

CAMERON UNIVERSITY
**MINORS ON CAMPUS
POLICY MANUAL**



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Section 1. General Overview and Definitions

Cameron University provides facilities and hosts a wide variety of camps, clinics, workshops, conferences and other activities that draw youth to campus. This policy statement is intended to provide guidance to those involved in those types of activities. For purposes of definition, this policy covers the following types of youth activities:

- a. Those which include minors who are here for some type of instructional program, camp, campus interest visit;
- b. Those on campus for a third party private event;
- c. Those in which participants remain overnight in on-campus residence halls; and/or
- d. Brief campus visits by children of faculty, staff and students.

Guidelines for specific types of activities may be found in Appendix 1: Guidelines for Minors in the Workplace and/or Classroom and Appendix 2: Guidelines for Minors on Campus for Public Events, Middle/High School Visits, and Recruiting Events.

Definitions:

- a. **Minor**: any person under the age of eighteen (18) years
- b. **Campus Sponsor**. A **Campus Sponsor** must be a University office, department, employee, or authorized group of students, staff, or faculty members that is willing to act as liaison between the University and any **Activity Director/Camp Director/Responsible Party** for the activity. Specific responsibilities of the **Campus Sponsor** are described in Section 11 of this policy manual. All arrangements for campus support and for payment of any expenses should be made by the **Campus Sponsor** and approved by the **Cameron University Office of Conferencing Services** (See Contact Information in Section 18). The **Campus Sponsor** should serve as the liaison with all University agencies providing support to the activity. In the event a group desiring to conduct an activity at Cameron University does not have a **Campus Sponsor**, the group should be referred to the CU Office of Conferencing Services, the designated unit at CU for providing such activity liaison and support. All groups conducting youth activities on campus of the type covered by this policy will need to have a written authorization signed by a **Campus Sponsor** in order to reserve facilities on campus.
- c. **Activity Director/Camp Director/Responsible Party** is the individual who is directly responsible for the activity. That person may or may not be someone with Cameron University affiliation. This person is the individual who has primary authority for overseeing the event and he or she may be a university employee, a third party event host, a principal, teacher, staff member from another school, etc.
- d. **Camp Staff** is everyone working (paid or as volunteer) for the activity or event.
- e. **University** means Cameron University

Section 2. Guiding Philosophy

The intent of Cameron University is to encourage the use of its facilities, on a space available basis, for many types of youth activities. Though such youth activities should not take precedence over youth activities designed for enrolled students, there are many important reasons why youth activities are to be encouraged by the University and its employees. Youth activities provide the following benefits for the University and the surrounding community:

- Youth activities attract many young people to the University, many of whom will be highly qualified for future admission;
- Impressions gained by young people as a result of campus activities can have a significant positive impact on choice of college;
- Facilities which might otherwise be relatively idle during summer months can be used in support of youth activities that are available to the public;

- Income resulting from youth activities provides important support for certain areas of University operations;
- Youth activities provide an excellent opportunity to acquaint a large number of people with Cameron University in a short period of time;
- Outreach efforts (particularly those aimed at youth), and faculty involvement in those efforts, can be promoted, and
- The reputation of Cameron University is enhanced by effective youth activities.

Section 3. Special Care

The level of care and supervision appropriate for an enrolled student at the University is not necessarily the same as that which is appropriate for a minor participant. It is imperative that minor participants be overseen in a fashion that is appropriate and intended to keep them healthy and safe while visiting the University. Cameron University and its employees strive to provide a reasonably safe environment for participants in the various youth activities sponsored by the University and attempt to ensure that participants using University facilities do the same.

Section 4. Eligibility

Any University department or agency is eligible to conduct youth activities intended to promote the mission of Cameron University. An outside person or organization wishing to use University facilities to conduct a camp, clinic, workshop, or conference on the Cameron University campus must have a **Campus Sponsor**, unless an exception is authorized by Cameron University Conferencing Services.

