Quick Reference Summary of the Policy on Minors

The Policy on Minors refers to two newly created policies involving minors on the University campus, 1) Instructional Programs and Events Policy and 2) Minors Utilizing Campus Facilities and the Campus Visitation Policy. This summary is provided for your convenience and does not include all the requirements of the policies. You must read each policy to gain a full understanding of the requirements and whether or not they are applicable to your particular situation.

Instructional Programs and Events Policy.

Policy Covers:

1. Programs - which provide instruction to the same designated group of minors for one or more consecutive days. Example: Sports camps and academic camps, etc., that require preregistration and that may or may not provide University housing. (Section IV).
2. Events – which provide instruction to the public or undesignated group of minors for one or more consecutive days. Example: Poetry day or other public events where pre-registration of individual minors is not required. (Section IV).

Policy Does Not Cover:

1. Minors who are enrolled as students at the University. (Section III).
2. Licensed professionals, providing counseling services to minors.
3. Faculty or students engaged in providing clinical services to minors at the University or at another institution.
4. Third Party Groups renting out university facilities to engage in artistic performances even if those performances include minors.
5. Interaction with (non-student) minors by faculty members that is part of an approved classroom curriculum or coursework, approved research or high school aged minors participating in an approved independent study projects. (Section VII (B) (2)).

Requirements For Programs: (Section VII (A)).

1. Approval by Vice President of Student Development. (Section A (16)).
2. Create a list of all participants and staff. (Section A(2)).
3. Provide contact information to parent and instruction for picking up the minor at the conclusion of the program. (Section A(3)).
4. Distribution of Policy and Rules of Conduct to all participants, staff and parents and legal guardians. (Section A(1 & 4).
5. Obtain Medical Treatment Authorization Form information concerning physical and mental limitations and dietary restriction. (Section A(2 & 5).
6. Designate a “Program Coordinator” who is responsible for overall compliance with this Policy and supervising staff. Staff must be trained and familiar with the requirements of this Policy and of adequate number to supervise the participating number of minors. (Section A(6, 7 & 8)).
7. Designate the appropriate number of staff members over 21 years of age, who have passed a background check to oversee all staff instruction to minors and prohibit all one-on-one contract with minors. (Section A(9 & 11)).

8. Require outside groups to present proof of insurance naming the University as an insured and including coverage for abuse to minors. (Section A(15)).

9. Report all violation of this Policy to Program Coordinator AND the appropriate University Official and follow the sanctions proscribed under the Policy. (Section A (12), (C) & D).

Requirements for an Event: (Section VII B).

1. Approval by Vice President of Student Development. (Section A (16)).
2. Provide instructions to parents and guardians for picking up the minor at the conclusion of the program. (Section A (3)).
3. Staff must be trained and familiar with all the requirements of this Policy. (Section A (8)).
4. Designate the appropriate number of staff members over 21 years of age, who have passed a background check to oversee all staff instruction to minors and prohibit all one on one contract with minors. (Section A (9 & 11)).
5. Distribution of Rules of Conduct to all participants, staff, parents and legal guardians to the extent applicable. (Section A (4)).
6. Ensure that there is an adequate number of trained staff without having to follow the formal requirements of subsections (a)(b) & (c) of Section A(7)).
7. Require outside groups to present proof of insurance naming the University as an insured and including coverage for abuse to minors. (Section A(15)).

8. Report all violation of this Policy to the appropriate University Official and follow the sanctions proscribed under the Policy. (Section A (12), (C) & D).

Minors Using Campus Facilities and Campus Visitation Policy:

Policy Covers:

1. **Minor Guest** (public), **Minor Affiliates**-children of University Staff and Employees, **Minor Registrants**-children of registered student. (Section IV & V).
2. Third Party Groups renting out University facilities to engage in artistic performances when those performances include minors.
3. Other groups or individuals that bring or come into contact with minors on campus that are not part of a Program or Event as defined by the Policy.
4. Interaction with (non-student) minors by faculty members that are part of an approved classroom curriculum or coursework, approved research, high school aged minors participating in an approved independent study projects, or other approved University activity. (Section VI (A) & (B)).

