

# 2024 CANR Summer Programs Handbook

## MILP and AIMS

### Student and Parent Contract

Welcome to the Michigan State University College of Agriculture and Natural Resources (CANR) Pre-College Youth Programs – Michigan Indian Leadership Program (MILP) and ANR Institute for Multicultural Students (AIMS). MILP and AIMS are committed to providing a safe and supportive environment that is conducive to student learning. In furtherance of that goal, MILP and AIMS participants are expected to adhere to certain conduct expectations. Parents and students should review this document together, and sign to acknowledge they have read and agree to abide by all provisions in the handbook (either in the online application or manually).

Michigan State University expects all participants in MILP and AIMS to comply with university ordinances and policies. Participants should be aware of the following University policies and ordinances:

- The possession or use of alcohol, tobacco, illegal drugs, fireworks, guns, or other weapons is prohibited.
- 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 Relationship Violence and Sexual Misconduct policy may be found at the following website: <https://civilrights.msu.edu/policies/rvsm.html>
- Any violation of the University Anti-Discrimination Policy will not be tolerated. This policy may be found at the following website: [https://www.hr.msu.edu/policies-procedures/university-wide/ADP\\_policy.html](https://www.hr.msu.edu/policies-procedures/university-wide/ADP_policy.html)
- Hazing and bullying (physical, verbal or cyber-bullying) will not be tolerated.
- Misuse or damage of university property is prohibited, and participants may be financially responsible for damage or misuse of University property.
- Cameras and other digital recording devices including those on smart phones and mobile devices are prohibited in showers, restrooms, locker rooms, and other areas where privacy is expected by participants.

MILP and AIMS participants are also expected to comply with the following program conduct and safety rules.

#### **General Student Conduct Rules:**

1. Attend all program scheduled events and activities.
2. Be on time for all activities.
3. Remain where all program activities are taking place.
4. Be present on your assigned floor in the residence hall by 9:30 pm and in your room by 10:00 p.m.
5. Observe residence hall rules that require QUIET TIME in the dorm building from 11:00 p.m. – 8:00 a.m. Please be considerate of those who are trying to sleep.
6. No female or male visitors on the floor or in the room of a student participant of the opposite gender.\*
7. No switching residence hall rooms.
8. No cursing.
9. No smoking.\*
10. No inappropriate texting or instant messaging.

11. No texting during presentations and tours. Cell phones and other electronic devices must be turned off during presentations, advising, tours and other scheduled activities except meal times. Participant cell phones may be confiscated by MILP and AIMS staff at any time during the program for violation of this rule. Cell phones will be returned at the end of the day.
  12. No use (or discussion of plans to use) any alcohol or illegal drugs.\*
  13. No conduct that would place you or any other participant at risk of being physically harmed.\*
  14. No violence or threats of violence.\*
  15. No belligerent or disrespectful behavior toward any of the counselors or other staff members.\*
  16. No bullying. Bullying includes, but is not limited to, the following:\*
- Threatening other student participants.
  - Teasing, criticizing, mocking, etc. other student participants.
  - Behavior that makes another student participant(s) feel scared or uncomfortable. All student participants are entitled to an environment in which they feel welcomed, comfortable and safe.
  - Starting or participating in rumors or gossip involving other student participants.

Additional rules may be added or created to respond to student behavior at ANY time during the program. Participants will be made aware of any additional rules.

Violation of these rules, policies, or ordinances while participating in MILP and AIMS will result in disciplinary action. Disciplinary action may include dismissal from MILP and AIMS, especially for those rules designated with an asterisk\* or repeated violations of the rules. Violations of some of these University ordinances are also violations of the law and could result in arrest and criminal penalties.

### **Dress Code:**

Students are expected to dress appropriately. There is zero tolerance for clothing with inappropriate language, logos, or messages. If clothing is deemed inappropriate by MILP and AIMS staff, the student will be asked to return to his/her room to change clothes.

Girls: No clothing that is too revealing, no strapless tops (unless they are covered with a vest, sweater, jacket), no tops that expose the stomach or midriff, no ultra-short shorts, no miniskirts, and no underwear showing.

Boys: Must wear shirts of some sort (no bare chest – other than at the swimming pool or gym), no sagging jeans, no sagging shorts, and no underwear showing.

### **General Safety Rules and Information for Students:**

1. Lock your room door whenever you leave and at night when you go to bed. You should not prop open bathroom doors at any time.
2. NEVER prop open the exterior door to your dorm room.
3. Report ALL suspicious people or activities that may be taking place on the floor or around the dorm rooms to a counselor.
4. Respond to fire alarms quickly and according to the procedures posted on all floors.
5. Use the “buddy system” for safety. (The buddy system requires that students travel in a minimum group size of two -- never alone.)
6. Do not enter any vehicle except university vehicles driven by a staff member for program activities. Students are only allowed to be transported in university vehicles during the program. Students are not allowed off campus without the presence of a MILP or AIMS staff member.