Section 5. Facility Use

Request Use of University Facilities

After obtaining campus sponsorship, the next step for any **Activity Director/Camp Director/Responsible Party** is to submit a **Facility Request Form** using the link below (to submit a request online). Requests must be received **TWO WEEKS** prior to the date of the event to allow time for review and approval. Information about Facility Requests is available online at the following link:

http://www.cameron.edu/facility_reservations

ONLINE FACILITY REQUEST FORM: <http://ress.cameron.edu/ress/gridpage.asp>

A few things to remember:

- Complete all the information requested on the form.
- Requests cannot be processed if any information is missing. The estimated size of the audience and approval from the organization's sponsor are required for approval.
- If the event requires a special set up with tables and chairs, please indicate that in the comments area. Floor plans and model set-up options are available from the Office of Conferencing Services.
- Please indicate on the request whether the event will require food services. The vendor providing Cameron University Food Service is the exclusive caterer for functions on the University campus. For pricing information, please contact Food Service at (580) 581-2384.
- Requests will be returned to the requestor after appropriate personnel have reviewed the request and the Office of Conferencing Services gives final approval. Requests are formally approved upon receipt of a confirmation e-mail. The University accepts no responsibility for publicity posted prior to formal approval. The requestor assumes all risk.
- Fees for facility use vary by building and rooms. On-campus University sponsored organizations may generally use facilities free of charge (examples of exceptions include the fee for Theatre technicians and the use of the Theatre for events that charge an admissions fee).

Contact information for the Office of Conferencing Services may be found in Section 18. Office staff can address any questions about the facility reservation process and assist to ensure a successfully scheduled event. The Cameron University Use of Facilities Policy may be found at <http://www.cameron.edu/policies> .

Priority for Facility Use

Priority for facility use at Cameron University will be given to internal activities, particularly academic activities that are intended for Cameron University students. Beyond that, Conferencing Services makes decisions about which requests are to be given priority when there are competing demands for facilities. Every attempt will be made to arrange a mutually satisfying solution among all parties. In the event that is not possible, a decision will be made which is in keeping with the best interests of the University. Any requests for facility use in support of a commuter or day camp should clearly indicate the camp is not residential. Consideration will be given, when appropriate, to past experience with a client and a realistic assessment of the ability of each activity to produce the benefits which the University attempts to derive from its program.

Section 6. Lodging

See Appendix 3 for current guidelines and procedures to be followed in assigning minor participants to lodging on campus. See Appendix 4 for current rates for lodging. **Camp staff is solely responsible for providing supervision and security in the residence halls. CU Department of Student Housing does not employ staff for that purpose.** As a security precaution, external doors are kept locked at certain times overnight. Student Housing employs full time staff who are available 24 hours a day should assistance be needed. Camp staff will be provided access cards to the external doors of assigned buildings.

Section 7. Parking

All camp participants are required to abide by University parking regulations while on campus. **Campus Sponsors** should ensure that minor participants, coaches, counselors, staff, volunteers, and Parents/Guardians are aware of pertinent parking regulations. All should be advised of areas in which they should park their vehicles while on campus. If camps include participants who are under the age of 18 and will be remaining overnight on campus, care should be taken by the **Activity/Camp Director** to ensure that no unauthorized use of vehicles occurs during the period camp is in session. If keys are collected, they should be secured in a responsible fashion and returned to the minor participants at the end of the camp session.

Section 8. Food Service

The Shepler Cafeteria is the primary dining location for most camp meals. Other types of dining service can be made available. Please contact Food Service at (580) 581-2385 to make arrangements for food service.

Section 9. Accident / Medical Insurance

Campus Sponsors should recognize that Cameron University **does not provide accident/medical insurance for camp participants. In the event of illness or injury requiring treatment, hospitalization, or surgery, family medical insurance must be used.** All active registered minor participants, staff and volunteers are required to provide evidence of health insurance.

