

# Student and Parent Handbook

Texas State University-San Marcos  
Summer Theatre Camp

## **Student Guidelines and Responsibilities:**

1. To adapt and learn from a university environment.
2. To comply with all university, housing, and program rules.
3. To attend all classes and activities on time, unless officially excused.
4. To meet with counselors, teachers, tutors, and staff when scheduled.
5. To keep room and personal belongings neat, clean, and orderly at all times.
6. To pay for repairs or replacements of any damaged property.
7. To complete and update medical history, residence, and any pertinent information as soon as changes are in effect.
8. During any camp event/activity, not to wander away from the group, or proceed anywhere without informing proper staff.
9. During the camp, to remain on campus at all times unless accompanied by a staff member, parent, or guardian.
10. Smoking or any tobacco product is NOT allowed.
11. Program policy prohibits the use or possession of alcohol, controlled or illegal substances or any weapons while enrolled in the program.
12. The use of drugs is prohibited unless under the medical supervision of the university health center or a physician.
13. All prescribed medications must be registered with the Department of Theatre and Dance at registration.
14. Clothing which depicts drugs, alcohol, satanic, vulgar, pornographic, and/or gang related material, OR which does not appropriately cover the body will NOT be allowed.
15. To respect all fellow students, program staff, and university personnel.
16. Overt-display of affection will not be allowed.
17. No electronic devices (cell phones, i-pods, i-pads, video games, etc.) will be allowed to be used by participants during classes, meetings, or rehearsals.

## **Standard of Conduct & Ethics**

### **Behavior**

Participants are expected to behave in accordance to 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 the camp and Texas State University, and any negative behavior is not tolerated.

### **Campus**

As you know, Texas State University-San Marcos is hosting the camp and has provided access to the University's resources and facilities. With this in mind, we ask that all participants respect the privilege that has been given by ensuring that at each activity or event during the camp that you respect and care for the facilities by making certain that areas are clean, and that you, as a camp participant, abide by the university policies and procedures, and those of the camp program.

### **Attire**

Attire should not interfere with or distract from the positive learning environment we support. Therefore, any attire that depicts drugs, alcohol, satanic, vulgar, pornographic, or gang-related material OR which does not adequately cover the body 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.

### **Residential Staff**

When the participants reside at the Texas State University dorms, there will be summer residential staff that will facilitate, monitor, and maintain all events and activities during the duration of their stay. 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 director.

### **Dorms**

Throughout the duration of the camper's stay in the University's dorms, each individual participant is responsible for maintaining the appearance of their area that includes their assigned room and building. Any damages shall be the responsibility of the participant and parent or guardian. There will be a lost key fee imposed on any student who loses his/her room key.

### **Safety**

The safety and welfare of each participant and the group as a whole is a top priority for the theatre camp. 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 our safety rules:

1. No participant shall cause harm to themselves or others.
2. All participants shall be cautious in their daily activities.
3. No participants may wander around the campus without a camp staff escort.
4. Any student driving to campus must relinquish their keys to camp staff at registration. Keys will be returned upon completion of the camp.
5. All accidents or incidences must be reported immediately to a camp staff member, no matter the time of day.
6. All rules and regulations shall be followed to ensure maximum efforts towards a safe environment.

### **Medical History & Insurance**

In order for the camp to provide the maximum effort in safety, we require that each parent/guardian provide their son's/daughter's current medical history and insurance information. Those forms must be completed prior to your son's/daughter's entrance into the camp, and should be updated as needed. This should include all physicians and policy numbers. A copy of proof of insurance is required with the Medical History form.

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 needs immediate medical attention.

During the camp, any participants taking medications must submit their medications to the camp director to keep safely from others.

Camp staff will provide basic Over the Counter medications (Tylenol, Benadryl, etc.) There is no need for campers to bring these items. However, if such over the counter medications are brought to camp, they must be turned in to camp staff at registration.

### **Release of Camp Participant**

During the two week stay of the camp, the students' schedules are quite full. Programs start early and end late. Time spent in classes, rehearsals and in the dorms creates a camaraderie and bonding experience as each student comes to know the other participants of the camp.

If the student must leave for a short while at any time during the two weeks, it must be arranged **prior to the beginning** of the camp. Please complete the Parental Authorization and Request for Departure form and submit by the first day of camp.

The following Check Out/In procedures must be followed:

Parent/guardian checking in with camp staff before the student's departure,

Provide proof of identity (driver's license) to camp staff,

Allow camp staff to release the student from workshop activities

Upon arrival back to camp after the scheduled event, the student must check back in with camp staff before returning to workshop activities.

Ultimately, consideration must be given to production and performance when taking into account the length and date of the student's absence. If the student's absence hinders the performance, camp staff may have to decline the request. This will be handled on a case by case basis.

### **Emergencies**

In case of emergencies we have requested various forms to be provided for the camp.

These forms are to allow the camp program to provide medical attention for your child in the event of an accident or medical emergency. Should there be a medical emergency, our procedures are as follows:

If any medical emergency or accident occurs a member of the camp staff should be notified immediately.

The camp staff is to notify the camp director immediately. The director will notify the family as soon as possible.

Depending on the situation, emergency medical facility will be called through 911 or participant transported to hospital, or trained University personnel will render first aid.

Camp staff will fill out incident report with information regarding accident.

**Please complete and sign the following form indicating you have read, understand and agree to comply with all camp policies, rules and regulations.**

**Texas State University-San Marcos**  
**Summer Theatre Camp**  
**Student Parent Handbook Form of Compliance**

I acknowledge that I have reviewed the rules, policies and procedures outlined in the Student Parent Handbook for the Texas State University Summer Theatre Camp.

I understand that any failure to follow these rules, policies and procedures may result in consequences including, but not limited to, restrictions from camp activities, disciplinary action or immediate dismissal from the camp.

I understand that if dismissed from the Texas State University Summer Theatre Camp for disciplinary reasons, no refund of camp tuition will be granted.

With the understanding that both Student and Parent have read and agree to these terms and conditions, I verify that I am a willing participant of the Texas State University Summer Theatre Camp:

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Student Participant's Name *(Please Print)*

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Student Participant's Signature

Date

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Parent/Guardian Name *(Please Print)*

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Parent/Guardian's Signature

Date