

UNIVERSITY POLICY

SUBJECT:	Minors on Campus	TITLE:	Minors Utilizing Campus Facilities and Campus Visitation Policy		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	University <input checked="" type="checkbox"/>	Functional <input type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	V.P. of Student Development		Responsible Office:	Student Development	
CODING:		ADOPTED:	06/24/12	AMENDED:	
			LAST REVIEWED:		

I. PURPOSE

William Paterson sponsors many activities that result in the presence of minors on campus. In addition, the campus is open to the general public, including minors, and to our employees, staff and faculty members, as a valuable educational and natural resource. In order to ensure the safety of minors and that the University's mission is best served, we adopt the following policy.

II. ACCOUNTABILITY

The Vice President of Student Development shall ensure compliance with this policy. The Provost's Office, Vice President for Enrollment Management Student Services, Director of Public Safety, Center for Continuing and Professional Development, Department of Athletics, General Counsel for the University and Board of Trustees and Director of Risk Management, or their designees shall implement this policy; ensuring that all minors, University members and outside third parties coming into contact with minors on campus or by virtue of a University sponsored Program or Event or a Third-Party sponsored Program or Event approved by the University, abide by its terms and conditions.

III. APPLICABILITY

This policy applies to all University members and outside third parties, (including but not limited to Sponsoring Units and Third-Party Groups) coming into contact with minors on campus or by virtue of a University sponsored Program or Event or a Third-Party sponsored Program or Event approved by the University. Although this policy also applies to all Minors Participants in Programs or Events these minors are to be guided by the policies and procedures of the Program or Event they are participating in and by the Instructional Programs and Events Policy on Minors. This policy does not apply to minors who are students at the University.

IV. DEFINITION(S)

Minor-

A person under the age of eighteen (18).

Programs-

Workshops, sport camps, academic camps, conferences, pre-enrollment visits and similar activities, offered by various academic or administrative units of the University, or by a Third-Party Group using University facilities with the written approval of the University that are designed to provide instruction to the same designated group of minors for one or more consecutive days and in which all Minor Participants are required to pre-register.

Event-

An activity on campus opened to the general public, including minors, that does not require minors to pre-register and is not focused on providing instruction to the same designated group of minors for one or more consecutive days.

Pre-Registration-

Required registration prior to commencement of any instructional Program focused on the same designated Minor Participants, rather than minors from the general public and that last for one or more consecutive day.

Minor Participant-

A minor who is on the campus for the purpose of participating in a University sponsored Program or a Program sponsored by a Third-Party Group with University approval.

Minor Guest -

A minor whose presence on the University Campus is the result of an Event or other use of the campus open to the general public.

Minor Affiliate-

The minor child of a University employee, staff or faculty member.

Minor Registrant-

The minor child of a registered University student.

V. REFERENCE(S)

Residential Life Policy- Residence Life Handbook - <http://wpunj.edu/reslife/handbook.dot>
Instructional Programs and Events Policy on Minors

VI. POLICY

A. Minors Utilizing Campus Facilities:

1. Classrooms & Faculty Offices– Minor Affiliates, Minor Registrants or Minor Guest accompanying staff, faculty, students, or, visitors on campus are not permitted in

classrooms. However, Minors Participants may utilize classrooms designated for use by a Program or Event approved by the University in which they are a participant. In certain circumstances, minors may be on campus for classes held for their benefit (Programs for the academically talented, field trips, etc.). At such times, it is expected that the instructor or responsible adult will supervise the activities of the minors and that before and after the class an area will be designated for the minors to await their parents' arrival. It is the responsibility of the supervisor/instructor of these activities to explain these restrictions to the minors and to monitor the enforcement.

a. Only authorized staff, volunteers, registered participants and registered students may participate on fieldtrips, retreats, or other University authorized travel activities.

2. Minor Affiliate: Minor Affiliates are permitted in staff and faculty offices only while supervised by their parent or legal guardian. Minors are not routinely permitted in offices during scheduled work times. Otherwise, Minor Affiliates are subject to the same limitations as Minor Guest with the further exception under section B (6)(b).

3. Minor Registrant: Minor Registrants are subject to the same limitations of other Minor Guest with the exceptions to the age and visitation limitations for University Housing if they reside with the parent/student full time and with the further exception under section B(6)(b).

4. Students, faculty, and staff are not approved to leave minors twelve year old and younger unsupervised on campus. It is not the intent of this policy to prevent minors in the accompaniment of an adult from visiting the campus. However, consideration for the learning environment of the students, the work routine of staff employees, and the safety of the minors require that minors may not accompany adults into classrooms, offices or other work spaces as a baby-sitting function nor be left unsupervised in the halls or grounds of the University.

