
W H A R T O N C E N T E R
I N S T I T U T E F O R
A R T S & C R E A T I V I T Y

SUPPORTED BY MSU FEDERAL CREDIT UNION

BRINGING ARTS TO EDUCATION

Contents

Welcome

Our Mission	3
Important Contacts/Program Staff	
Institute for Arts & Creativity Programs	4

Community Building

Respecting Diversity	5
Statement for Disability Inclusion	5
Michigan State University Anti-Discrimination Policy	5
Michigan State University Relationship Violence and Sexual Misconduct Policy	5
What is Title IX?	6
Wharton Center Behavior Contract	7
Procedures for Responding to Behaviors that Violate Policies	8

University Policies

Behavior Compliance & Consequences	8
------------------------------------	---

Safety & Supervision

Participant Health Form	9
Safety, Security & Visitors	9
Access System	10
Procedures for Emergency Situations	10
Guidelines for Contacting Participant	10
Participant Forms	10
Virtual Safety <i>(Specific to online programming)</i>	11

Participant Information

Daily Arrival & Departure	11
Items to Bring	12

Logistics

Directions	12
Maps & Parking	13

Our Mission

WHARTON CENTER'S PURPOSE

We believe that art is integral to living a richer, fuller, more purposeful life. We exist to inspire and connect with the creative spirit in all of us ... one student, one performance, one community at a time.

PROMISE

Inspire the mind, move the soul.

ESSENTIALS

Shared Stories:

We are defined by the collection of stories we share. Our beliefs, traditions, values and culture are continually refreshed. They are given new meaning through the narratives, teachings, and performances we inspire and make accessible to all.

Uncommon Ground:

What makes us different, brought together, makes us more. We create a sense of place where our otherness, boldness and diverse perspectives and experiences are celebrated.

Ties that Bind:

We create community through live performance and education. For us, art and expression help to build ties that bind us through shared experiences, allowing us to feel part of something bigger than ourselves.

Important Contacts

Institute for Arts & Creativity Staff and other important contacts

- Kelly Stuible-Clark, Senior Educational Program Manager: 517.884.3166
stuible3@whartoncenter.com
- Laurie Briseño, Education Operations Manager: 517.884.3141 briseno@whartoncenter.com
- Ben English, Community Engagement and Special Projects Coordinator: 517.884.3171
ben.english@whartoncenter.com
- Eric Olmscheid, Executive Director, 517.884.3111 eric@whartoncenter.com
- Wharton Center Main Office: 517.884.3101
- MSU Police: 517.355.2221

Act One School Series

Act One School Series offers curriculum-connected school-time performances for K-12 students. Produced by nationally and internationally touring companies, these field-trip performances utilize the power of the performing arts to extend classroom learning.

Arts Integration Teacher Training with Kennedy Center Partners in Education

Wharton Center partners with Ingham ISD to provide arts integration training for mid-Michigan teachers. Facilitated by national teaching artists, the training strives to provide the tools and understanding for classroom teachers to integrate the arts into non-arts curriculum areas, meeting the learning objectives of both.

Disney Musicals in Schools

Disney Musicals in Schools is an outreach initiative that develops sustainable musical theatre programs in under-resourced Michigan elementary schools. With continued support from Disney Theatrical Group, professional teaching artists collaborate with selected schools' teachers and administrators towards a goal of producing a Disney KIDS musical for their students, parents, and community, while creating the groundwork for the program to continue for years to come.

Sutton Foster Awards

The Sutton Foster Awards celebrate achievements in musical theatre by high schools across Michigan. Learning opportunities are available throughout the year for all students in the program, led by Broadway professionals. Participating schools receive a professional adjudication of their production at their school. Based on their adjudication, nominated students will perform in the culminating Awards Showcase on the Wharton Center stage. Two selected students will represent Michigan at the National High School Musical Theatre Awards (The Jimmy Awards) in NYC.

Young Playwrights Festival

Michigan high school students submit 10-minute plays to this juried festival. Six selected students are paired with a professional playwright to revise their work before it is produced by students from MSU Department of Theatre. Public audiences then experience these six plays in a festival format on stage at Wharton Center.

Take It From The Top

Students sing, dance, and act their way through week-long training workshops led by Broadway professionals. Through these summer workshops, aspiring musical theatre students of all experience levels have the chance to explore what it means to be a "triple threat" in a safe and encouraging environment.

New Musical Lab

New Musical Lab is an educational collaboration between Wharton Center and MSU Department of Theatre. This program supports one new musical in development each season. The program culminates in a staged reading of the new musical at Wharton Center, bringing Broadway creatives and performers to campus to work alongside MSU students in service of the creative process. The program becomes a vivid learning experience for both students and creatives.

Company at Wharton

This monthly workshop series gives students an in-depth look at the many disciplines included in musical theatre performance, including singing, dancing, and acting. Performing artists of all backgrounds and skill levels are welcome.

