**4-H Capitol Experience Program Handbook of MSU Operational Requirements**

1. ***Procedures for notifying a minor’s parent/legal guardian in case of emergency, including medical or behavioral situations.***

**If a medical emergency occurs**, it will be brought to the attention of the program director/headquarters and a parent or guardian will be contacted immediately by the child or an adult working with the program. If there is no answer, a message will be left asking that the call be returned ASAP and another contact number will be attempted. Medical care will be arranged for as needed.Depending on the medical concern, the parent/guardian may be asked to determine if and what treatment will be sought during the program or if the family wishes to delay medical treatment or advice until the youth returns home.

Medical Treatment Authorization forms are collected prior to the event and are kept on-file at all times with the Program Director.

The medical treatment authorization form must accompany any participant needing care from a medical facility. The program staff will ensure this happens and that the form is returned to the file after the medical facility visit.

**If a behavioral issue occurs** that warrants a parent or guardian’s involvement, the parent or guardian will be contacted by either the child under the supervision of the program staff or the program staff directly. The parent/guardian will be informed of what has happened and what follow up action must take place. Follow up action can range from a second chance with a clear understanding of expected behavior to immediate dismissal from the program at the parent/guardian’s expense and arrangement. If a law violation is involved, the youth will be turned in to the appropriate law enforcement authority.

1. ***Information for parents/legal guardians on how to contact the participant during the program.***

In the case of an emergency, contact The University Quality Inn at 517-351-1440.A message can be relayed your child by the program staff or your child can be located and return your call.

Participant Cell Phones

Parents and guardians should refrain from contacting their child via their personal cell phone (by phone or text) during scheduled program sessions. See program itinerary. Participants should not be on their phones during these times. If parents or guardians need to contact their child during the program, please keep this contact to a minimum so that it doesn’t interfere with the youth’s ability to fully participate in the program.

1. ***Program rules, including conduct expectations, for participants in the programs, including the fact that participants must abide by all University regulations and may be removed from the program for violation of such rules.***

All youth participants must agree to abide by the Michigan 4-H Youth Code of Conduct and the 4-H Capitol Experience Event Rules. If you already have signed Michigan 4-H Youth Code of Conduct/ Media & Medical Release Forms on file at your County MSU Extension office for this program year, you do not need to complete another set of these forms. 4-H participants can request these completed forms be forwarded by local 4-H Program Coordinators to the program director by faxing the form to (517) 355-6748. If any information has changed, however, please update the form on file at your County MSUE office.

Michigan 4-H Code of Conduct

Participation in Michigan 4-H programs 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) or the entire county 4-H program. 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 MSU Extension staff.

Michigan 4-H members will:

* Show respect for, and cooperate with, fellow members, volunteers and staff.
* Follow 4-H policies and procedures when participating in any 4-H sponsored event.
* Under no circumstances, commit or threaten violence toward any individual, group or the program.
* Under no circumstances, possess, sell or consume alcohol or possess, sell or use controlled substances at an MSU Extension 4-H youth activity or event.
* Under no circumstances, attend or participate in an MSU Extension 4-H youth 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 explosives, weapons or similar items) to an MSU Extension 4-H youth activity or event.
* Abstain from 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 disrespectful as regards a person’s gender, race, age, sexual orientation, religion, national origin, disability or appearance.
* Not cheat or falsely represent efforts related to 4-H project activities.

All conference participants must:

* Actively involve themselves in all conference sessions.
* Wear name badge visibly at all times (except when swimming or sleeping).
* Treat all areas of the conference facility (such as MSU buses, or minivans, meeting rooms, sleeping rooms, restrooms, dining area and outdoor areas) with respect. This means they should pick up after themselves. Repair costs for damage incurred to property will be billed to the group or individual responsible for such damage. Theft or vandalism of conference property is strictly prohibited.
* Be responsible for their own belongings. Leave valuables, such as expensive jewelry and electronic devices, at home. Money and cameras should be kept with you at all times or be locked in your assigned room. 4-H will not be responsible for any losses incurred.
* Respect and follow the policy of males only in males’ rooms and females only in females’ rooms.
* Not leave the program grounds except for field trips arranged as part of the program under the supervision of staff. During designated times, youth are permitted to walk with chaperones to adjoining properties to purchase snacks and participate in bowling.
* Not gamble for money or other items.
* Abstain from vulgar language (for example, swearing).
* Report accidents immediately to the program coordinator, Jackie Martin.
* Participants may not have visits from people not associated with the program.
* Inappropriate sexual behavior including intimate physical/sexual contact or such attempts is strictly forbidden, along with discrimination regarding political beliefs, marital status, family status, or veteran status.
* Cameras and other digital recording devises are prohibited in restrooms and other areas where privacy is expected by participants.
* All participants are expected to observe the 11 p.m. curfew (10 p.m. Monday). At 11 p.m. all participants must be in their assigned room for the night. Chaperones will do a room check each night at this time to account for each participant. Everyone should be quiet within his or her assigned room by 11:30 p.m. (Participants wishing to go to sleep before 11 p.m. can let their chaperone know so they may be bed checked earlier.)
* Quiet hours are from 11 p.m. (10 p.m. Monday) to 6:30 a.m.