5. Minor Guest:

- a. Academic Support Facilities (i.e., Computer Labs, Language Labs, Academic Support Centers, Science Labs or Art Studios, etc.) and Maintenance and Workshops - Minor Guest are not permitted in any Academic Support or Maintenance and Workshops Facilities. However, Minor Participants may utilize Academic Support facilities designated for use by a Program or Event approved by the University in which they are a participant.
- b. General Use Facilities (i.e., Athletic Fields, University Center, Bookstore, Library, Food Service Areas, Academic Building Public Spaces, Road and Green Spaces, etc.) - Minor Participants, Minor Registrants, Minor Affiliates and Minor Guest are permitted in these

facilities but may be restricted from certain areas or from utilizing certain equipment by University Officials.

Minors 13 and older not participating in a University Program or Event can utilize these facilities without supervision as long as they meet behavioral standards expected of WPU students. Minors 13 and older not meeting behavioral expectations will be asked to leave the WPU campus.

Minors 12 and younger are permitted in these facilities only if they are accompanied by a responsible adult, but may be restricted from certain areas or from utilizing certain equipment by University Officials. It is the responsibility of the accompanied adult to ensure the behavior of the minor meets the standards expected of a WPU student.

- c. University Housing -Minor Visitors - Minors who are visitors of registered students residing in University Housing may visit the student consistent with the limitations on visitation contained in the Residence Life Policy, with the additional exception that brothers and sisters of registered students may visit the student residing in University Housing for the day, notwithstanding the fact that they may be under 14 years old.
- d. Events Open to the Public - Minors are permitted at these events. However, the University reserves the right to determine, at its sole discretion, if selected events or venues are appropriate for unaccompanied minors (whether Minor Affiliates, Minor Registrants, or Minor Guests).

B. Campus Visits By Minors:

1. Preteen pre-high school age minors(12 and younger) are welcome to visit and tour the campus if supervised by a parent, legal guardian or a responsible adult so long as such visits are compatible with the University's mission.
2. All pre-high school age minors (12 and younger) on the University campus must be supervised at all times by a responsible parent, legal guardian or a responsible adult.
3. Parents, legal guardians or a responsible adult are responsible for ensuring that minors' behavior is appropriate. If, in the view of the University Official responsible for the class, work setting, or Event, etc., a minor is disruptive, the parent, legal guardian or a responsible adult must remove the minor from the situation.
4. Parents, legal guardians and the responsible adult are liable for any and all injuries or damages sustained to or caused by their minor while on the University campus unless the harm is caused by the sole negligence of the University, and/or its officers, faculty and/or staff.

5. High School aged minors (13 and older) may visit the University as described in section A (5) such as the Library, the University Center, and the University bookstore, etc., without supervision as long as they meet behavioral standards expected of University students and their visit is consistent with the mission of the University .

- a. If, in the view of an authorized University the High School age minor is disruptive, they will be remanded to the custody of their parent or legal guardian, if possible, but nothing wherein shall preclude the University from removing said minor from the campus if the parent or legal guardian is not present or the minor remains disruptive.
- b. Disruptive Minor Affiliate or Minor Registrants of faculty, staff or students, will be remanded to the custody of their parent or legal guardian, if possible, but nothing wherein shall preclude the University from removing said minor (13 and older) from the campus if the minor remains disruptive.

C. Duty to Report:

1. If a University member observes or has reason to believe that while on University property and/or under the control of an authorized University representative or approved Third-Party Group, a minor has been subject to assault or sexual abuse, any significant injury, physical altercation, bullying, drug or alcohol involvement, has been a victim of a crime, or is missing, this knowledge must be immediately reported to the University Police, who shall have the obligation to notify the appropriate University Official under this policy and parent or legal guardian, if known.

2. There is no requirement to attempt to report up the chain of command prior to reporting a violation of this Policy to University Police. In all cases, any report of a violation of this policy should result in University Police providing notification of the violation to the Vice President of Student Development, the Director of Public Safety & University Police and the Provost and Senior Vice President of Academic Affairs.

D. Violation of Policy, Failure to Comply and Sanctions.

1. Any violation of this policy that meets the requirements of Section V C (1) of this policy is also subject to Section VII D of the Instructional Programs and Events Policy on Minors.

By the Direction and Approval of the President and the Cabinet

Dated June 24, 2012