



## CampGRIZ Policy Handbook

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## I. Purpose and Scope of the Policy

**Purpose:** Franklin College ("Franklin") has an obligation to its students, staff, and visitors to conduct its operations and maintain its facilities in a manner consistent with its mission as an institution of higher education. CampGRIZ programs attract youth under the age of 18 to campus. The level of care and supervision appropriate for an enrolled student at Franklin is not necessarily the same as that which is appropriate for a camp participant. It is imperative that campers be overseen in a fashion that is appropriate and intended to keep them healthy and safe while visiting Franklin. Franklin College and its employees should provide a reasonably safe environment for participants in the various programs sponsored by Franklin and attempt to ensure that participants using Franklin facilities for their activities do the same.

**Scope:** This policy applies to activities and programs taking place on Franklin College's campus, or under the authority and direction of Franklin College at other locations, in which minors will be physically present and participating. This policy addresses responsibilities of camp staff, participants, and parents/guardians of participants. This policy does not apply to minors who are accompanied by their parent/guardian.

## II. Driving Directions to Campus

Located only 20 minutes from downtown Indianapolis—one of America's largest and most vibrant metropolitan areas—our wooded, peaceful campus is home to 1,000 students who benefit from a close-knit community and the personalized instruction of professors who are committed to their success.

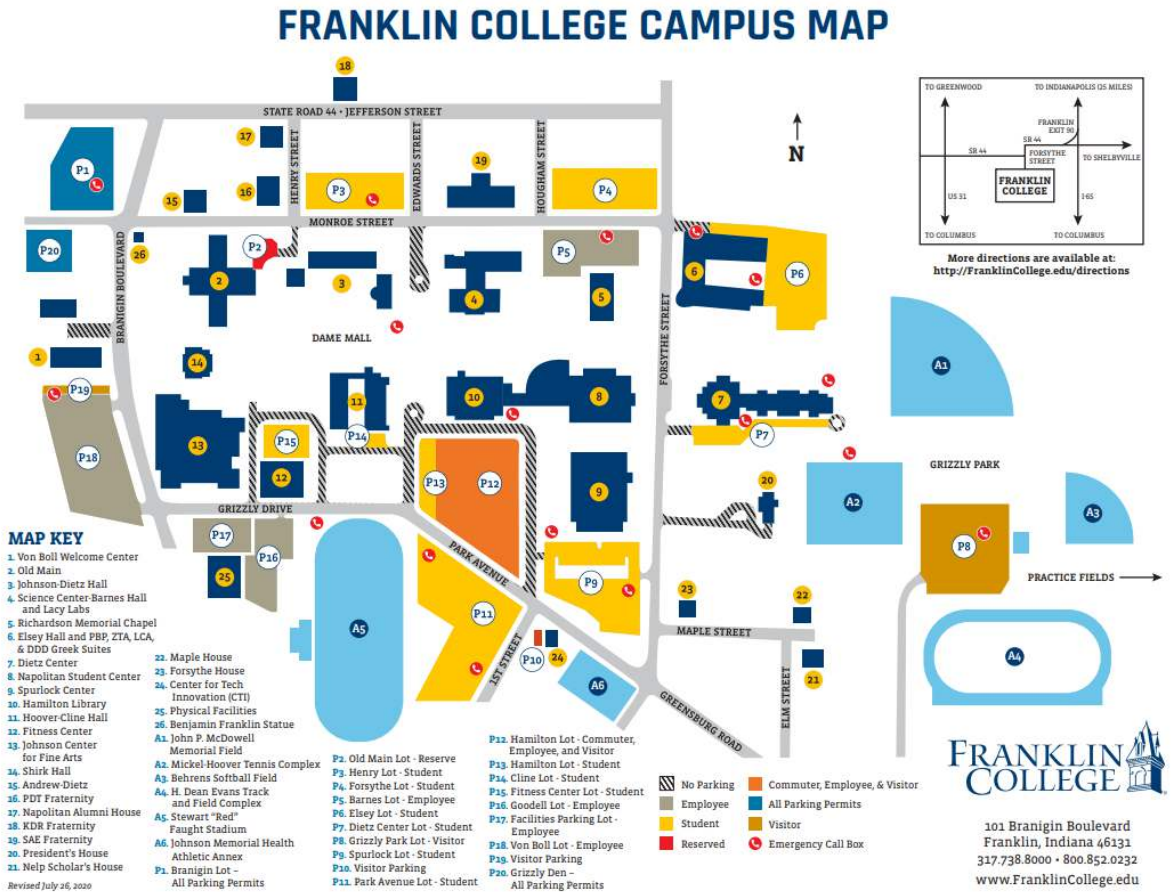
### From the North

Go south on I-65 and take exit 90. Turn right onto King Street and proceed west for 1.5 miles. Turn left onto Forsythe St. and proceed south to the next intersection. Turn right onto Jefferson Street and proceed west for 0.2 miles to Branigin Blvd and Franklin College.