Requirements: (Section VI (A) & (B))
1. Minor Guest, Minor Affiliates and Minor Registrant all have the same rights under the Policy except Minor Affiliates may visit their parent’s work space occasionally and Minor Registrants may stay in the residence hall with their student/parent. (Section VI (A) (1-4)).

2. Minors are prohibited from classrooms, faculty offices, Labs, science centers, studios maintenance and workshops, unless engaged in a Program or Event, approved classroom curriculum work, approved research or other approved University projects. (Section VI (A) (1-4)).

3. Minors are permitted in general use facilities, bookstore, food service area, athletic field academic building public spaces, green spaces, roads etc., but must abide by this Policy. (Section VI (A) (5)).

4. All minors 12 years old and under must be accompanied and supervised at all times by a parent, legal guardian or responsible adult who will be responsible for the minor’s behavior. (Section VI (A) (4)&(5) & B).

5. Minor 13 years old and older do not require adult supervision but they must comport themselves to the behavior standard of a University student or they may be removed from the University campus. (Section VI (A) (4) & (5) & B).

6. The parent, legal guardian or responsible adult who brings the minor on to campus, is fully responsible for the actions of the minor while on campus and legally responsible for their proper behavior. (Section VI (A) & (B)).

7. **Any person under this policy observing or receiving information that a violation of Section VI C has occurred has the same duty to report and follow the sanctions of the Instructional Program and Events Policy. (Section VI (C & D)).**
UNIVERSITY POLICY

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<td>V.P. of Student Development</td>
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I. PURPOSE

William Paterson sponsors many activities that result in the presence of minors on campus. Minors regularly are invited to participate in programs such as child development centers, admissions open houses and overnights, athletic events, sponsored camps, academic sponsored concerts and events. In some cases they stay overnight in the residence halls as part of a college experience program. 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. Department heads of the Office of Residential Life, Director of Public Safety, Center for Continuing and Professional Development, Department of Human Resources, Department of Athletics 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. This policy also applies to all Minor Participants in Programs or Events notwithstanding the fact that some Minor Participants may have reached their 18th birthday.

This Policy does not apply to minors who are students at the University and also does not apply to those listed under Section VII B (2) of this Policy.

IV. DEFINITION(S)

Minors-
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.

Third-Party Group-
A group not a part of the University who conducts a Program on the University Campus with the formal written permission of the University whose use is consistent with existing policies.

Sponsoring Unit-
The academic or administrative unit of the University which offers a Program or gives approval for a Program offered to minors.

Program Coordinator-
The person designated as the lead contact person for a Program who is also concurrently responsible for ensuring the obligations of the Sponsoring Unit or Third-Party Group under this policy are fully met. The Project Coordinator must meet the requirements of Section VII A (9) of this policy.

One-On-One Contact-
Personal, unsupervised interaction between any individual staff members and a Minor Participant without other staff members being present.

Program Assistants-
Employed staff or volunteer staff who oversee or instruct minors in Program activities nd/or University Housing.

University Housing-
Dormitory facilities owned by, or under the control of, the University.

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.

VI. REFERENCE(S)

VII. POLICY

A. PROGRAMS

A sponsoring unit offering or approving a Program which involves minors or provides University Housing to minors participating in a Program, or a non-University Third-Party Group sponsoring a Program for minors on campus, with University approval, whether utilizing University Housing or not, shall:

1. Establish a procedure for the notification of the minor's parent or legal guardian in case of an emergency, including medical or behavioral problems, natural disasters, or other significant Program disruptions. Program Coordinators, Program Assistants and others who have a supervisory role with the Program, as well as Minor Participants and their parents and legal guardians are to be made aware of this procedure and given a written copy.