Teaching Artist Institute

Artists who work in or are interested in the world of education come together for a three-day workshop at Wharton Center, learning pedagogy, curriculum design, and classroom management.

Audience Engagement – Insight Previews and After Chats

Audience experience goes far beyond what's on stage. Patrons can join pre-show Insight Previews and post-show After Chats to learn about the performance art form and subject matter, as well as the creatives themselves. Events are led by local professionals and scholars.

Artist Residencies and Engagements

Wharton is proud to host a variety of residences and engagements with visiting artists, expanding the learning opportunities to campus, the community, and K-12 school partners.

Additional Supported Wharton Center Programs:

Act One Family Series

Wharton Center presents various weekend matinee and evening performances that are educational and entertaining for the entire family!

Sensory-Friendly Performances

Modifications are made at select Wharton Center performances to be more accommodating to those who have sensory sensitivities. Such accommodations include reducing the drastic sound and light cues, offering alternate viewing spaces, and providing trained volunteers who help make a welcoming environment for all audience members.

Community Building

Respecting Diversity

Wharton Center believes that your story is important. To us, valuing inclusion means providing the opportunity to actively participate in a vibrant community that offers a broad range of ideas and perspectives. We must embrace the opportunity to learn from each other and welcome a full spectrum of experiences, viewpoints, and intellectual approaches – including but not limited to age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight. This variety benefits everyone, as it challenges us to grow and think differently.

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 Wharton staff two weeks before the start of the program. Requests received after this date will be honored whenever possible. More information is available at <https://www.rcpd.msu.edu>.

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://civilrights.msu.edu/_assets/documents/adp-users-manual.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.

Michigan State University Relationship Violence and Sexual Misconduct Policy

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 prohibits 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.

Laura Rugless, JD

Title IX Coordinator

Office for Civil Rights and Title IX Education and Compliance

4 Olds Hall

East Lansing, MI 48824

Phone: 517.353.3922

E-mail: OCR.LauraRugless@msu.edu

Website: civilrights.msu.edu

Reporting Procedures and Resources

All individuals are encouraged to promptly report 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 MSU Confidential Resource. A list of these resources is available at <https://poe.msu.edu/resources/resources-for-survivors>. A list of these resources specifically available for youth is available at <https://youthprograms.msu.edu/reporting/index.html>.

Michigan State University has updated the [Reporting Protocol: Child Abuse and Other Harm to Children](#) to be more comprehensive and extend beyond what is required by state law.

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, 408 W. Circle Dr., Suite 4, Olds Hall, East Lansing, MI 48824, 517.353.3922 or 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

Non-Emergency Line: 517.355.2221

Wharton Center Contract for Program Participant Behavior

To create a positive learning environment for everyone, I agree to the following:

- I will not possess, consume, or be under the influence of alcohol, medical marijuana, or illegal drugs at any time.
- I will not possess a firearm or other weapon while I'm in the building.
- I will not participate in any kind of violence, hazing, or bullying (physical, verbal, or cyber-bullying); if I observe this occurring among our participants, or suspect any misconduct, I will immediately notify Wharton Center staff.
- I agree to follow the MSU Anti-Discrimination Policy, which prohibits inappropriate limitation of University activities on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight; or harassment of any University community member(s) on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.
- I agree that theft of property, regardless of the owner, will not be tolerated.

- I agree that 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>. If I observe this occurring among our participants, or suspect any misconduct, I will immediately notify Wharton Center staff.
- I agree hazing and bullying (including, but not limited to physical, verbal, or cyber-bullying) will not be tolerated.
- I agree that misuse or damage of University property is prohibited. I may be financially responsible for damage or misuse of university property.
- I agree to the prohibition of inappropriate use of cameras, imaging, and other digital recording devices (including applications on smart phones and mobile devices) in showers, restrooms, locker rooms, and other areas where privacy is expected by participants.
- I agree to follow instructions regarding which Wharton Center spaces I'm allowed access to during my program. These instructions will be clearly shared prior to the program's start, and the building will be appropriately marked.
- I will not take pictures or video of participants, nor post information to social media, without prior permission from the individual(s) in the photo/video.

Participants must abide by all University regulations at: <https://youthprograms.msu.edu/parent-family/index.html>. Participants who violate University regulations may be removed from the program for violation of such rules.

Procedures for Responding to Behaviors that Violate Policies

If a youth participant is involved in an incident that violates University and/or program policy, program staff will speak with everyone involved to gain an understanding of what occurred and will contact the 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 consult 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 contact the participant's approved adult contacts, and the parent(s), guardian(s), or emergency contact(s) must pick up the participant immediately to remove from the premises.

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 contact a participant, program staff will try to notify the appropriate parent(s), guardian(s), and/or other emergency contact(s) immediately.

