

# 4-H Animal and Veterinary Science Camp 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 with program staff. 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.

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

In the case of an emergency, contact MSU Extension Educator, Julie Thelen, 734-260-8635. A message can be relayed to 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.

## **3. *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 Michigan 4-H Animal and Veterinary Science Camp 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. You can instead request a copy from your County MSUE office and mail that in with the application. If any information has changed, however, please update the form on file at your County MSUE office.

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### **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.

### **4-H Animal and Veterinary Science Camp Rules**

**The Michigan 4-H Animal and Veterinary Science Camp is a highly esteemed educational event, which means that there is an expectation that all of the participants will dress and behave appropriately. Please keep in mind that you will be representing yourself, your county and the Michigan State 4-H Youth Development Program.**

Positive behavior is a key expectation for youth and adults in state-sponsored 4-H activities – behavior that reflects trustworthiness, respect, responsibility, fairness, caring and citizenship. Participants are expected to follow all the workshops and event guidelines. **Theft, vandalism, the use of illegal drugs and alcohol, inappropriate or threatening behavior that violates the rights of others and other such offenses are strictly prohibited, and anyone involved with these offenses will immediately be sent home at his or her own expense.** Youth participants are not permitted to use tobacco in any form. If it is determined by 4-H staff or person in charge of the activity that the offense warrants it, the offender will be turned over to the proper authorities.

#### **All youth and adult participants should:**

- Actively involve themselves in all the sessions and attend the entire event.
- Wear name badges so that they are visible at all times (except when swimming or sleeping).
- Treat all areas of the camp facility (such as dorms, buses, vans, 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 damages.
- Be responsible for your own belongings. Valuables, such as expensive jewelry and electronic devices, should be left at home. 4-H Youth Development is not responsible for any lost or missing items.
- Handle all animals and equipment with care. Practice patience while working with live animals.

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- Participants may not have visits from people not associated with the program. Participants are not to visit housing areas that are not assigned to them. Housing areas are set up as all female and all male areas. Participants are not permitted in the housing areas assigned to members of the opposite sex. The only exception is a brief delegation meeting that is prearranged by the 4-H staff.
- 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. Don't use vulgar language (for example, swearing).
- Participants are not allowed to use cameras and other digital recording devices during camp sessions and farm visits unless otherwise authorized. Additionally, it is prohibited to use devices where privacy is expected by participants (showers, restrooms, locker rooms, etc.).
- Not leave the program grounds except for field trips arranged as part of the program under the supervision of staff.
- Observe the curfew. At 11 pm, all participants must be in their assigned rooms 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 pm (participants wishing to go to sleep before 11 pm can let their chaperone know so they may be bed checked earlier).
- Observe quiet hours, which are from 11 pm to 6:30 am.
- Report accidents immediately to the program coordinator.
- Participants may not gamble for money or other items.

**Dress:**

- Participants should dress appropriate for the itinerary. 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).
  - Conveys a violent, offensive, obscene message or image.
  - Promotes use of an illegal substance.
- Shirts and shoes must be worn in eating areas. Swimsuits (if applicable) 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 for appropriateness.
- Daytime: Closed toed shoes and long pants are required during all daytime activities. Appropriate clothing is required at all times including when working with animals. It is important to look respectable when visiting farms and speaking with industry representatives.
- Evenings and recreation: Casual clothes including t-shirts, jeans, swimsuits, sandals, flip-flops or sports clothes.

**4. 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.

### **5. *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.

### **6. Housing specific policies, if applicable, addressing:**

#### **1. Curfew time that is age-appropriate for participants;**

All participants are expected to observe the 11 p.m. curfew of being in their assigned room. Chaperones will do a room check each night immediately following curfew to account for each participant in their assigned room.

#### **2. 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 and rooms).

#### **3. Visitation by non-participant guests;**

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

#### **4. Whether separate accommodations are provided for adults and minors.**

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