

Classroom Management

Behavior Agreement for MSU Summer Math Camps Students

To ensure a safe and positive learning environment where we are respectful of each other and the university environment, MSU Summer Math Camps has adopted the following behavior policy:

- Treat your instructor, volunteer, and the other children in class with respect.
- During class it is important that you LISTEN and learn. When the instructor or volunteer is talking, your attention should be on him or her. You should not draw or write anything unless you are asked to do so.
- Please do not talk about other things in your math camp when doing an activity or when the instructor or volunteer is teaching a lesson.
- Keep your hands and feet to yourself. Do not have any inappropriate body contact with other students or their belongings.
- Feet need to be on the floor. You cannot put your feet on a chair.
- Classroom materials (like pencils, crayons, markers, handouts) should be handled properly. DO NOT play with classroom materials, handouts, or your folder.
- Do not write on the chalkboard unless you are asked to do so as part of an activity.
- Do not leave the classroom by yourself and without asking for permission.
- Walk, do not run, inside the classroom or in the hallway.
- Always use your indoor voice.
- Please do not chew gum or eat candy in your math camp.

Teachers

Our teachers are MSU faculty members, graduate students, advanced undergraduate students, and community members, including local educators. All teachers are background checked per MSU policy for programs working with minors. They are responsible for leading classes, lesson planning and implementation, classroom management, engaging students, and supervising children and volunteers. It is the top priority for our staff to create a safe and positive learning environment in which all children can thrive.

Volunteers

In addition to the lead teacher(s), some of our camps have volunteers to assist the teacher and children. Volunteers include MSU undergraduate students, graduate students, advanced high school students, or community members. All volunteers are background checked per MSU policy for programs working with minors.

Cell Phones and Social Media

Cell phones should stay in bags/pockets, unless there is an emergency. Program participants should not check Facebook, email, or other social media during class. This applies to instructors, volunteers, and children alike.

University Rules and Regulations

Program Safety and Security Procedures

MSU has an extensive set of emergency management protocols and published community safety information. Our program follows MSU's Emergency Operations Plan (EOP), which outlines emergency management organization, policies, and response guidelines.

- 1-888-MSU-ALERT: Listen to pre-recorded messages about campus safety
- alert.msu.edu: Register for SMS and phone notifications
- police.msu.edu: For more information about EOP and general campus safety

All adults who are working with minors in our programs are background checked.

Participating minors are supervised at all times. The adult:child ratio is generally 1:10 or lower in our programs.

Bullying, harassment, abuse, and assault

Our program has a zero tolerance policy with regard to bullying, harassment, abuse, and assault. Examples of bullying include but are not exclusive to:

- Intimidation, either physical or psychological;
- Threats of any kind, stated or implied;
- Assaults on students, including those that are verbal, physical, psychological, and emotional; or
- Attacks on student property.

Any inappropriate behavior will be communicated immediately to the MSU Summer Math Camps Director, so parent meetings can be scheduled. Any participants involved in any such instances (including children, volunteers, and/or teachers) may be dismissed from our programs.

Injuries and emergencies

If a child gets hurt or if there is another emergency, our program staff will notify the MSU Summer Math Camps Assistant Director and/or Director immediately and call 911 if necessary. We will also communicate injuries or emergencies to parents/guardians. Our number one concern is the safety of all children. Teachers keep class rosters with medical and contact information with them while teaching.

Rules of Conduct

All MSU Summer Math Camps program staff and volunteers must abide by all University regulations and may be removed from the program for violation of such rules. General University rules include the following:

1. MSU Summer Math Camps programs provide an adult:child ratio of 1:10 or less. Generally, adults should not have one on one contact with minors without other adults being present.
2. Adults may have no personal, non-programmatic related electronic communications with participants (email, phone, text, Facebook, etc.) during the youth program.
3. Adults may not take pictures of minors or post information about minors to social media sites without parental permission.
4. Adults may not meet participants off-site or off-hours.
5. Adults may not give personal gifts to participants.

6. Adults may not possess, consume, or be under the influence of alcohol, medical marijuana, or illegal drugs at any time the adult has responsibility for minor participants.
7. Adults may not possess a firearm or other weapon at any time during the youth program.
8. Adults must adhere to all University regulations regarding drivers and vehicles.

University Rules

MSU Ordinances provide for the care, preservation, and protection of the property governed by the Board of Trustees, for the security and well being of persons on said property, to promote the University's successful operation, to maintain good order, and to ensure against undue interference with the lawful activities of persons coming upon land governed by the Board. For more information, please go to <http://trustees.msu.edu/ordinances/>.

University Reporting Protocols

The University strives to offer a safe and supportive learning and working environment for all individuals. In support of that goal, the University has established reporting protocols for its employees and volunteers with respect to child abuse, sexual assault, and child pornography.

Suspected child abuse or child neglect

Notify the MSU Summer Math Camps Director of any suspected child abuse or child neglect. Verbal and written reports will be filed with Child Protective Services and/or MSU Police Department.

Suspected sexual assault

Notify the MSU Summer Math Camps Director of any suspected sexual assault. Written reports will be filed with MSU Police Department and the Office for Inclusion and Intercultural Initiatives.