### From the South

Go north on I-65 and take exit 90. Turn left onto King Street and proceed west for 1.6 miles. Turn left onto Forsythe St. and proceed south to the next intersection. Turn right onto Jefferson Street and proceed west for 0.2 miles to Branigin Blvd and Franklin College.

### III. Campus Map and Parking



### IV. Definitions

- **Minor:** A person under the age of 18.
- **Camper:** An individual who participates in a Franklin College summer camp and who is under the age of 18.
- **Youth Program:** Any class, camp, program, or other learning activity that includes participation by minors.
- **One-on-one contact:** Unsupervised interaction between a minor and any adult who is not the minor's parent or legal guardian. One-on-one contact limitations do not include situations in which more than one minor or staff/volunteer is present.

## **V. Staff Training**

All camp staff are required to attend camp-specific training regarding the supervision of minors. In addition, key program staff are required to receive American Red Cross training in First Aid. This is coordinated through Franklin College Health Services.

The Youth Program Coordinator is responsible for training counselors working in their camp. This training covers both programmatic materials and Franklin College policies and procedures. All staff are required to read the staff manual and sign the Camp Counselor Guidelines and Acknowledgement Policy.

## **VI. Responsibilities of Youth Program Coordinator**

The Youth Program Coordinator will...

- Provide counselors and staff for the camp at a ratio no more than one counselor/staff member to 15 campers;
- Advise participants of camp schedule and camp-specific safety issues;
- Familiarize participants with Franklin College policies, especially those pertaining to fire and emergency evacuation procedures, appropriate conduct, possession of controlled substances and fire arms;
- Maintain discipline of participants;
- Communicate with parents/guardians concerning camp activities and news; communication will be made by either email or telephone.
- Advise Franklin College facilities department of supply and maintenance issues in any facilities used;
- Collect and have readily available medical release and consent forms for all participants. Forms should contain emergency contact, phone number and known medical conditions;
- Inform Franklin College of any accidents, disciplinary matters, or instances which involve negative risk to the college;
- Furnish the Franklin College Campus Security department and Dean of Students with a camp roster and schedule of camp activities; and
- Ensure that programs and activities conducted on campus are in compliance with the Americans with Disabilities Act.

## **VII. Responsibilities of Program Staff**

The camp counselor will...

- Receive all the required training from Franklin College and the Youth Program Coordinator; and
- Supervise and assist in programmatic instruction to campers; and
- Adhere to all standards and guidelines within the Franklin College Protection of Minors policy; and
- Maintain standards of appropriate behavior in the camp among campers; and
- Provide First Aid when necessary; and

- Create and maintain a safe, nurturing environment for campers by enforcing established rules; and
- Facilitate the discovery of knowledge through positive reinforcement of campers; and
- Advise the Youth Program Coordinator of any behavioral issues, facilities issues, or other such issues when they arise; and
- Treat all campers in accordance with Franklin College policy, Indiana law, and common standards of decency.

## **VIII. Criminal History and Sex Offender Background Checks**

- EACH seasonal employee, paid or volunteer, working at the camp must successfully complete an annual criminal and sexual offender background check through Human Resources. Until a successful background check is received, counselors may not work with or around any minors.
- The following types of convictions will normally render an individual ineligible to work or volunteer at a Franklin youth program:
  - Drug distribution activity or felony drug possession
  - Sexual offenses
  - Crimes of violence involving physical injury to another person
  - Child abuse, molestation, or other crimes involving child endangerment
  - Murder
  - Kidnapping
  - Any other felony or crime involving moral turpitude

Individuals who do not have satisfactory criminal background check results will be provided with an opportunity to explain the results and give clarifying information to Human Resources before a final decision regarding eligibility is made.

