Texas Tech UIL
Summer Camps
2017
High School Students
& Educators
Handbook of Policies and Procedures
1. PURPOSE
The purpose of this Summer Camp Handbook of Policies and Procedures (“Handbook”) is to establish the general policies and procedures applicable to all summer camps operated on the campus of Texas Tech University (“TTU”) under the auspices of the Division of Institutional Diversity, Equity & Community Engagement (“DIDECE”). Such individual summer camps include, but are not limited to:
   a. Theatre/Technical Theatre Camp
   b. “What’s Your 8th Problem?” Math/Science Camp
   c. Congress, Speech and Debate Camp
   d. “The Write Way to Leaguetown” Journalism Camp

2. GUIDING PHILOSOPHY
Texas Tech University is committed to advancing equality, access, and academic excellence for all students from every background, and the DIDECE at TTU exists to support those efforts and promote academic and inclusive excellence at all levels.

The DIDECE believes in the potential and promise of all students - regardless of age, race, gender, ability/disability, orientation, religion, economic background, level of education, academic accomplishment, hometown or cultural heritage - to contribute to society in a positive manner. To that end, the DIDECE operates a variety of summer camps to help such students learn and be able to realize their full academic and personal potential.

3. TEXAS TECH OPERATING POLICIES AND PROCEDURES
The terms and conditions of all applicable Operating Policies and Procedures (“OP”) adopted by the TTU Board of Regents are incorporated by reference into this Handbook. To the extent that any provision of this Handbook conflicts with any applicable OP adopted by the Board of Regents, the OP shall prevail. All camp employees and camp participants are expected to abide by all applicable OPs at all times.

4. REGISTRATION
Registration and Dorm Check will be in Stangel/Murdough Dorm (see attached map).

Check in times:
- Theatre/Technical Camp: Wednesday, July 5th 3:00 pm - 4:30 pm
- Congress/Speech/Debate: Sunday, July 9th 1:00 pm – 2:30 pm
- Math/Science Camp: Tuesday, July 18th 3:30 pm – 5:00 pm
- Journalism Camp: Tuesday, July 18th 1:30 pm – 3:00 pm

Check out Times:
- Congress/Speech/Debate: Saturday, July 15th 12:00 pm
- Theatre/Technical Camp: Saturday, July 15th 12:00 pm
- Math/Science Camp: Saturday, July 22nd 12:00 pm
- Journalism Camp: Saturday, July 22nd 11:00 pm
5. TRAVEL

Parents, high schools, or students are responsible for transportation to and from Texas Tech University at the beginning and end of camp.

6. STANGEL / MURDOUGH DORMITORY

Throughout the duration of the Campers’ stay at Stangel / Murdough Dormitory, each individual participant is responsible for maintaining the appearance of their area which includes their assigned room and building. Any damages shall be the responsibility of the participant and parent(s)/guardian(s).

7. HOUSING

Male and female students are housed in separate areas of the dormitory. Access to living areas of the opposite gender will be absolutely prohibited at ALL times. Violation of this rule may result in suspension from camp without a refund.

We have an excellent faculty and staff who will supervise campers at all times. Counselors accompany campers to classes, cafeteria, rehearsals, dorm, and social activities. At no time during the day will students be left un-chaperoned. A strict dorm curfew will be enforced, and an adult dorm supervisor is on-site throughout the camp.

8. MEALS

Meals are provided for all campers and are included in the tuition fee.

9. HELPFUL PACKING TIPS

Please use this essential checklist. Additional items of a personal choice are allowed.

- Pillowcase and bed sheets for a single/twin bed.
- Blanket. Dorms do get cold at night.
- Extra pillow(s) if needed
- Toiletries, toothbrush/toothpaste, deodorant, shampoo, bath soap, sunscreen, insect repellant, etc.
- Towels and wash cloths
- Bathrobe, slippers/shower shoes
- Alarm clock or clock radio or cell phone
- Three meals are provided daily; however, snacks can be purchased at a variety of locations.
- Water bottles.
- Swimwear, under guidelines of appropriate attire and no cut-offs are allowed.
- Calculator(s) for math/science camp.

10. SPENDING MONEY

A lot of additional money can be spent or a little. Tuition fees pay for the workshops, room and board, camp activities, t-shirt, and backpack. There will be an opportunity to purchase snacks in the dorm as well as classroom buildings.
11. RESIDENTIAL STAFF

There will be summer residential staff to facilitate, monitor, and maintain all events and activities during the duration of camp in Stangel / Murdough Dorm.

Campers are to abide by the rules and regulations provided by the residential staff at all times. Any violations will be subject to review by the Camp Director.

12. COMMUTERS

Parking permits are required for commuters leaving their cars on campus.

Commuters must arrive on time each day for the class. Commuters must arrive at Stangel / Murdough by 20 minutes prior to class to join the group for class. Parents will be notified immediately if students are late for camp. Commuters are required to stay for all lunches on campus. Tuition covers the cost of these meals.

Commuters MAY NOT leave campus until the end of the day’s sessions. Commuters MAY NOT, for any reason, transport a residential camper in a vehicle during camp. Failure to follow these rules may result in immediate suspension from camp without a refund.