2. Provide a list of all Program Minor Participants and a directory of Program staff, including the designated Program Coordinator, to the Office of Student Development and University Police. This list shall include participant's name, campus room assignment (if applicable), name, address, and phone number of parent or legal guardian, a completed Medical Treatment Authorization Form, Exhibit A, if applicable, and emergency contact information. The Medical Treatment Authorization Form shall include the following:

   a. A statement informing the parent/legal guardian that the University does (or does not, as applicable) provide medical insurance to cover medical care for the minor.

   b. A statement authorizing the release of medical information (HIPAA) and emergency treatment in case the parent/legal guardian/emergency contact cannot be reached for permission.

   c. A list of any physical, mental or medical conditions the Minor Participant may have, including any allergies that could impact his/her participation in the Program, required medication, and all emergency contact information including name, address and phone number of the emergency contact.

   d. Disclosure of the Sponsoring Unit’s relation to the University or Third-Party Groups lack of association with the University and in either case affirmatively states the following:

      Although guidelines for participation in this Program have been established, each child is different. Ultimately, it is the responsibility of the parent or legal guardian to assess whether their child’s participation is appropriate.

   e. A statement whether the Minor Participant has had all required immunizations required by the State of New Jersey for a child his or her age.
A Medical Treatment Authorization Form shall be required for any Program involving overnight University Housing, or that focuses on providing instruction to the same designated group of Minor Participants for two or more consecutive days, or that involves instruction in any sport or physical activity or where the Minor Participant or his/her parent or legal guardian have disclosed a physical of medical condition that could negatively affect the minors participation in a Program or ability to perform.

3. Provide information to the parent or legal guardian concerning the manner in which the Minor Participant can be contacted during the Program, if applicable, and the time and manner of retrieving the minor upon completion of the Program.

4. Adopt, follow, distribute to all Program personnel, Minor Participants and their parent or legal guardian the “Minor Program Rules and Regulations”, “Minors Program Code of Conduct”, and the “Emergency Program Guidelines” annexed hereto as Exhibit B, C, and D, respectively.

5. Follow guidance from University Counseling, Health and Wellness Center concerning communicable diseases. The Minor Participants in all Programs must be able to administer any required medication by themselves without the aid of staff. It is the responsibility of the parent or legal guardian to provide all the medication, instructions to the minor, and any equipment, refrigeration, etc. required.

a. Any University Sponsoring Unit or Third-Party Group sponsoring a Program must ensure that off-campus medical services have been contracted for prior to arrival of minors on campus and proof of such submitted to the Office of Conference Services prior to the start of the Program.

6. The Program Coordinator, or his/her designee, is responsible for ensuring that any dietary restrictions or food allergies of a minor that are listed on the Medical Treatment Authorization Form are discussed with the appropriate food service personnel and evaluated in connection with any meal served on campus that the Minor Participant is entitled to under the Program and that the Minor Participant is counseled consistently with the listed dietary restriction or food allergy. This obligation to counsel will only arise if the Minor Participants dietary restrictions or food allergies are clearly listed on the Medical Treatment Authorization Form.

7. Ensure adequate supervision of minors while they are on University property. Some of the factors to consider in determining “adequate supervision” are the number and age of participants, the activities involved, type of housing, if applicable, and age and experience of the counselors and Minor Participants.

a. The ratio of counselors to Program participants should generally reflect the gender distribution of the participants, and should meet the following guidelines:

   Resident Camps:
   One staff member for every five campers ages 4 and 5
   One staff member for every six campers ages 6 to 8
   One staff member for every eight campers ages 9 to 14
   One staff member for every ten campers ages 15 to 17

   Day Camps:
   One staff member for every six campers ages 4 and 5
One staff member for every eight campers ages 6 to 8
One staff member for every ten campers ages 9 to 14
One staff member for every twelve campers ages 15 to 17

b. Any, deviation from the above ratio must be approved in advance by the Vice President of Student Development.

c. The ratios’ contained in section A(7)(a) do not apply to on campus tours of prospective students not otherwise associated with a Program.

8. Require the Program to provide and supervise Program assistants who must be at least 18 years old, trained in accordance with the following requirements:

a. Training for the counselors must include, at a minimum, information about responsibilities and expectations; policies, procedures, and enforcement; appropriate crisis/emergency responses; safety and security precautions; confidentiality issues involving minors; and University responsibility/liability. Counselors must know how to request local emergency services and how to report suspected assault or child abuse.

b. Responsibilities of the Program assistants must include, at a minimum, informing Program participants about safety and security procedures, University rules, rules established by the Program, and other behavioral expectations. Program assistants are responsible for following and enforcing all rules and must be able to provide information included herein to Program participants and be able to respond to emergencies.