## **IX. Guidelines for Interaction with Minors**

Franklin College policies and procedures require the following:

- Program staff may not touch a child in any place normally covered by a bathing suit unless for clear medical reasons and then only with another adult's supervision.
- Program staff may not touch a child against their will or in a way that would over-stimulate them unless the child requires immediate medical attention but is refusing out of pain or fear.
- Program staff will not use any form of physical touch in any discipline that is required.

- Positive, reinforcing gestures, e.g. high fives, are not encouraged but may be reciprocated if initiated by the student; hugs may be appropriate if initiated by the child. However, staff will not initiate a hug.
- The Youth Program Coordinator has the right to correct any counselor behavior that they deem inappropriate and will dismiss a counselor for repeated violations and/or a violation deemed to be serious.

## **X. Reporting Obligations for Sexual Misconduct, Child Abuse and Neglect**

Anyone under the age of 18 is legally considered a child. If camp staff suspect the abuse or neglect of one of the campers, it is their duty to report it IMMEDIATELY. Indiana law requires a person to report suspected abuse/neglect to a state or local law enforcement agency or the Johnson County Division of Child Services (Indiana Child Abuse and Neglect Hotline 1-800-800-5556). Similarly, Franklin College requires that staff/volunteers/etc. notify their supervisor and Campus Police if they have any suspicions. They do not need to know for certain abuse is taking place. Reasonable cause to believe or suspect that child abuse has occurred is sufficient. When in doubt, staff will report it.

- The Franklin College Policy on Prohibited Discrimination, Harassment and Related Misconduct applies to all students, employees, or third-party community members, including youth program participants.
- Consistent with Title IX, Franklin College expressly prohibits discrimination on the basis of sex or gender.
- The Policy on Prohibited Discrimination, Harassment and Related Misconduct provides a procedure for reporting and resolving complaints of sex discrimination (including sexual harassment and sexual assault), which applies to youth program participants.
- 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; and sexual assault.
- Franklin College's Title IX Coordinator oversees the College's compliance with Title IX, including its complaint procedures, and is available to meet with youth program participants about matters involving sex discrimination.
  - Steve Leonard
  - Director of Security, Title IX Coordinator
  - 317.738.8316
  - [sleonard@franklincollege.edu](mailto:sleonard@franklincollege.edu)
  - [TitleIXresponse@franklincollege.edu](mailto:TitleIXresponse@franklincollege.edu)
  - Website: [franklincollege.edu/campus-resources/title-ix-at-franklin-college/](http://franklincollege.edu/campus-resources/title-ix-at-franklin-college/)

- All individuals are encouraged to promptly report possible violations of the Policy on Prohibited Discrimination, Harassment and Related Misconduct to campus security, law enforcement, or both.

## **XI. Appropriate Camp Environment**

In order to provide a reasonably safe environment for participants during camp activities, the Youth Program Coordinator, and to the extent necessary each staff member, ensures that certain precautions are taken. All campus rules and regulations are in effect. In addition, the Youth Program Coordinator is encouraged to do the following:

- **Qualified Staff**
  - Background screening should be accomplished, particularly for those who will be directly involved with children; and
  - Adequate training should be provided in order that staff members are qualified to direct the activities scheduled.
- **Parent/Guardian Awareness**
  - Parents/Guardians should be aware of the type of activities in which their child may participate; and
  - Known risks associated with each activity should be clearly explained to parents and participants; and
  - Safety instructions should be made available and should be easily understood; and waivers should be signed by all parent/guardians
- **Participant Guidelines**
  - Participants should be informed of any physical activity before it begins. Participants may choose to not take part if they do not feel physically able; and
  - Questions designed to ensure a participant's level of ability are appropriate; however questions about disabilities are not.
- **Participant Safety**
  - An adequate ratio of staff to participants should be maintained at all times; and
  - Safety equipment should be inspected prior to and during camp for safe conditions; and
  - Campus Security should be made aware of the camp and the daily schedule; and
  - Acceptable procedures for releasing children from camp should be followed (pay particular attention to procedures followed in accepting/releasing commuters); and
  - Food accommodations are made to campers with known allergies
- **Safe Environment**
  - Grounds should be inspected prior to and during the camp for safe conditions; and
  - Equipment should be kept in safe condition and suitable for intended use;



## **XII. Staff/Camper Ratio**

Franklin College policies and procedures require the following:

- Each program staff member is assigned no more than 15 campers for direct responsibility and supervision.
- Campers will maintain the buddy-system at all times, unless the situation demands otherwise.
- Campers will not be permitted to leave a specific activity unless accompanied by their designated buddy.
- If the situation demands that a minor be alone apart from the group, two program staff members or another camper must be present with the minor whenever possible; every effort should be made to avoid a situation where a minor and a program staff member are alone together. Program staff will not interact with a camper without at least one other person present (adult staff or camper).

