-1-1
Non-Emergency Phone: 517-355-2221

Additionally, all staff and volunteers must report incidents of child abuse and other harm to children. The definitions and reporting protocols can be found at hr.msu.edu/policies-procedures/university-wide/reporting_protocols.html

Procedures for Responding to Violation of Rules

Staff and volunteers who violate a Grandparents University Program Rule, cause disruption, or otherwise engage in misconduct are subject to discipline and/or dismissal from the program. Additional actions are also possible depending on the nature of the misconduct.

Procedures for Emergency Situations on the MSU Campus

The MSU Alert System for emergencies sends out notifications via email, text message and prerecorded phone call. The MSU Alumni Office encourages all GPU staff and volunteers to register to receive SMS text messages on their cell phone by logging in to the MSU system at <http://alert.msu.edu/> and adding their number.

In case of a weather-related emergency, staff and volunteers 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.

If a "Secure in Place" action is advised for active violence, staff and volunteers should:

- Lock doors of the room they are in. The main doors of building will also be locked.
- Close any blinds and turn off any lights.
- Find a well-hidden and protected area to hide and use objects in the room to barricade the door or hide behind.
- Wait for the "All Clear" from the MSU Alert System before leaving their secure location.

In case of possible suspicious or criminal activity or in a circumstance where you find yourself either a victim of, or a witness to, questionable activity:

- If immediate emergency assistance is required or you believe a crime is in progress, call 911.
- For non-emergency situations, call the MSU Police at 517-355-2221. They can assess the situation and determine what other notifications or action are necessary.

In case of a medical emergency:

- Call 911.

Procedures for Non-Emergency Situations on the MSU Campus

For a non-medical emergency:

- Call the MSU Police at 517-355-2221. They can assess the situation and determine what other notifications or action are necessary.

If a staff or volunteer gets sick or injures themselves during the program and it is not a medical emergency, they must notify the GPU Program Contact, Nikki Hawthorne, at 517-432-8023.