The Activity/Camp Director shall procure insurance of the kinds and limits listed below. Certificate(s) of insurance issued by the insurance carrier shall be furnished to the Cameron University Risk Management Office no later than 30 days prior to the date the camp is scheduled. The certificate of insurance shall name **Cameron University, its Board of Regents, Faculty, Staff, and Agents as Certificate Holder** on the General Liability, Employers Liability, and Automobile Liability policies. The insurance coverage required is a minimum; the requirement is not intended to limit the responsibility or liability of the vendor. If any subcontractor is used, they or the vendor acting on their behalf are required to carry the same coverage and insurance outlined herein. It shall be the Activity/Camp Director's responsibility to ensure compliance with this requirement.

Workers' Compensation and Employers' Liability Insurance

- Workers' Compensation insurance shall be written in accordance with statutory coverage required by the State of Oklahoma.
- Employer's Liability Insurance shall be written with minimum limits of:
 - o Bodily Injury by Accident - \$1,000,000 each accident
 - o Bodily Injury by Disease - \$1,000,000 each employee

Commercial General Liability Insurance-minimum limits accepted:

- Each Occurrence \$1,000,000
- General Aggregate \$1,000,000
- Products-Completed Operations Aggregate \$1,000,000
- Contractual Liability \$1,000,000
- Personal & Advertising Injury \$1,000,000
- Damage to Rented Premises \$ 100,000

In Addition the:

- Policy must be written on an occurrence basis.
- Policy must cover all activities to be performed by the vendor, including athletic/physical activities.
- Policy must not contain any exclusion for intentional acts performed by the contractor.
- Policy must not contain any exclusion for abuse from sexual, emotional or physical actions. If such exclusions are included, separate coverage must be purchased.
- Insurance should be provided by a carrier with a minimum A.M. Best rating of A-.

Commercial Automobile Liability Insurance

- Commercial Automobile Liability Insurance shall be written to include coverage for bodily injury and property damage arising from ownership, maintenance, or use of any company owned, non-owned, hired, or rented automobile.
 - o Minimum limit \$1,000,000 Combined Single Limit

Each policy shall be endorsed to provide that the policy not be canceled, non-renewed, changed or allowed to lapse for any reason without thirty (30) days of written notice to Cameron University. ***Due to the nature of some activities, Cameron University reserves the right to require additional limits of liability coverage.***

Section 10. Finalizing Arrangements

The **Campus Sponsor or Activity Director/Camp Director/Responsible Party** is expected to contact CU Conferencing Services not later than 2 weeks prior to the event in order to provide updated estimates of attendance and to provide continuing indication that the program is still being planned. Any anticipated need to accommodate more than the number originally estimated should be communicated to the appropriate facility manager(s) as soon as possible. **CU cannot guarantee space will be available for any number beyond the original estimate. Activity/Camp Directors** planning to use campus lodging and/or dining services are required to provide a guarantee for the number of participants at least one full week prior to the start date of the camp.

Section 11. Billing Procedures

All payments for services should be made on or before the beginning of the activity unless special arrangements are approved in writing through the CU Office of Conferencing Services for payments after the activity has begun.

Section 12. Responsibilities of the Activity Director/Camp Director

The **Activity/Camp Director** will:

1. Provide counselors and staff for the camp (preferably in accordance with the recommended standards of the American Camp Association), but in any event according to the following guidelines:
 - Age 15 and over, 1 counselor to 10 participants
 - Age 11-14, 1 counselor to 8 participants
 - Under age 11, 1 counselor to 5 participants
 - Any variances must be approved by appropriate Cameron University administrators
 - Camps that are utilizing on campus housing may be required to have additional staff beyond listed minimums to assure appropriate overnight supervision within the residential facilities
2. Meet with the Campus Sponsor and activity/staff personnel representing the different areas to be involved with the activity. The meeting may be in a group, or individually (i.e., Food Service, Housing, Public Safety, etc.);
3. Inspect camp facilities immediately prior to and after the camp session (particularly if the activity will be off campus);
4. Advise participants of appropriate check-in and check-out procedures including charges for damages and lost keys;
5. Familiarize participants with University policies, especially those pertaining to fire and emergency evacuation procedures, expected camper conduct (See Appendix 6), prohibition of smoking, alcohol, possession of controlled substances and fire arms, and unauthorized entry into rooms;
6. Maintain discipline of all participants;
7. Advise Director of Student Housing (or University contact) of supply and maintenance requirements in residence hall;
8. Collect and have readily available Medical Release and Consent forms for all participants. Forms should contain emergency contact, phone number and known medical conditions; (The Cameron University Waiver and Release of Liability for Off Campus Activity form T8 may be used. Copies are available at <http://www.cameron.edu/policies> .
9. Inform the University in advance of early and late arrivals;
10. Complete insurance forms at the time of treatment;
11. Furnish the Campus Sponsor with a list of activity chaperones/counselors and their contact information, as well as notify the housing representative of who will be on call at all times when minors are staying overnight on campus;
12. Furnish the **Campus Sponsor (for third party activities)** with a camp roster as soon as possible but no later than twenty-four (24) hours after camp check-in begins; and

13. Ensure that youth activities and activities conducted on the University campus are in compliance with the Americans with Disabilities Act.

Section 13. Responsibilities of the Director of Student Housing

The Director of Student Housing (or designee) will

1. Issue keys and access cards as needed; provide floor plans to Camp Director prior to the camp;
2. Familiarize camp staff with overall building layout (elevators, fire alarms, etc.);
3. Interpret, support, and enforce University policies, procedures, and regulations;
4. Complete work orders and maintenance requests as needed for efficient hall maintenance;
5. Complete administrative paperwork as required by CU Student Housing; and
6. Assess all housing charges at the conclusion of the conference and advise camp staff of any damages charged.

Section 14. Responsibilities of a Campus Sponsor (For third party activities)

The **Campus Sponsor** will:

1. Serve as liaison with all University agencies supporting the camp or activity;
2. Coordinate arrangements for use of University facilities in accordance with University scheduling regulations;
3. Ensure an appropriate contract is completed by the client group conducting the camp;
4. Acquaint the **Activity Director/Camp Director/Responsible Party** with applicable University policies, emergency procedures, and facilities layout;
5. Assist with check-in of minor participants;
6. Provide an Emergency Contact List for the Cameron University Office of Public Safety (South Shepler center), appropriate Housing personnel, and other identified individuals for use in making emergency notifications.
7. Be accessible in emergency situations;
8. Maintain necessary reports and documentation;
9. Assist with check-out of minor participants;
10. Check on any damages reported;
11. Coordinate approval of invoices for University services and facilities.

Section 15. Appropriate Camp Environment

In order to provide a reasonably safe environment for participants in youth activities, each **Activity/Camp Director** should ensure that certain precautions are taken. All campus rules and regulations are in effect. Other precautions that should be considered are:

Qualified Counselors/Staff

- Background screening is generally required, unless specific exceptions have been approved by Cameron University. The expenses of the screening will be paid for by the potential staff member, or by the employing organization, as agreed in advance. Cameron University does not pay for the cost of screening camp staff.
- Care should be taken that those who will be driving as a part of their duties have a valid license to operate the type of vehicle to be used [Note: all applicable provisions of the Cameron University Student Travel Policy, included in this Handbook as Appendix 5, will apply to any travel during University hosted camps or activities involving minors, as well as other provisions included in this Policy Handbook]; and
- Adequate training should be provided in order that staff members are qualified to direct the activities scheduled.