Suspected child pornography

Notify the MSU Summer Math Camps Director of any suspected child pornography. Written reports will be filed with MSU Police Department.

For more information, please go to

<http://www.hr.msu.edu/documents/uwidepolproc/ReportingProtocols.htm>.

Overrides

Grade levels are indicated for each camp based on the best fit of the planned curriculum. If you would like to discuss registering a student for a camp which is advertised for a different grade level, please contact the Camp Director.

Student Cancellation

Full tuition is due at time of registration. To cancel after registering, please contact the Camp Director or Assistant Director.

For students who cancel their registration prior to two weeks before the start of camp, we will offer a refund of fees paid, minus a \$20 non-refundable deposit.

For cancellations within two weeks of the first day of camp, we will offer a refund of 50% of the camp fees.

For cancellations after camp has begun, we will not be able to offer any refund.

Program Cancellation

We reserve the right to cancel any camp due to insufficient enrollment. Students who have registered for a camp which is cancelled will be offered a full refund or the opportunity to enroll in an alternate camp. In our four year history of summer camps, only one camp has been cancelled due to insufficient enrollment.

Participants with Special Needs

MSU Summer Math Camps will make reasonable accommodations for students with special needs. Please contact MSU Math Camps as early as possible, but at least four weeks prior to a program start date in order to determine reasonable accommodations.

Financial Aid

MSU Summer Math Camps awards limited financial aid to participants based on need. Aid funding is limited each session and is awarded in order of application. If your child receives free or reduced lunch at school, your family may qualify for financial aid. Please email the Camp Director or Assistant Director to apply and for more information.

Pick Up and Drop Off

Given the increased traffic congestion due to Stadium Lot construction, this year we have three separate drop-off locations outside Wells Hall with different drop off locations designated for each camp. For all locations, our staff will wait 5 minutes after a program start time to gather and walk the children to their classroom. We will also arrive with the children at the pick up location between 11:55am and noon for morning sessions and between 3:55 and 4pm for afternoon sessions. All children should be picked up by 12:05pm (morning sessions) or 4:05pm (afternoon sessions). Please be on time for drop off and pick up. Paid visitor parking is available north-west of Wells hall by the IM West building, lot 62 W and south of Wells Hall in between north and south Shaw lanes (Lot 39).

Math Explorers: Drop off and pick up will be in Lot 55 across Red Cedar Rd, west of Wells Hall for the morning camp and in Lot 79E for the afternoon camp.

Exotic Arithmetic: Drop off and pick up will be in the small lot just south of the Red Cedar river off of Red Cedar Rd.

Geometry: Drop off and pick up will be in Lot 79E west of Wells Hall across Red Cedar Rd, next to the Shaw Lane Power Plant.

Zero to Infinity: Drop off and pick up will be in Lot 79E west of Wells Hall across Red Cedar Rd, next to the Shaw Lane Power Plant.

Elementary Statistics: Drop off and pick up will be in Lot 79E west of Wells Hall across Red Cedar Rd, next to the Shaw Lane Power Plant.

To ensure your child's safety, we ask that you communicate with us if you wish to discuss any alternate drop off or pick up plans. Should there be any other people (family or friends) that you would like to authorize to pick up your child for a specific week/program, please notify the Camp Director or Assistant Director as well. Please note that MSU Summer Math Camps are not responsible for dropping your child off at any other pick up locations or to wait with your child.

If you would like your Middle School aged child to be allowed to leave on their own without an adult signing them out, please contact the Camp Director or Assistant Director for a waiver form.

Media Release

MSU Summer Math Camps use photography to document classes and events. These images and/or recordings may be used for educational, advertising, and promotional purposes in all conventional and electronic media, including but not limited to the Internet and any future media. Said images and recordings may be duplicated, distributed with or without charge, and/or altered in any form or manner without future or further compensation or liability, in perpetuity. Images and recordings featuring registered participants are considered eligible for educational, advertising, and promotional purposes unless a participant (or parent/guardian of a participant under age 18) submits a Request for Non-Use, available through our office.

Illness Policy

Participants/teachers should stay home if they have symptoms of possibly severe illnesses that they might be able to spread to others. Participants with influenza-like-illness, which is a fever of 100° Fahrenheit or higher plus a sore throat and/or cough, need to stay home until they have been fever-free (temperature below 100° Fahrenheit without using fever medicines) for at least 24 hours.

No Nuts Policy

Over the past decade, there has been a rise in the number of children who have life-threatening food allergies. Our goal is to keep all children in a safe and inclusive environment, where accommodations are explored and implemented when safe. MSU PPlay Math Camps has a No NUTS policy. Although we can not guarantee a nut free school, we make reasonable effort to avoid nut products in our programs. We make a reasonable effort to inform those who might bring food onto the school's campus such as parents/guardians, teachers, and volunteers. We cannot guarantee a nut free campus.

Approval of Policies and Procedures

All participants and their responsible parties must verify in writing that they understand and accept the MSU Summer Math Camps policies and procedures before their first camp. A valid signature form must be on file with MSU Summer Math Camps for each participant under the age of 18 before they can participate in any program. The signature form must be signed, dated, and returned to the Camp Director, Assistant Director, or Teacher on the day of the first lesson.