13. CAMOUS PARKING

Camp parking permits are available to purchase for $8.50 from the appropriate link. Parking permits must be purchased before arriving to camp.

Math/Science Camp:  
Click here to register

Theatre/Technical Camp:  
Click here to register

Congress, Speech & Debate Camp:  
Click here to register

Journalism Camp:  
Click here to register

Vehicles must park in the Stangel / Murdough parking Z5 lot. There is no actual permit to be displayed on the dash board. License plates are read electronically for permit verification. Parking Services Phone number is 806-742-PARK (7275).

Vehicles without permits are subject to towing and/or ticketing. Payment of vehicle towing/ticketing is the responsibility of the vehicle owner. Texas Tech Summer Camp is not responsible for payment of vehicle towing/ticketing.

14. CAMPER SAFETY AND GUIDELINES

The camp will have strict rules regarding curfew, class attendance, rehearsal etiquette, and behavior. Rule violations may result in a phone call to parents, restriction on social activities, or suspension from camp without refund. All expenses incurred following suspension are the responsibility of the parent and payment is due immediately.
The safety and welfare of each participant and the group as a whole is a top priority. We ask that each participant regard safety in the same manner. To maintain safety at all times, we also ask each participant to behave in a manner that will promote safety by making sure other participants abide by the safety rules:

a) No participant shall cause harm to themselves or others.
b) All participants shall be cautious in their daily activities.
c) No participant may wander or separate themselves so as to be alone without a Summer Camp counselor, staff, director, or emergency personnel.
d) All accidents or incidences must be reported immediately to Summer Camp staff. No time constraint is enforced – whatever time, whenever on campus, wherever, and however the accident(s)/incidence(s) occur, camp staff must be notified.
e) All rules and regulations shall be followed to ensure maximum efforts towards a safe environment.
f) No participant may accept a ride in a vehicle or provide another participant transportation without permission of and presence of Summer Camp staff.

15. DISCIPLINARY PROCEDURES

A camp participant will be dismissed from camp immediately and without refund if he/she is found to be in possession of any of the following:
   a) Any amount of alcohol;
   b) Any tobacco product, including cigarettes;
   c) Any illegal drug, including marijuana;
   d) Fireworks; or
   e) A weapon of any sort, including a firearm or a knife.

A camp participant will be dismissed from camp immediately and without refund if he/she is engaged in any of the following behaviors:
   a) Physical assault of another person;
   b) Damage, destruction, or theft of personal or university property;
   c) Intentional misuse of prescription drugs;
   d) Sexual encounter;
   e) Intentional sounding of a false fire alarm;
   f) Use of camp computer facilities to access pornography;
   g) Repeated bullying of another camp participant; or
   h) Any other behavior that the Director determines, in his/her sole judgment, is harmful to other camp participants or is detrimental to the safe operation of the camp.

16. STUDENT RESPONSIBILITIES

a) To adapt and learn from the university environment.
b) To comply with all university, housing, and program rules.
c) To attend all classes and activities on time, unless officially excused.
d) To meet with counselors, teachers, tutors, directors, and staff when scheduled.
e) To keep room and personal belongings neat, clean and orderly at all times.
f) To pay for repairs or replacement of any lost or damaged property.
g) To complete and update medical history, residence, and any pertinent information as soon as changes are in effect.
h) To not wander away from the group or proceed anywhere without informing the proper staff.
i) To remain on campus at all times unless accompanied by a staff member, parent, or legal guardian.

j) To register all prescribed medication with the Camp Director.

k) To respect all fellow students, program staff, and university personnel.

l) To refrain from overt public-display of affection. (i.e. kissing, excessive hugging, and or caressing, etc.).

m) Electronic devices (cell phones, iPods, MP3 players, video games, etc.) are not allowed during classes, meetings, or rehearsals.

17. ATTIRE

Attire should not interfere with or distract from the positive learning environment supported by the camp. Therefore, any attire that depicts drugs, alcohol, satanic, vulgar, pornographic, or gang-related material will not be allowed. The manner in which each participant presents himself/herself is important for many reasons – most importantly, to provide a clean and safe learning environment for all participants.

18. STANDARD OF CONDUCT & ETHICS / BEHAVIOR

Participants are expected to behave in accordance with standards which contribute positively to a learning environment. This behavior is essential for the development of respect, trust, and leadership abilities that are promoted by Texas Tech. Any negative behavior will not be tolerated.

19. CONTACT INFORMATION

In the event of an emergency, parents can get a message to students by calling one of the following numbers:

Billie Gonzalez, Camp Director: (cell): 806-577-5979 (office) 806-742-2350
Stangel / Murdough Office (available 24 hrs): 806-742-2622

Mail may be sent to campers at the following address:

Student’s Name – Texas Tech (name of camp)  
c/o Texas Tech University – UIL  
PO Box 45035  
Lubbock TX 79409-5035

20. RELEASE of PARTICIPANT

If, for any reason, the camp participant must leave camp, a parent/guardian must notify the Camp Director. The following authorization form must be completely filled out before releasing the student to the care of the parent/guardian.
Dear Parent(s)/Guardian(s):

During the residential stay of Texas Tech Summer Camp, your son/daughter will be living in the Stangel / Murdough Dormitory. Throughout their stay, there may be times when you might need him/her to attend a family event or other activity. In order for the camp to release him/her, we ask that you provide a listing of those persons that will be allowed to pick up and return your child to campus. You may also give your son/daughter permission to take their own vehicle to the event that is outside our camp and off the Texas Tech campus. Turn this in at registration.

