

This document is meant to provide information to parents and participants in the Physics of Atomic Nuclei (PAN) program. Participants are responsible for reading this document and the [University Anti-Discrimination Policy](#) in advance.

1. Program rules and conduct expectations
 - a. The possession or use of alcohol, tobacco, drugs, fireworks, guns, and other weapons are prohibited.
 - b. Participants are expected to participate in all PAN activities during program hours (typically 8:30am – 5:30pm). If they must miss an activity for any reason, participants must inform the program organizer.
 - c. Participants are expected to wear their nametags at PAN activities.
 - d. Outside of regular program hours (8:30am – 5:30pm), participants are expected to be in a location that is staffed by one of the program coordinators or chaperones. Those may include:
 - i. The residence hall/cafeteria
 - ii. Organized evening activities
 - iii. Leisure area to the west of Shaw Hall (park and ball courts)
 - iv. Other requests may be submitted to a program coordinator, and if approved, must be accompanied by a coordinator or chaperone.
 - e. Participants should travel to and from program activities with one or more friends, never alone.
 - f. No violence or theft of any kind will be tolerated.
 - g. Sexual harassment, sexual abuse, and other sexually inappropriate conduct will not be tolerated.
 - h. Harassment in violation of the [University Anti-Discrimination Policy](#) will not be tolerated.
 - i. Hazing and bullying (physical, verbal or cyber-bullying) will not be tolerated.
 - j. Misuse or damage of University property is prohibited and participants may be financially responsible for damage or misuse of University property.
 - k. Cameras and other digital recording devices are prohibited in showers, restrooms, locker rooms, and other areas where privacy is expected by participants.
 - l. Participants should be aware that some equipment or locations may be off-limits during PAN – those instances will be identified during the program.
2. Housing specific policies
 - a. Participants must comply with all security measures and procedures specified by MSU Police and MSU Residence Education and Housing Services.
 - b. Male and female chaperones (screened by MSU Service Learning) will live on the halls; participants are expected to follow their instructions and seek their assistance if necessary outside of program hours.
 - c. Participants must be in the residence hall from 10pm-6am, as exterior doors are locked during that period.

- d. All Participants are expected to be in their rooms by 11:30pm and to **respect their peers' need for sleep**. All participants should carefully consider what they wish to get out of PAN and whether they can do so while sleep-deprived.
 - e. Male and female participants will live on separate floors; these floors are off-limits to the other gender.
 - f. Participants are not allowed visitation in their dorm room by non-program individuals – they must meet in public spaces. The only exception is for participants' immediate family during move-in and move-out.
 - g. Tampering with fire alarms, safety or security equipment will not be tolerated. This includes propping doors that are locked for safety.
 - h. Use of fire hazard materials (i.e. candles, incense, etc.) is prohibited.
 - i. Removing items (including food) from the cafeteria is prohibited.
3. Inclusion and accommodation
- a. Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. Requests for accommodations by persons with disabilities may be made by contacting the Resource Center for Persons with Disabilities at 517-884-RCPD or on the web at rcpd.msu.edu. Once your eligibility for an accommodation has been determined, you will be issued a verified individual services accommodation (“VISA”) form. Please present this form to me at the start of the term and/or two weeks prior to the accommodation date (test, project, etc). Requests received after this date will be honored whenever possible.
 - b. Participants are encouraged to also bring their concerns to the PAN coordinator.
4. Disciplinary process
- a. Participation in PAN is a privilege. Any violation of the above rules or other action that is deemed detrimental by PAN staff can result in dismissal from the program.
 - b. Program organizers will review infractions of program, housing and/or University rules and choose the appropriate disciplinary action.
 - c. Disciplinary actions include:
 - i. discussion and verbal warning
 - ii. contact with parents/legal guardians
 - iii. immediate dismissal
 - iv. referral to authorities
 - d. In the case where immediate dismissal is warranted, a program organizer will oversee the participant's call to his/her parent/guardian to ask for removal. Parents/guardians will have to travel to campus or make other arrangements immediately at their own expense to transport the participant home.
 - e. If a law has been broken, participant will be turned over to the appropriate law enforcement authority.
5. Medical policies
- a. PAN staff wish to provide a supportive and healthy environment for all.
 - b. Participants and parents are welcomed to communicate any physical or mental health issues in advance with the program organizer.

- c. PAN staff welcome information about participants' medication, but cannot administer it to them.
 - d. Participants are expected to work with staff and other students in different areas of the laboratory (which may involve standing for significant periods), take part in active discussions, walk to and from the residence hall, etc. If participants or parents anticipate any difficulty, please inform the organizer.
 - e. Participants are encouraged to inform chaperones or the organizer if they need help, or believe their roommate is in need of help.
 - f. While there is no program-organized sport activity, participants may choose to play sports in the evenings. They should [be aware of concussion symptoms](#) and what actions to take.
 - g. Support is available; MSU offers services for PAN participants through a Health Center, a Counseling Center, and Resource Center for Persons with Disabilities.
6. Procedure for notifying a minor's parent/legal guardian in case of emergency, including medical or behavioral situations
 - a. Program organizers will attempt to contact parent/legal guardian through all means provided in their registration, beginning with phone.
 - b. Medical decisions will be left to parents/legal guardians except in cases that are life-threatening, when the program organizers will use the medical release form for the student in question
 7. Parent/legal guardian communication with participants during the program
 - a. Participants are allowed the use of cell phones while not participating in program activities, and will have daily access to email. Emergency contact can also be directed to the program organizer.
 - b. If the parent/guardian should need to remove the student during the program, they are asked to first contact the program organizer.
 - c. If the parent/guardian will designate another individual to pick up the participant at the end of the program, or the participant will check themselves out, they must complete the Commuter Form.
 8. Forms
 - a. Participants are expected to provide the following forms at registration:
 - i. Minor Permission Form – for touring restricted areas of NSCL
 - ii. Medical Authorization Form – in case of medical emergency
 - iii. Parent/Guardian Consent – indicates that minor is allowed to participate
 - iv. Media Release – the PAN website will share participant photos
 - v. Commuter Form – when necessary as indicated in 7.c. above
 - b. These forms MUST be submitted to the program coordinators for participation. Submitting via email before arrival is recommended to avoid complications, but delivering them on arrival is acceptable.
 - c. Failure to provide these forms may result in exclusion from program activities.