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.

University Policies

Behavior Compliance & Consequences

All participants are expected to be on their best behavior and abide by the rules listed in the **Wharton Center Contract for Program Participant Behavior**. Failure to adhere to the rules can impact other participants and the program. The following procedures apply to violations of the program rules and any rules verbally given by the program instructor or supervising adult. Please note: All violations are considered on a case-by-case basis; participants can be dismissed at any time, for any type of violation, at the discretion of the Wharton Center program staff.

There are two types of offenses to consider:

Minor Offense

Example of minor offenses: repeated class interruptions, acting out, or being disrespectful.

- The participant will receive a warning from the program instructor or supervising adult. Staff will communicate with parents if necessary.
- If the participant repeats the offense, the student will meet with the instructor of the course and/or Wharton Center staff. The instructor/Wharton Center staff will assign appropriate consequences at their discretion, and this decision is final. Parents/Guardians will be contacted by Wharton Center staff and informed about the incident and its consequences.
- A third violation of the rules will warrant dismissal from the program. Parents will be notified to pick up the participant immediately. Dismissal from the program for disciplinary reasons does not warrant a refund of tuition or fees.

Major Offense

Example of major offenses: plagiarizing, bullying, physical or verbal threats, harassment, or property damage. A major violation of the rules will warrant dismissal from the program. Parents/Guardians will be notified to pick up the participant immediately. The participant will be barred from any future Wharton Center programming.

Safety & Supervision

Participant health is a significant concern during any youth program, and program staff are attentive to participant health issues. Wharton Center administrators are notified any time there is a concern about the student's physical or mental health.

Health Form

All participants must have a current Medical Treatment Authorization for Michigan State University Form on file before attending a Wharton Center program. The forms are sent to program participants in advance. Health insurance is not included in the program cost. Participants should provide a copy of their medical insurance in case an emergency occurs.

Medications

Parents should alert the Wharton Center program staff of any prescription medications via the Medical Treatment Authorization Form. Participants must bring an adequate supply of their medications,

including epi-pens, Benadryl, or other medications that might be necessary to treat an allergic reaction. Staff can remind participants to take their medications, but staff cannot dispense medication, including epi-pens. Staff will contact 9-1-1 for emergency medical services if a severe allergic reaction or other emergency occurs.

Non-Prescription Medications

Wharton Center Institute program staff do not have a supply of non-prescription medications. Basic first aid supplies are available for participants. Parent(s)/guardian(s) will immediately be notified if their participant requires medical attention.

Illness or Injury While Attending Wharton Center Youth Programs

If a participant becomes ill or is injured during a program/event, program staff will contact the parent(s)/guardian(s) to pick up the participant. If a parent, guardian, or designated emergency contact is unable to pick up a participant and the participant requires immediate medical attention, they will be taken to the nearest urgent care facility. If the situation warrants, Wharton Center program supervising staff will use their best judgment to decide if the participant needs to be transported to a hospital emergency room.

In an emergency medical situation, 911 will be called, and program staff will contact a parent(s), guardian(s), or designated emergency contact as soon as possible. Families are responsible for any ambulance transportation costs incurred.

Wharton Center staff working within the building during normal weekdays are trained to handle security, emergencies, as well as daily operating procedures.

For the safety and security of all participants, all doors are kept locked once a program begins. Only program participants are allowed in the designated program space(s) once the doors are secured and locked.

To promote the safety of all Wharton Center program participants, individuals not registered to participate in a program are not permitted to visit or observe. All sessions are considered "CLOSED," meaning we do not permit observers in the building. This creates a safer atmosphere for students to work on their creative skills without fear of judgment.

Access System

Our access system secures exterior doors and all interior hallway doors that lead to our various designated workshop spaces. Staff may access with employee ID access cards.

Procedures for Emergency Situations

The MSU Alert System for emergencies sends out notifications via email, text messages, and prerecorded phone calls. If you would like to receive SMS text messages on your cell phone, you can register your phone information by logging in to the MSU system and adding your number at <http://alert.msu.edu/>.

In case of a weather-related emergency, (severe thunderstorm warning or tornado warning), everyone should seek shelter in an interior hallway in the basement or ground level of the building away from windows, or the lowest level of a parking ramp.

In case of other emergencies on campus (accident, medical emergency, suspicious activity, presence of a firearm), the best course of action is to call 9-1-1 immediately.

If a "Secure in Place" action is advised (in case of active violence), Wharton Center is guided by the following MSU protocol:

- Lock the doors of the room you are in. (Wharton Center staff will lock the main doors of the building.)
- Close blinds and turn off lights.
- Find a well-hidden and protected area to hide; use objects in the room to barricade or hide behind.
- Wait for the "All Clear" from the MSU Alert System before leaving your secure location.

