4-H Capitol Experience Youth Summit
March 13, 17, and 20, 2021
Progam Handbook

Michigan's Government in Action

4-H Capitol Experience

Virtual Summit

MSU Operation Requirements Program Handbook for 4-H Capitol Experience

MICHIGAN STATE UNIVERSITY | Extension

Program Description

4-H Capitol Experience Youth Summit is a virtual program that will have lots of opportunities for youth engagement, networking, sharing ideas, meeting with decision makers, learning about careers in and around policy, and learning the basics about government. Youth will select issue groups, where they will meet with youth from across the state interested in similar topics, that will serve as a learning cohort throughout the event and provide an opportunity to connect with other youth on small group level. Registration is open to youth in 8th grade through age 19. The $20 cost to attend will include a mailed conference kit to enhance the virtual experience.

Program Schedule

*Subject to change

Saturday March 13, 10 a.m.- 1 p.m.:

10 a.m.- 10:30 a.m.	Welcome, Introductions, Overview of Program
10:30-11:00 a.m.	Meet your issue group • Icebreaker • Establishing Group Norms
11:00-11:10 a.m.	Break
11:10-11:55 a.m.	Policy Career Connections Panel Discussion
11:55 a.m. -12:05 p.m.	Break
12:05-12:15 p.m.	Preparing for Wednesday
12:15-1:00 p.m.	Issue Group Reflection Time and Hot Topic Brainstorming

Wednesday, March 17, 4-6 p.m.

4:00 -4:30 p.m.	Meet with Issue Groups, Prep for Legislative Reception
4:30- 4:45 p.m.	Virtual Legislative Reception Welcome
4:45-6:00 p.m.	Issue Group Breakout Rooms with elected officials Reflection and closing within issue groups

Saturday March 20, 10 a.m.- 1 p.m.

10 a.m.- 10:15 a.m.	Gathering
10:15-10:45	Issue Group Pair & Share
10:45-10:55	Break
10:55-11:35	Breakout Sessions #1
11:35-12:05	Youth Changemakers Panel Discussion

MICHIGAN STATE UNIVERSITY | Extension

12:05-12:15	Break
12:15-12:45	Breakout Sessions #2
12:45-1:00	Wrap-Up With Issue Groups

This program will take place using the following platforms:
- Zoom will be used for all three days. Links and passcodes will be sent out with registration confirmation to the email registrant provides.

Statement on "Zoom Bombing"
- MSU prohibits "Zoom Bombing" and similar disruptive behaviors.
  - **Definition:** "Zoom Bombing" is the act of accessing Zoom sessions without authorization.
- **Appropriate consequences, including but not limited to dismissal from the program may apply to anyone who:**
  - Violate program safety and security rules;
  - Contribute to "Zoom Bombing" or other similar disruptions; and/or
  - Share program links, passwords, or other program login information with individuals outside of the program.

The following program staff and volunteers will be involved with the program:

Program Staffing

This program is staffed by a steering committee of Michigan State University Extension professionals.

Program Director	Jackelyn Martin Extension Educator marti623@msu.edu 734-323-6648, cell
Assistant Program Director	Roxanne Turner Extension Educator turnerr@msu.edu
Student Intern	Noah Doederlein doederl1@msu.edu
Steering Committee Staff	Darren Bagley, Extension Educator bagleyda@msu.edu Sara Lewis, 4-H Program Coordinator Seitzsa1@msu.edu Janelle Stewart, Extension Educator Stewa191@msu.edu Eric Walcott, Extension Educator Walcott3@msu.edu Glenda Weiss, 4-H Program Coordinator wiessgle@msu.edu Brian Wibby, Extension Educator wibby@msu.edu

MICHIGAN STATE UNIVERSITY | Extension

- All program links, passwords, and platforms will be communicated to participants and parents/guardians by:

  Jackelyn Martin
  Capitol Experience Program Director
  Extension Educator
  marti623@msu.edu

- In the interest of safety, pay attention to the E-mail addresses and names of people who send you invitations to connect, and do not accept invitations sent by anyone other than the official person listed above.

Online Safety Information and Resources for Participants and Parents/ Guardians
We encourage parents, guardians, and participants to educate themselves on safety and security tips when engaging in online learning activities. Below are some resources that may be helpful:
- **Protecting Kids Online**- *Federal Trade Commission, Consumer Information*

  Link: https://www.consumer.ftc.gov/topics/protecting-kids-online
  Description: This website provides information about promoting safe and responsible decisions to help reduce online risks for children.

- **Keeping Children Safe Online**- *The United States Department of Justice*

  Link: https://www.justice.gov/coronavirus/keeping-children-safe-online
  Description: This website provides tips for protecting children during online activities, informational videos for parents and children, and additional informational resources related to online child safety.
- **Prevent Cyberbullying**- *Stopbullying.gov*

  Link: https://www.stopbullying.gov/cyberbullying/prevention
  Description: This website provides information about preventing, identifying, and responding to cyberbullying.

Statement for Disability Inclusion
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 the Program Director Jackelyn Martin, Extension Educator, marti623@msu.edu by March 5th. 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.
- Participants must use a neutral background (examples: blank wall, digital Zoom filter, limited exposure of private spaces, etc.).
  - The goal is to prevent showing much of the inside of the home in the interest of privacy and safety.
- Participants may not share inappropriate content through files, images, videos, chat, audio, or other features of the digital instruction platform.
- Participants may not screen shot or record other participants' images, information, or participation contributions during the program.
- Participants may not record interactions with other participants through online instruction platforms.
- When creating an online profile for the instruction platform or any other online account, limit the information that is shared.
  - For example, just because the platform asks for your address does not mean that you have to provide your actual personal address.
  - If a picture is required, the picture provided should be neutral and appropriate.
  - Do not share personal information in the virtual meeting.
- Anyone receiving threatening or inappropriate chat messages should immediately report it to a trusted adult.
- In the interest of safety, do not share links, passwords, or other program login information with anyone outside of the program.
- MSU prohibits "Zoom Bombing" and similar disruptive behaviors.

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.

> **Tanya Jachimiak**
> Associate Vice President
> 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

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
> > **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

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.

- 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%20Users%20Manual%20-%20Updated%202020.02.171.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.

Procedures for Responding to Behaviors that Violate Policies

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.

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.

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.