Please list exact times and dates the student(s) will be away from camp at another event:

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Son/Daughter’s Name: __________________________________________________________

I, ___________________________ and/or ___________________________ grant permission
(FATHER/MALE GUARDIAN) (MOTHER/FEMALE GUARDIAN)

for the following people to pickup and drop-off my son/daughter from Texas Tech University. I understand that only the people I list below may pick up my son/daughter after I have notified Texas Tech Summer Camp Director. I should also include any siblings that may be picking up my child. I should contact the camp director by phone at least two days in advance.

If there is an emergency, I should contact Billie Gonzalez at 806-577-5979.

Name & Relationship | Address (destination point) | Telephone Number/Cell #
---------------------|-----------------------------|-----------------------------
|                     |                             |                             |
|                     |                             |                             |
|                     |                             |                             |
|                     |                             |                             |

Signature: ___________________________ Date: ____________________

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21. CAMPUS

Texas Tech University is hosting Summer Camps and has provided access to the university’s resources and facilities. With this in mind, all participants shall respect the privilege that is extended to each participant at each activity, event, social activity, and performance during the camp. Participants should respect and care for the facilities by making certain to clean the area, abide by the university policies and procedures, and camp program rules.

22. MEDICAL HISTORY & INSURANCE

In order for Texas Tech Summer Camp to provide the maximum effort in safety, it is required that each parent/guardian provide their son’s/daughter’s current medical history and insurance information. Those forms must be completed prior to his/her entrance into the Texas Tech Summer Camp and should be updated as information changes. As for the medical insurance/Medicaid/Medicare information, these should include all physicians and policy numbers. Students should submit a copy of the card or information with all telephone numbers. If no insurance is available, write “No Insurance” on the medical history form, and please notify the Camp Director.

The medical history should include a list of medications being taken and amount of dosages, as well as a list of all allergies. Please ensure that all documentation remains current and accurate should a medical emergency occur and your child need immediate medical attention.

The Camp Director must have on file a list of any prescription medications.

23. MEDICAL EMERGENCIES / ACCIDENTS

In the event of an emergency, various forms have been requested. These forms are to allow the camp staff to provide medical attention for the participant in the event of an accident or medical emergency. Should there be a medical emergency, the procedures are as follows:

- If any medical emergency or accident occurs, a member of the Summer Camp staff should be notified immediately.
- Staff of summer camp is to notify the Camp Director immediately. The Camp Director will notify family as soon as possible.
- Depending on the situation, emergency medical facility will be called through 911 or participant transported to hospital, or first aid will be rendered by trained University Personnel.
- Texas Tech Summer Camp staff/personnel will fill out an incident report with information regarding the accident.
24. WEATHER EMERGENCIES

In the event of inclement weather, summer camp staff will lead participants to the nearest shelter. Each building scheduled for camp will have basement access available.

**Tornado**
- If a tornado warning is officially issued for Lubbock County, the summer camp staff may instruct all campers to take shelter. The preferred locations in each building are the basements.
- The need to shelter in the event of a tornadic storm threatening TTU may be received via one or more of the following means:
  - Texas Tech outdoor tornado warning sirens.
  - If practical, the TTPD will augment the outdoor tornado sirens through the use of the “HI-LO” siren tone and the public address systems on TTPD vehicles.
  - The TechAlert emergency notification system
  - NOAA weather radio (The Specific Area Message Encoder (SAME) for Lubbock County is 048303).
  - Emergency Alert System (EAS) Radio
  - Local media outlets (TV, Radio)
  - Co-occupants of the building

Directions: Stangel / Murdough Dormitory, corner of Flint & Main Street
Physical address is 3211 Main Street, Lubbock, TX 79409
Tech site: http://housing.ttu.edu/halls/Stangel

Enter campus from 19th Street at Flint (large parking garage is the landmark for this corner). Go down to Main Street and turn right.
Park in Z5 lot on the back side of Stangel / Murdough Dorm.
Check-in will be in basement of Stangel / Murdough.
Parents, please view the Texas Tech Campus Carry rules for Summer Camps.
Texas Tech UIL Summer Camps
2017
Parent or Legal Guardian & Camper Acknowledgment

I, _________________________________, have read and understand the rules and regulations
(Parent’s or Legal Guardian’s Name)


By my signature, I acknowledge ____________________________’s participation in Texas
(Camper’s Name)

Tech Summer Camp and agree to the consequences of violation of such rules.

Signature: ____________________________ Date: ______________
(Parent or Legal Guardian)

Signature: ____________________________ Date: ______________
(Camper)

Please detach this form and turn in to camp staff at camp check-in.

Thank You!

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