## **XIII. Chaperoning**

Every camper must be chaperoned at ALL times by program employees while that minor is at the camp. At no time will program staff leave a camper unattended or in the care of a person that is not a program employee. Program staff will not release a child to anyone other than the parent without written authorization from the parent that his/her child may be released to that individual. Individuals who are not the listed parent/guardian must show photo ID before the camper will be release into their custody.

## **XIV. Social Media**

Program staff will not interact with campers on any social media platform. Program staff will not provide campers with any personal social media information. Campers are expected to not seek out postings made by program staff on personal social media platforms. Any social media contact between camper and program staff must be made at the conclusion of camp and with the prior authorization and knowledge of the camper parent/guardian. CampGRIZ does not encourage or endorse any interaction between camper and program staff.

## **XV. Injuries/Medication**

All program staff will be American Red Cross trained and certified in First Aid, CPR and AED use. This training is coordinated through Franklin College Health Services with the assistance of Ms. Kim Eiler. Program staff should treat all injuries as they have been trained to do. If staff determine that emergency medical attention is required, Campus Security (317.738.8888) and local EMS (911) will be contacted. Program staff may ONLY dispense prescription medications to a camper which they have been provided on the first day of camp and are documented in the parent/guardian medical release form. Program staff may also dispense appropriate over-the-counter (OTC) medication but ONLY if there are no contraindications on the medical release

form. All prescription and OTC medication will be held by the camp nurse/authorized program leadership and dispensed to appropriate staff when need dictates. Program staff have a responsibility to report all incidents (as defined by the Youth Program Coordinator) and injuries to their supervisor (when applicable) and Campus Security (317.738.8888) immediately when they occur.

## **XVI. Security Measures**

Security, in general, is the responsibility of the program staff and Franklin College Security. During the program day, program staff will be required to stay with campers at all times except for specific programmatic activities in which it might not be reasonable or appropriate to remain with them. If such unsupervised activities are planned, care should be taken to make sure each child's parent/guardian are made aware of it and agree to have the child participate. In order that Franklin College Security may assist in providing security, the following is provided to them by the Youth Program Coordinator no later than 3 hours after camp registration ends:

- Name of the camp
- Contact persons and phone numbers
- Daily schedule

## **XVII. Appropriate Language/Dress**

Program staff are prohibited from using abusive and derogatory language, including words commonly recognized as vulgarity or slurs. Program staff may correct a camper's behavior but the criticism and correction should be directed toward the behavior and not the camper's personhood. Staff are restricted from engaging in sexual comments, jokes, or innuendo with campers or other staff members.

Campers are expected to follow the same standards of appropriate language. Campers who use language deemed inappropriate and harmful (e.g. initiation of sexual talk; vulgarity) will be corrected. The Youth Program Coordinator will make a decision about the camper's continued enrollment if the language concerns are severe or persistent.

Campers are expected to wear appropriate clothing during camp. Camp shirts will be provided and should be worn by campers each day. Shorts, pants, or dresses worn by campers should extend to the top of the knee. Shoes are required for campers at all times.

Camper clothing should not display any offensive material. Campers wearing any article of clothing deemed offensive by camp staff may be sent home from camp.

## **XVIII. Photographs or Videos of Campers**

Program staff are authorized to take photographs or video recordings for any purposes within the scope of the camp program. Slides, photographs (including but not limited to digital, video and/or interview) of minors during the program can be used for advertising, promotion, publicity and any other lawful purpose by Franklin College for the purpose of illustration or

publication in any form. The device(s) used to capture these images must be approved by the Youth Program Coordinator before any such activity can take place. Program staff are NOT permitted to take photographs or film video of campers for their own personal use or possession. Photographs and video of campers may NOT be posted to personal accounts on social networking sites (e.g., Facebook). Photographs and video may NOT violate Indiana law; any activity found to inappropriately depict minors will be reported to the proper authorities and the counselor/volunteer will be removed from the camp permanently by Franklin College. Parents are required to consent to such photographing/filming and waive their right to inspect or approve the photographs or electronic matter and waive any right to royalties or other compensation arising from or related to the use of the photographs. See Appendix B. Any questions with regard to this policy should be directed to the Youth Program Coordinator.