7. Be aware of your surroundings at all times and note the location of the “green-light” phones. Green-light phones have a special button that connects the caller directly to the MSU Police Department. These phones can be used for emergency situations if needed.
8. Carry your access card and room keys at all times. You are responsible for your room and shower keys and for the access card you receive when you register on the first day. If you lose your keys or access cards, report the loss to a counselor immediately. The following charges apply to lost keys/cards:
  - a. Room key - \$75.00
  - b. Shower key - \$15.00
  - c. Access card - \$10.00

**Other Important Information:**

1. Emergencies / Student Contacts: Access to land line telephones is unavailable in dorm rooms. In the case of an emergency, students can contact any counselor or member of the program staff, and they will provide assistance. Parents/guardians should contact the program director, Stephanie Chau, on her cell phone @ (517) 574-2766 for the most immediate way to reach their student in case of emergency, as student cell phone use is limited during the program. If the program director is on another call or unable to answer at that moment, please leave a name and phone number and the program director will return your call as soon as possible. In case of medical issues, the program director will notify the parent as soon as possible and in advance of medical treatment where practical. In the event of serious injury or illness, the parent/legal guardian will be contacted by telephone call; treatment will proceed before contacting you only if the situation is urgent and does not permit delay.
2. Visitors: Family members and friends are not permitted to stay with you overnight in your room during the program. ALL visitors must have advance permission to visit from the program director. However, parents are welcome to drop in at any time during the program. Please ask for a copy of our agenda at check-in so you know where we will be during the week.
3. Separate Accommodations: Separate accommodations are provided for adults and minors and all individuals are expected to stay in their assigned rooms. Switching rooms with other participants or adults is not permitted.

**Rule Violations & Dismissal from the Program**

All participants are expected to be on their best behavior and abide by the rules listed in this document. The conduct rules in this document are NON-NEGOTIABLE. Failure to adhere to the rules and regulations impacts other participants and the program as a whole. Therefore, to ensure all participants have a positive experience in the program, the following consequences will be imposed for those students who choose to disregard any of the rules.

First offense	Verbal warning by a counselor
Second offense	Meeting with a counselor and/or the program assistant
Third offense	Meeting with the program director and a telephone call to the parent
Fourth offense	Removal from the program. A telephone call informing parent/guardian to pick up their child immediately. If the participant lives outside of the State of Michigan and the participant arrived via airline/train/bus, it will be the parent/guardian’s responsibility to purchase a return ticket home for the participant on the day of dismissal from the program.

Serious misconduct may warrant immediate dismissal release from the program and removal from the Michigan State University campus. Violations of rules implicating the safety of the student, other participants, or program staff or serious property damage will generally result in immediate dismissal from the program. The parent(s) or legal guardian will be *financially* responsible for making arrangements for their student's immediate return home. If the participant lives outside of the State of Michigan and the participant arrived via airline/train/bus, it will be the parent(s) or legal guardian responsibility to purchase a return ticket home for the participant on the day of dismissal from the program. The program director will call the parent and make arrangements with the parent for immediate pick up. Any deviations from this process will need approval of the program director.

## **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.

**Nicole Schmidtke**

Title IX Coordinator

Office for Civil Rights and Title IX Education and Compliance

4 Olds Hall

East Lansing, MI 48824

**Phone:** (517) 884-0610

**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:** [ocie@msu.edu](mailto:ocie@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://civilrights.msu.edu/\\_assets/documents/adp-users-manual.pdf](https://civilrights.msu.edu/_assets/documents/adp-users-manual.pdf).
- Protocol for addressing Bias Incidents, Acts of Prohibited Discrimination/Harassment, and Hate Crimes can be found at [https://civilrights.msu.edu/\\_assets/documents/bias-incident-reporting-protocols-17.08.01.pdf](https://civilrights.msu.edu/_assets/documents/bias-incident-reporting-protocols-17.08.01.pdf).

### **ACKNOWLEDGMENT**

We have read and understand this document and agree to follow all University rules, policies, and ordinances during the MILP and AIMS program. I understand that if I have questions about any of the rules, policies, or ordinances, it is my obligation to ask the program director or other staff member for clarification. I understand that students who are involved in serious conduct issues may be dismissed from the program early. In such an event, I agree to pick up my child early or purchase a return transportation ticket immediately upon request.

Student Name (First, Last): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Legal Guardian Name (First, Last): \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please sign and return a copy of this document to our office or  
Acknowledge on the online program application***

Please retain a copy of these documents for your own records.