Parent Awareness

- Parents/Guardians should be encouraged to make themselves aware of the type of activities in which their child may participate;
- Known risks associated with each activity should be clearly explained by the Activity/Camp Director to Parents/Guardians and participants;
- Safety instructions should be made available and should be easily understood;
- Waivers must be signed by all participants (or Parents/Guardians when the participants are under the age of 18). (One example of a waiver form is the Voluntary Assumption of Risk and Informed Consent Form – T8. This form may be found at <http://www.cameron.edu/forms>.)
- Prior to the start of the activity or camp Parents/Guardians must sign the Code of Camper Conduct and Disciplinary Procedures form found in Appendix 6 to indicate they clearly understand the rules and disciplinary procedures to be followed.

Participant Guidelines

- Current physicals are required for activities involving vigorous athletic activities;
- Participants should be in appropriate physical condition for the activity in which they are participating;
- Participants should be placed in the correct skill level for the activity scheduled, and
- Questions designed to ensure a participant's level of **ability** are appropriate, however questions about **disabilities** are **not appropriate**.

Participant Safety

- An adequate ratio of staff to participants should be maintained **at all times**; particularly when in residence halls;
- Water related activities require certified lifeguards;
- Safety equipment should be inspected prior to and during youth activities for safe conditions;
- Cameron University Office of Public Safety officers should be made aware of the youth activity and the daily schedule; and
- Acceptable procedures for releasing children from youth activities should be followed (pay particular attention to procedures followed in accepting/releasing commuters).

Safe Environment

- Grounds should be inspected by Activity/Camp staff prior to and during the youth activity for safe conditions;
- Equipment should be kept in safe condition and suitable for intended use; and
- Vehicles used for transportation should be properly inspected.
- Interim Safety Measures. In the event of danger to a minor, the camp sponsor will take steps to immediately remove the minor(s) from any potentially threatening situation, and may remove and suspend an alleged perpetrator pending further investigation. The Camp Sponsor will contact appropriate authorities, and make prompt arrangements for medical or other professional care for the possible victims and their families. For on campus activities, contact the Office of Public Safety at (580) 581-2911.
- Prompt and Thorough Investigation. After implementing interim safety measures, the Camp Sponsor and the University should conduct prompt and thorough investigations of abuse reports. Specific timelines are recommended. Delays are rarely acceptable when it comes to the safety of minors; however, if law enforcement is involved, care should be taken to coordinate so that the institution's response does not interfere with the law enforcement investigation.
- Should a University employee have a reasonable suspicion of any abuse or neglect of any minor child, including any acts, abuse, or neglect taking place on University property, or where the minor is in University care at a University-related event, but the abuse may have occurred off-campus, the employee should notify Oklahoma Department of Human Services immediately at 1-800-522-3511. Additionally, notify Cameron's Office of Public Safety at (580) 581-2911. Reasonable Suspicion: One does not have to know for certain that abuse is taking place. Reasonable cause to believe or suspect that child abuse has occurred is sufficient. When in doubt, report it!

Section 16. Security

Security, in general, will be the responsibility of the camp staff and the Cameron University Office of Public Safety. During the program day, camp staff will be expected to stay with minor participants at all times except for specific programmatic activities in which it might not be reasonable or appropriate to remain with them; e.g., shopping at the Mall, certain types of recreational activities, etc. **If such unsupervised activities are planned, care should be taken to make sure each Camper's parent/guardian(s) are made aware of it and agree ahead of time to have the child participate.** At night, a sufficient number of camp staff/coaches/sponsors/counselors should remain with minor Campers in the residence halls to provide control and security. In order that Cameron University Police may assist in providing security, the following information (to be referred to as Emergency Contact List for CU _____ Camp), should be provided to the Office of Public Safety by the **Camp/Activity Director or Campus Sponsor** no later than 3 hours after Camp Registration ends:

- Name of the camp
- Contact persons and phone numbers
- Locator list indicating where participants are staying overnight
- Daily schedule

Cameron University Office of Public Safety
2800 West Gore Blvd.
South Shepler, Room 108
Phone: (580) 581-2237
Fax: (580) 581-5556
Emergency: (580) 581-2911
e-mail: public_safety@cameron.edu

In order to put the information in the appropriate hands, the **Campus Sponsor** or **Activity/Camp Director** should call the Cameron University Office of Conferencing Services to advise that an Emergency Contact List for CU _____ Camp form is about to be faxed. Conferencing Services will provide copies to the Office of Public Safety and to the Director of Housing to ensure Cameron University Police are able to respond to emergency phone calls; to recognize camp participants; to inform patrols of the whereabouts of minor participants; and to be alert for unusual activity in the vicinity of the camps.