Adults attending the conference should remember:

* To be in their rooms at the time indicated for the workshop; and quiet at the time designed for lights-out.
* Adult participation and learning is encouraged, however, please encourage youth voices first and foremost.

Dress for conference: YOU ARE REPRESENTING YOUR COUNTY!

* Daytime wear: Dress clothes (no jeans)– khakis, suit, ties, etc.
* Evenings and recreation: Casual clothes, swimsuits or sports clothes.
* Shoes: Comfortable shoes in the daytime because you’ll be walking a lot! Tennis shoes can be worn to and from offices, however, bring a nice pair of shoes to change to once you arrive at the meeting.
* Unacceptable attire includes clothing that exposes undergarments or excessively exposes the body, conveys a violent, offensive, or obscene message or image, or promotes use of an illegal substance.
* Shirts and shoes must be worn in eating areas. Swimsuits are to be worn only for swimming and not as regular clothing. If wearing your swimsuit to and from the pool, it should be covered by an over garment or cover-up.

1. ***A description of the process to be followed if a participant, group leader, or other individual associated with a youth program is alleged to have violated University policies or conduct rules of the programs, including the process for dismissal and removal from the program.***

Youth Rules Violation and Dismissal

Disciplinary action can range from discussion and verbal warning to immediate dismissal. If inappropriate behavior continues after expectations have been reviewed and a warning has been issued, the parent or guardian will be contacted by either the child under the supervision of the program staff or the program staff directly. The parent/guardian will be informed of what has happened and what follow up action must take place. Follow up action can range from a second chance with a clear understanding of expected behavior to immediate dismissal from the program at the parent/guardian’s expense and arrangement. The offending youth may also be prohibited from other MSU program involvement. If a law violation is involved, the youth will be turned in to the appropriate law enforcement authority.

Adult Rules Violation and Dismissal

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

The program coordinator will work with other staff as needed to fill the void (likely instructor or chaperone responsibilities) caused by the offending adult’s dismissal.

1. ***A description of the process to be utilized for the parent, legal guardian, or other responsible adult to pick up the participant if he/she is dismissed from the program early.***

If a youth participant is dismissed early from the program (e.g., health, behavior, or family emergency reasons) the parent/guardian is expected to arrange for timely pick up and incur any related expenses. During the time between the parent/guardian’s notification and their arrival, the participant will be separated from the program activities and remain under staff supervision until the parent/guardian or the designee arrives with proper identification. In extreme circumstances, the child may be turned over to local authorities during the wait time before pick up occurs.

1. **Housing specific policies, if applicable, addressing:**
2. **Curfew time that is age-appropriate for participants;**

All participants are expected to observe the 11 p.m. curfew (10 p.m. Monday). At 11 p.m. all participants must be in their assigned room for the night. Chaperones will do a room check each night at this time to account for each participant. Everyone should be quiet within his or her assigned room by 11:30 p.m. (Participants wishing to go to sleep before 11 p.m. can let their chaperone know so they may be bed checked earlier.)

1. **In-room visitation by participants of the opposite gender;**

Housing areas are designated as “females only” and “males only.” Participants are not permitted in the housing areas of the opposite gender (bathrooms, room, or hotel floors).

1. **Visitation by non-participant guests;**

Participants may not have visits from people not associated with the program.

1. **Whether separate accommodations are provided for adults and minors.**

Males and females are housed separately. Youth with be housed with other youth, adults with adults.