Guidelines for Contacting Your Participant

If a parent, guardian, or emergency contact listed on file as an approved adult must contact their youth participant in the middle of a class session, please contact Wharton Center staff at 517.884.3101. In the interest of safety for all participants, program staff will not be able to discuss information about a participant, nor will they facilitate contact with an individual who is not listed on file as an approved adult without written authorization from the participant's authorized adult contacts.

Participant Forms

To help Wharton Center program staff prepare for your participant's arrival, please complete and return all required forms that were emailed or mailed to you before the program starts. Contact Wharton Center program staff if any issues arise.

Virtual Safety

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 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:

- Violates program safety and security rules;

- Contribute to “Zoom Bombing” or other similar disruptions; and/or
- Shares program links, passwords, or other program login information with individuals outside of the program.

Daily Arrival & Departure

Wharton Center staff/volunteers will monitor participants at the designated drop-off and pick-up point each day. You can reference the map on the last page of this Handbook for the drop-off/pick-up location.

We emphasize that participants are not permitted to arrive late or leave early for any reason. This policy is for participant safety. Do not schedule any appointments or other commitments for your student during the Wharton Center program/event. Should extreme circumstances arise, and a participant must leave the program for any amount of time, Wharton Center program staff must be contacted for approval. If a signed Permission for Early/Alternative Release form is on file, please let staff or program instructors know at the beginning of the workshop before you leave.

Drop-off and pick-up location:

Depending on the program, participants should be dropped off and picked up at:

- the circle loop located at the front of Wharton Center off Bogue St, or
- the parking ramp attached to the Wharton Center

After drop-off, participants should immediately check in with Wharton Center program staff.

Sign-Out Policy

At the end of each class day, participants under 14 years of age must wait for their parents or approved guardian at the pick-up point, and parents or approved guardians must sign out their student with Wharton Center program staff before leaving. Participants 14 years of age and older must sign out with Wharton Center program staff.

Parking:

Wharton Center encourages parents and guardians to drop participants off at their designated drop-off location, to avoid parking charges. If participants drive themselves, they may park in the ramp attached to Wharton Center and utilize the pay-by-plate kiosks to pay the hourly parking charge.

Items to Bring

WHARTON CENTER IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN ITEMS.

Suggested Items to Bring:

- Any medically necessary prescriptions or supplies, clearly labeled
- A notebook and a writing utensil
- A reusable water container that can be filled up at water coolers around the building (MSU is a green campus.)

- Jacket or sweater for possible cool room temperatures
- Comfortable and movement-appropriate clothing and shoes for your programs

W H A R T O N

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DIRECTIONS

TO EAST LANSING

FROM NORTH/SOUTH: US 127 to Trowbridge, Exit 75.

FROM WEST: I-96/69 to I-496 to Trowbridge, Exit 9.

FROM NORTH EAST: I-69 to Business 69/Saginaw Highway exit.

FROM SOUTH EAST: I-96 to Okemos Rd, Exit 110.

TO WHARTON CENTER – PASANT THEATRE

STUDENT DROP OFF:

Drop off students in front of Wharton Center. Drop-off loop is accessible from North.

750 E. Shaw Lane, East Lansing, 48824

FROM TROWBRIDGE ROAD:

Take Trowbridge Road and follow curve left at Red Cedar. Take Red Cedar through light to Shaw Lane. Turn right at Shaw Lane. Turn right onto Bogue Street and continue straight. Loop in front of Wharton Center to drop students off.

FROM BUSINESS 69/SAGINAW HIGHWAY:

Take Saginaw to Hagadorn Road. Turn left onto Hagadorn Road and then right onto Shaw Lane. Turn left onto Bogue Street and continue straight. Loop in front of Wharton Center to drop students off.

FROM OKEMOS ROAD:

Take Okemos Road north, turn left onto Jolly Road and turn right onto Hagadorn. Turn left onto Shaw Lane. Turn left onto Bogue Street and continue straight. Loop in front of Wharton Center to drop students off.

ARRIVING BY BUS:

Buses MAY NOT remain onsite during the performance. Designated bus parking is at Lot 89. Performances last approximately one hour. Buses should pick up students at the same location they were dropped.

ARRIVING BY CAR:

Parking fees apply at Wharton Center/MSU Ramp 3. Payment is required by a pay-by-plate system. Visit a pay station kiosk on level 2 or 3 upon arrival to enter payment. Parking rates are currently \$1.80 per hour and are subject to change. Cash and credit cards are accepted. Performances last approximately an hour. Parking ramp access is for vehicles under 7'6" only.



You can view an interactive MSU campus map at: <http://maps.msu.edu/interactive>

For more information, contact:

Kelly Stuible-Clark, Senior Educational Program Manager
stuible3@whartoncenter.com, (517) 884-3166

Laurie Briseño, Education Operations Manager
brisenol@whartoncenter.com, (517) 884-3141

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