Section 17. Disciplinary Procedures

Cameron University is committed to the idea that each camper should have a positive and enjoyable experience at camp, and the misbehavior of one participant, or a group of participants, should not be allowed to impact negatively on the experience of others. Parents/guardians must be available to be contacted, as prompt action may be required. Parents/Guardians and minor participants should be aware of the student disciplinary policy. The Code of Camper Conduct and Disciplinary Procedures may be found in Appendix 6.

Section 18. Questions and Contact Information

Any questions concerning policies covered in this manual should be addressed to the CU Office of Conferencing Services.

Office of Conferencing Services
100 S. Shepler Center
Cameron University
2800 W. Gore Blvd.
Lawton, OK 73505-6377
Voice: (580) 581-2291
Email: reservations@cameron.edu

APPENDIX 1

Guidelines for Minors in the Workplace and/or Classroom

Cameron University values its employees and students and recognizes the importance that families fulfill in the lives of employees and students. These guidelines address and outline the circumstances under which it is appropriate to bring non-student, minor children to the workplace or classroom. The guidelines are intended to foster respect for the needs of all parties impacted by the presence of non-student, minor children on the campus, in the workplace, or in the classroom. As used in these guidelines, the term “non-student, minor child” means a minor child who is not enrolled in classes at CU. In addition, the term “parent” means any employee or student who has responsibility for a non-student, minor child while in the workplace or classroom regardless of the employee’s or student’s relationship to the child.

1. In general, the workplace and the classroom are typically not appropriate places for non-student, minor children to be present on a frequent or continuing basis.
2. Exceptions to this general rule include:
 - a. Minors who are enrolled as students at CU.
 - b. Officially sponsored institutional programmatic activities for non-students and minor children with appropriate adult supervision.
 - c. Workplace assignments in which one of the conditions of the employment is residency in a campus facility (e.g., live-in Faculty-in-Residence, live-in Student Housing Staff).
 - d. Brief visits, e.g., an employee brings his/her child, grandchild or other minor relative in to introduce that child to co-workers, provided the employee supervises the child(ren) at all times during the visit.
 - e. Special occasions that are employer-sanctioned and at which attendance by children is encouraged (e.g. holiday activity gatherings). Special occasions should be coordinated with and approved by the employee’s supervisor after considering and satisfactorily addressing the factors set forth in paragraph 3 below. The employee’s supervisor should monitor and approve each employee’s work assignment during the special occasion to take the child’s presence into consideration.
 - f. Visits coordinated with and approved by the employee’s supervisor after considering and satisfactorily addressing the factors set forth in paragraph 3 below. Children may be brought to the workplace by parent employees for brief visits or other exceptional times when common sense would dictate that it is more efficient for the employee to bring the child into an workplace (e.g., following or before a physician’s appointment). The parent employee must supervise the child(ren) on such visits and ensure that the child(ren) is not disruptive to the parent employee or other employees in the workplace. It is not appropriate for non-student, minor children of any age to be in the workplace on a regular basis, including before or after school each school day, or on regularly scheduled school holidays.
 - g. In the event of an emergency, and if there are no other alternatives, parent employees may have children present in the workplace for brief periods of time provided the parent obtains the immediate supervisor’s prior approval. Similarly, in the event of an emergency, and if there are no other alternatives, parent students may have children present in the classroom for brief periods of time provided the parent obtains the instructor’s prior approval. Such arrangements are only to be temporary in nature and may be granted only in circumstances where the employee and supervisor or the student and professor have considered and satisfactorily addressed the factors set forth in paragraph 3 below. When authorized, the parent employee/student must supervise the child(ren) at all times and should not leave such child(ren) in the custody of another University employee or student, even for brief periods of time.

