



California State University SAN MARCOS

STEM Summer Camp Youth Parent & Participant Handbook

Welcome! We are excited to have students join us for our Summer Camp from **June 22nd through June 25th in Temecula and San Marcos**. The camp is centered around software engineering and STEM (Science, Technology, Engineering, and Mathematics) topics. Throughout the week students will engage in hands-on activities, collaborative learning, and be challenged to think creatively to solve complex problems.

CSUSM strives to promote a culture of care and an environment where all members of the campus community can thrive. This handbook is a valuable resource for both students and parents who are involved in our program. It contains important information about the expectations and procedures of the program. By reading and following the handbook, participants and parents can ensure a smooth and successful experience for everyone. We ask that you read the handbook carefully and sign at the end. If you have any questions or concerns, please reach out to Jeffrey Morales, CSTEM Pathways Advisor, via email at jmorales@csusm.edu. We look forward to an exciting day with your student!

1. Program Information

a. Schedule

Date	Time	Activities
6/22/2025	8:30am – 3:30pm	Software engineering fundamentals and interactive activities
6/23/2025	8:30am – 5:15pm	Field trip to San Marcos campus – Innovation Hub, sound lab, SITE Lab
6/24/2025	8:30am – 3:30pm	Discovering mathematics, programming, and artificial intelligence
6/25/2025	8:30am – 3:30pm	Hackathon challenge

- b. Parents/legal guardians may consent to a minor to sign in and out on their own in a separate form. Otherwise, parent's or guardian's signature will be required at both drop-off and pick-up for minors participating in the program. Drop-off and pick-up will be in front of MSJC Temecula Valley Campus. Drop-off will be at 8:30am each day. Pickup will be at 3:30 each day except Tuesday, June 23rd, which will be at 5:15pm.
- c. For students who have allergies and/or dietary constraints, please note that information on the Medical Consent Form. Your information will be kept confidential and distributed only to program and culinary staff who need to know.
- d. Please bring refillable water bottles and wear comfortable shoes for the camp.



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- e. For students who take medication, please note that information on the Medical Consent Form. Your information will be kept confidential and distributed only to program staff who need to know.
 - i. All prescriptions and over-the-counter medicine(s) must be submitted in the original containers to the program staff at the time of check-in.
 - ii. Students are not permitted to have any over-the-counter or prescription medications in their personal possession.
- f. Program Contact Info:

Jeffrey Morales	CSTEM Pathways Advisor	jmorales@csusm.edu
Dr. Kenneth Ballou	Program Director	kballou@csusm.edu

2. Program rules and expectations

- a. Students are expected to actively participate in all program activities and to remain with the group under program staff supervision throughout the program.
- b. Students are expected to dress appropriately for school.
- c. Students may **NOT** use their own computing devices during the camp. The University will not be liable for any damage or theft of personal devices.
- d. The following are prohibited while attending the program. Misconduct will result in conduct consultation and may result in the immediate removal from the program. Participants may be financially responsible for damage caused by related violations.
 - i. The possession of or use of alcohol, tobacco, drugs, fireworks, guns, and any other weapons.
 - ii. Hazing, bullying, or violence of any kind (physical, verbal, or cyber-bullying).
 - iii. Theft, misuse, or damage of any property, regardless of the owner.
 - iv. Sexual harassment, sexual abuse, peer-to-peer sexual activity, sexually inappropriate photos, and other sexually inappropriate conduct.
 - v. Inappropriate use of cameras, imaging, and other digital recording devices, such as smartphones and mobile devices, in showers, restrooms, locker rooms, and other areas where privacy is expected by participants.
 - vi. Violation of CSU's [Anti-Discrimination Policy \(EO 1097\)](#)
 - vii. Violation of [Policy and Procedures; Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence , and Stalking against Employees and Third Parties. \(EO 1096\)](#).
- e. Use of sexually explicit or other inappropriate languages will result in conduct consultation and continued use can result in the immediate removal from the program;



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- f. It is highly encouraged and recommended that participants not use personal mobile devices while participating during the camp as these devices are a distraction and can become damaged (The University will not be liable for any damages or theft of such devices.)
 - i. University employees and volunteers are not authorized to contact youth individually via text, email, social media, or any other electronic communication. Please report any inappropriate behavior to the Program Director, Dr. Kenneth Ballou at kballou@csusm.edu, or call Integrated Risk Management at 760-750-4505.
 - ii. Students may use their own phones only to take photos and videos that can be used in their presentations during the showcase. The University will not be liable for any damage or theft of such devices.
- g. Participants and parents must follow the protocols for areas of drop off/pick up and release of minor to ensure the safety and security of all participants.
- h. Entrance into off-limit areas, as defined on the first day, may result in immediate removal from the program (e.g. storage rooms, equipment rooms, athletic training rooms, staff/faculty/administrator offices).
- i. Parent/Legal guardian must be available, or make arrangements via emergency contact, to pick up student with short notice, for circumstances, including but not limited to the following:
 - i. Significant illness/injury that prohibits the student from continuing in the program.
 - ii. Testing positive for COVID-19
 - iii. Violation of the program rules and expectations
 - iv. Natural disaster

3. Emergency Protocols for Injury/Illness

- a. For minor injuries (e.g. first-degree burns, scrapes/cuts etc.) students will be treated onsite as authorized by the parent's signed medical consent form; if warranted a staff member will reach out via phone to notify the parent/legal guardian of the injury.
- b. In the case of an injury/illness staff will determine if the situation is deemed an Emergency. Any of the following conditions would be considered an **EMERGENCY**:
 - i. Loss of consciousness, disorientation, lack of coordination, and/or slurred speech (especially following a head injury)
 - ii. Severe and/or uncontrollable bleeding
 - iii. Partial or full amputation of a digit or limb
 - iv. Fracture with deformity and/or bone exposure
 - v. Seizure



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- vi. Wheezing or facial swelling associated with an allergic reaction or insect bite/sting (signs of a possible anaphylactic reaction)
- vii. Snakebite (unless it is in a controlled environment such as the vivarium where it can be determined with certainty this is not a venomous snake)
- viii. Chest pain/pressure or unusual shortness of breath lasting more than 3 minutes
- c. In the case of an emergency, anyone can call 9-1-1 which will dispatch to the University Police Department (UPD) if on campus and parent/legal guardian will be notified right away.
- d. As noted in section 2.g of the handbook, parent/legal guardian must be available, or make arrangements via emergency contact, to pick up the student with short notice should that be required.

4. Program Staff Contact

- a. All program chaperones have been screened and trained prior to the start of the program and are expected to adhere to all CSUSM policies and procedures. CSUSM is committed to child safety. Should there be any suspicions of misconduct please report immediately to Integrated Risk Management at 760-750-4505 or contact the University Police Department at 760-750-4567.
- b. Program chaperones in charge of minors will be identified by their nametags.
- c. Please direct all email inquiries to Jeffrey Morles at jmorales@csusm.edu. University employees and volunteers are not authorized to contact youth individually via text, email, social media or any other electronic communication.
- d. An emergency phone number has been set up and will be provided at orientation.

I have received a copy of the STEM Summer Camp Youth Participant and Parent Handbook. I have read the handbook and understand all the rules and expectations. I agree to be responsible for following all the rules and expectations of the school and understand the consequences of failing to follow the rules and program expectations.

Participant Signature: _____

Participant Name (print): _____

Date: _____

I, the parent/legal guardian of the Participant identified above hereby agree to all of the above on behalf of the Participant.

Parent/Guardian Signature: _____



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Parent/Guardian Name (print): _____

Date: _____