## **XIX. Disciplinary Procedures**

Franklin College is committed to the idea that each camper should have a positive and enjoyable experience at camp, and the misbehavior of one camper, or a group of campers, should not be allowed to impact negatively on the experience of others. Most camps are short in duration, so prompt action may be required. Franklin College has adopted the following disciplinary procedure: **First Offense:** Campers failing to adhere to camp rules, or exhibiting behavior clearly intended to annoy or endanger other campers, will be privately and formally warned by a program staff member and informed that subsequent misbehavior will result in formal intervention by the Youth Program Coordinator. **Second Offense:** Subsequent misconduct will result in a conversation with the Youth Program Coordinator and a warning that further misconduct will result in removal from camp. At this point, the Youth Program Coordinator will contact the parent or guardian to advise him/her of the situation and the possible need for picking the child up from camp if there is further misconduct. **Third Offense:** Any further inappropriate behavior will result in counseling by the campus sponsor of the camp and expulsion from camp.

**NOTE: FRANKLIN COLLEGE EXPECTS EACH CAMPER TO HAVE A SUCCESSFUL CAMP EXPERIENCE. ANY OF THE STEPS OUTLINED ABOVE MAY BE OMITTED OR REPEATED AT THE DISCRETION OF PROGRAM STAFF. CAMPERS DISMISSED FROM CAMP FOR DISCIPLINARY REASONS WILL NOT RECEIVE A REFUND OF ANY FEES PAID TO ATTEND CAMP.**

It should be understood this procedure is intended to provide a reasonable and consistent method for dealing with the type of behavior that can be disruptive to a camp, but is not so egregious as to warrant immediate dismissal from camp. It in no way precludes immediate dismissal from camp for more serious disciplinary problems or violations of campus or camp regulations. A serious disciplinary problem is defined as one in which the program staff determines that a child is engaging in inappropriate behavior that includes, but is not limited to the following: actions which put the camper, other campers, or program staff member's safety in jeopardy; inflicting physical or emotional harm on self or others, vandalism or destruction of Franklin property; theft of Franklin property or the property of another camper; consistently disrupting the program; possession of alcohol, drugs, or weapons; fighting; sexual harassment; or behavior that is serious enough to warrant a third offense.

## **XX. Signed Releases from Participants/Campers**

All campers and their parents must read and sign the Participant and Parent/Guardian Acknowledgment of Camp Rules (Appendix A). In order for a minor to participate in a Franklin College-run camp, parents/guardians of the child must also complete, sign, and return both the Acknowledgement of Camp Rules and Photography Permission and Use Form which will have been given to them prior to the first day of camp (Appendix A and Appendix B). These forms must be returned on the first day of camp; no child may participate in the day's activities until this requirement has been satisfied.

## **XXI. Expected Camper Behavior on Campus and Bus**

1. Participants are to remain on campus for the duration of the program unless program activities require otherwise. If a participant needs to leave campus for some reason, the Youth Program Coordinator must receive prior written permission from the parent or guardian, and grant specific permission.
2. Participants must attend all workshops, classes, and planned social or recreational activities. Full participation is the only way a participant can gain real value from the camp.
3. Campus regulations prohibit the use of alcohol and other illegal substances. Participants may not possess, use, distribute, or sell alcoholic beverages, drugs, firearms, weapons or fireworks. Franklin College is a tobacco-free campus. No smoking or vaping is permitted on campus property at any time by any individual.
4. Participants must refrain from using inappropriate language (e.g., vulgarity, sexual innuendo, slurs). Participants must refrain from physical violence, bullying, or other aggressive behaviors. Participants should not misuse internet privileges; attempting to access unauthorized sites is strictly prohibited.
5. Participants must abide by rules and guidelines set by the instructors for each facility in use.
6. Any individual found tampering with any fire equipment (i.e. fire extinguishers, fire alarms, smoke detectors, etc.) will be dismissed from camp immediately. Participants may not interfere with any security system or tamper with locks in classrooms and other areas.
7. Vandalism and pranks will not be permitted. All furniture must remain unchanged and kept in place. Any damages caused in rooms or common areas will be charged to the responsible party. Replacement cost will be charged to anyone who removes or damages College property.
8. Valuables including jewelry, electronics, etc., should not be brought to camp. Participants may bring cellular phones but they are expected to remain put away unless needed to contact parents/guardians. Participants are encouraged to leave excess money at home. Stealing from other campers or staff is an actionable offense.