3. The exceptional circumstances under which children may be brought into a particular workplace or classroom setting should be established in a discussion between the employee and supervisor or the student and instructor, respectively, taking into account the following factors:
 - a. Whether the parent is willing to accept full responsibility for the child's safety, for any damage to property or injury to persons that is caused by the child's presence, and to ensure that the child's presence does not disrupt his or her work or interfere with the workplace or classroom activities; the parent must agree to supervise the child at all times and agree that he or she will not leave the child with another employee.
 - b. When considering the presence of children on campus, the extent to which the child's presence in the workplace or the classroom creates a potential danger to the child or exposes the department and the University to liability must be considered. Safety is a primary concern for parents, children, supervisors and the University
 - c. The extent to which the child's presence in the workplace or the classroom poses a risk of breach of confidentiality with respect to information in the workplace. This includes, but is not limited to, a minor child's misuse of University data and computing resources.
 - d. The extent to which the child's presence in the workplace or in the classroom disrupts or has the potential to disrupt the work or classroom environment and/or creates an atmosphere that is not conducive to achievement of the specific goals and objectives of the workplace or classroom.
 - e. Such other factors as the supervisor or instructor deems appropriate.
4. The above-exceptions are not applicable to, and non-student, minor children are generally not permitted as visitors in, work or classroom areas where safety and/or confidentiality factors exist.
5. In any event that minors are brought into the workplace or classroom within the parameters provided above, the minor will not be left unattended at any time, and line of sight supervision by the parent or guardian is required at all times.

APPENDIX 2

Guidelines for Minors on Campus for Public Events, Middle/High School Visits, and Recruiting Events

Non-students are welcome as visitors on the campus of Cameron University for legitimate reasons. However, appropriate precautions must be taken to ensure guests are safe and that visits are in compliance with Oklahoma law and Cameron University rules and regulations.

In order to ensure the safety and security of minors who are not students at the University, and to safeguard the educational and work environment of the University, it is the general rule of Cameron University that all minors on campus or participating in University events off-campus must be accompanied by a responsible adult at all times. No employee, student or visitor may leave a child or minor unattended at the University. Whether a child or minor is “unattended” is defined by applicable activity policies and procedures. These guidelines apply to University buildings, University grounds or any vehicle in the University parking lots.

The University cannot and does not assume any liability for injuries to minors while they are visiting University property.

If any minor is found unattended on University property, the minor child will be escorted to the University Office of Public Safety, and an attempt will be made by that office to notify the responsible parties, and parents of the child or minor.

Middle School and High School Visits

Students who visit campus under the sponsorship of Cameron University for the purpose of touring the institution will be accompanied by appropriate chaperones from their sending institutions. All responsibility for supervision will remain with the chaperones designated by the sending institution. Sending institutions should be informed by the sponsoring group at Cameron University of all campus safety rules and procedures, and the Campus Sponsor should be available at all times throughout the visit in the event any issues occur involving minor visitors.

Athletic Department Visitors

The Cameron University Athletic Department may receive visitors from minor high school students in accordance with all applicable NCAA rules. Specific rules applicable to visits by non-Cameron University minor students must be in compliance with all Cameron University policies and procedures during the time the minor visitors are on campus. The Athletic Department and the appropriate head coaches will be responsible for ensuring appropriate protections are extended to minors at all times they are on campus or in attendance at Cameron University events under the supervision of Cameron University athletes or employees.

All adult supervisors/chaperones are responsible for warning minors to stay with their supervisor or chaperone and will caution minors under their supervision that if they fail to remain with their supervisor/chaperone, they are subject to immediate removal from the campus or activity premises.

APPENDIX 3

Guidelines for Assigning Minors to Lodging

The Camp Director is responsible for making any and all room assignments for campers and staff. The Department of Student Housing will provide floor plans to assist with this process. The Director of Student Housing will review the staff to camper ratio to determine if it is appropriate. The Director of Student Housing reserves the right to require additional staffing beyond what is stated in section 12 to assure appropriate supervision within the residence halls.

Helpful tips for assigning minors to rooms

- Always assign campers to rooms in pairs – unless there is an odd number, campers should not be assigned to rooms by themselves
- In special circumstances with odd numbers, Student Housing can add a bed to a room so that three campers may occupy a room
- Staff assignments should be placed throughout the floor/facility so as to best supervise the campers (i.e. near bathroom facilities, elevators, exits, etc.)
- The Director of Student Housing or designee can assist with questions on where to best assign staff

APPENDIX 4

Cameron University Housing and Lodging Rates

Current camp rates may be obtained by contacting the Office of Student Housing.

Room 111 McMahon Center

2800 W Gore Boulevard.

Lawton OK 73505

(580) 581-2392 voice

housing@cameron.edu

APPENDIX 5

Cameron University Student Travel Policy

The most current version of the policy may be found at <http://www.cameron.edu/policies> as Student Travel Policy.doc.

APPENDIX 6

Cameron University Code of Camper Conduct and Disciplinary Procedures

Camp participants are subject to the same rules and regulations as Cameron University students. These rules and regulations may be found in the Code of Student Conduct at <http://www.cameron.edu/studentservices/handbook>.

Administration of Camper Code

DIRECTORS

The Activity/Camp Director shall be primarily responsible for the administration of the Camper Conduct system. The Director of Student Housing or designee will be responsible for resolving disciplinary problems resulting from the violation of regulations within the Residence Halls and Cameron Village, according to the Code and the Student Housing Rules and Regulations (Section 4).

DISCIPLINARY ACTION

- a. In the event the Activity/Camp Director or the Director of Student Housing has reasonable cause to believe that a Camper poses (1) a danger to the safety of the Camper, a student, other persons, or University property; or is (2) an ongoing threat of disrupting the activity or any academic process, the Activity/Camp Director may impose any appropriate disciplinary penalty, including suspension or removal from the camp or activity.
- b. For minor violations, the Activity/Camp Director will document any disciplinary action taken with rationale. The parent/guardian will be informed by the camp director of any action taken.
- c. For major infractions, the child's parent/guardian will be notified to pick up the child immediately from camp. **CAMPERS DISMISSED FROM CAMP FOR DISCIPLINARY REASONS MAY NOT RECEIVE A REFUND OF ANY FEES PAID TO ATTEND CAMP** subject to the discretion of the Activity/Camp Director.

DISCIPLINARY PENALTIES

Nature of Penalties: The following penalties may be imposed when a Camper engages in prohibited conduct. The penalties are not exclusive and may be imposed together with other penalties.

1. Warning: A verbal or written notice to the Camper that a violation of the Camper Conduct Code has occurred and that the continuation of such conduct or actions could result in further disciplinary action.
2. Restricted privileges: Denial or restriction of one or more privileges granted to Campers. These may be, but are not limited to, use of an automobile, dining privileges, visitation privileges, or participation in athletics or other extracurricular activities.
3. Dismissal: Termination of Camper status.

Parent and Camper Pledge: *I/we understand the disciplinary procedures described above. I/we understand failure to demonstrate proper conduct during camp may result in early dismissal from camp without any refund of fees paid to attend. We pledge to abide by all camp rules and to exercise good behavior and proper respect for others.*

CAMPER SIGNATURE _____
PARENT/GUARDIAN SIGNATURE _____
Camp: _____ Dates: _____

APPENDIX 7

Additional Guidelines and Best Practices

University of Oklahoma – Norman Campus
Minors on Campus and/or Events Involving Minors Guidelines
<http://www.ou.edu/web/landing/policy.html>