## **XXII. Bus Service**

Bus service to and from Indianapolis to camp will be provided free for any camper who wishes to participate. Campers are expected to follow the same guidelines and rules on the bus as on campus. Discipline issues that occur on the bus will be considered equal to those that occur on campus, and the same policies, procedures, and consequences for discipline issues on campus will be applied in order to ensure the safety of all participants.

## **XXIII. Food Service**

The Napolitan Student Center is the primary dining locations for camp meals and snacks. If desired, campers may bring bagged lunches. Lunches will be kept refrigerated by camp staff. If your child has any dietary restrictions, please confer with the Youth Program Coordinator.

## **XXIV. Care of Facilities and Equipment**

All program staff are responsible for ensuring the proper care of Franklin College facilities and equipment. Vandalism and/or destruction of property are actionable offenses and the offending staff person will be held financially responsible for the damage. If a camper destroys property, the camper's parent/guardian will be held financially liable.

## **XXV. Program Evaluation and Documentation**

Where feasible, participants will be asked to complete an evaluation at the end of the camp. The results will be summarized, analyzed, and retained by the Youth Program Coordinator and sponsoring program as a measure of participant satisfaction. These evaluations are used to improve overall camp operations. Data will be shared with external stakeholders in aggregate form. When quotes are selected, they will not be attributed to a specific camper, ensuring anonymity of responses. Records of camp activities will be kept by the Youth Program Coordinator and/or sponsoring program, which has ultimate authority. For all Franklin College camps, ALL release forms are kept on file for three years. Following this date, all documents are securely destroyed.

## **XXVI. Important Contact Information**

Franklin College Campus Security: 317.738.8888

CampGRIZ Operations: 317.738.8861

Youth Program Coordinator: 317.738.8861

## Appendix A

### **PARTICIPANT AND PARENT/GUARDIAN ACKNOWLEDGEMENT OF CAMP RULES**

1. Campers are to stay on campus for the entirety of the program unless program activities require otherwise. If a camper needs to leave campus for some reason, the Youth Program Coordinator must receive prior written permission from the parent or guardian and then will grant specific permission.
2. Campers must attend all activities and workshops. Full participation is the only way a camper can gain real value from the camp.
3. The use of alcohol, tobacco, vaping, and/or other illegal substances is not allowed. Campers may not have with them, use, give out, or sell alcoholic beverages, drugs, weapons, or fireworks.
4. Campers may not use inappropriate language (e.g., vulgarity, negative statements about other campers). Campers **MUST** refrain from physical violence, bullying, or other aggressive behaviors. Campers should never misuse internet privileges; attempting to access unauthorized sites is not allowed.
5. Campers must obey the rules and guidelines set by the instructors for each academic facility in use.
6. Any camper found tampering with any fire equipment (i.e., fire extinguishers, fire alarms, smoke detectors, etc.) will be dismissed from camp immediately. Campers may not interfere with any security system or tamper with locks in other areas.
7. Destruction of property is not allowed. All furniture must remain unchanged and kept in place. Any damages cause will be charge to the responsible party. Replacement cost will be charged to anyone who removes or damages College property.
8. Valuables, including jewelry, electronics, etc., should not be brought to camp. Participants may bring cellular phones but they are expected to remain put away unless needed to contact parent/guardian. Campers should leave excess money and valuables at home. Neither Franklin College, nor the camp staff, is responsible for lost or stolen items.
9. **MEDICAL:** In cases where medical attention is necessary, parents will be contacted for approval when possible. Franklin College requires completion of a medical release form signed by the parent or guardian in order that we may react responsibly in an emergency situation. Please sign below to signify full understanding of the rules discussed above:

Participant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Appendix B  
**PHOTOGRAPHY PERMISSION AND USE**

I, \_\_\_\_\_ grant Franklin College permission to use photographs or video of my child, \_\_\_\_\_, in publications produced by the college, websites owned by the college, or public relations activities conducted by the college for the purpose of promoting Franklin College and/or our summer programs and camps.

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Printed Name

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Signature

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Date

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**I DO NOT grant permission to photograph my child.** \_\_\_\_\_ **(Initial)**

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Printed Name

---

Signature

---

Date