9. Must designate and assign a staff member who is at least 21 years of age to be accessible to Minor Participants during the Program. This staff member must be also meet the minimum requirements of section A(8) and reside in the housing unit, if housing is provided as part of the program. This designated staff member must also successfully complete a background clearance check, including sexual crimes and assaults prior to the Program’s start. The results of these background checks shall be approved by the Human Resources Representative of the unit sponsoring the Program and forwarded to the V.P. of Student Development.

The designated staff member may be the Program Coordinator but there must be a sufficient number of designated staff members to be available to the Minor Participants and to oversee the instruction provided by the Program Assistants. There shall be at least one designated staff member for each Program or Event and at least one per 50 minors. Any deviation from the above ratio must be approved in advance by the Vice President of Student Development.

10. If utilizing University housing, adopt and agree to abide by all University rules and regulations for residing in a campus facility (See Residential Life policy in Student Handbook-Exhibit E) except that the age restriction and rules concerning visitors shall be those proscribed by this policy under section A(4).

11. Prohibit all one-on-one contact between staff and Minor Participants, during and immediately after the Program and or Event. This ban includes, rides to and from the Program without the express written consent of the parent or legal guardian of the minor. All instruction by staff members to Minor Participants must be in the presence of at least one other staff member.
12. Require that, if a Program Coordinator or any member of the Program staff learns or has reason to believe, either directly from the Minor Participant or from any other source, that a Minor Participant has been subject to assault or sexual abuse, any 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 Program Coordinator AND the University Police (973-720-2300)

   a. Upon learning of such information, the Program Coordinator must cooperate fully with University Police and all University officials and fully disclosure all relevant information.

   b. Upon learning of such a report, University Police will notify the Vice President of Student Development and supply any available reports.

13. Obtain all media and liability releases as part of the Program registration process. All data gathered is considered confidential, is subject to records retention guidelines, and may not be disclosed.

14. Program participants and staff must abide by all University policies and regulations and with any applicable laws enforce in the State of New Jersey

15. All non-University sponsors or Third Party Groups sponsoring a Program on Campus shall agree to indemnify the University for all liability, including but not limited to, injury and abuse of minors, arising from the Program related activities and shall secure General Liability insurance in the amount of $1,000,000 per occurrence, $3,000,000 aggregate, naming the University as an insured and provide proof of same prior to the commencement of the Program.

16. Sponsoring Units and Third-Party Groups sponsoring Programs with the approval of the University facilities must provide to the V.P. of Student Development satisfactory evidence of compliance with all of the requirements of this Policy at least (30) days prior to the scheduled start of the program.

B. Events and Other Activities.

1. A Sponsoring Unit offering or approving an Event which involves minors, or a non-University Third-Party Group sponsoring an Event for minors on campus, with University approval, shall comply with sections VII A(3, 8,9,11,13, 14 and 15) and VII C of this policy. In addition, the requirements of VII A(4) and (7, (excluding 7(a, b, and c)) shall also be followed. For Events, the designated staff member under Section VII A(9) shall serve as the Program Coordinator and be concurrently responsible for ensuring that the event is in compliance with section B(1) of this Policy. Satisfactory evidence of compliance with this policy must be provided to the V.P. of Student Development at least (10) days prior to the scheduled start of the program.

2. Activities that involve minors that do not fall into the category of a Program or Events are not covered by this Policy. Such Activities are subject to the “Minors Utilizing Campus Facilities and Campus Visitation Policy.” By way of example, the following activities are excluded from this Policy.

   a. licensed professionals, psychologist, speech therapist, etc., providing counseling services to minors
   b. faculty or students engaged in providing clinical services to minors at the University or at another institution.
c. Third Party Groups renting out university facilities to engage in artistic performances, even if those performances include minors. Such groups however, must comply with all the terms and conditions of the University’s facilities rental agreement.

d. interaction with (non-student) minors by faculty members that is part of:

   i. an approved classroom curriculum or coursework,
   ii. minors participating in approved research
   iii. high school aged minors participating in an approved independent study projects.

C. Duty to Report

1. In addition to the obligations established in section A(12) of this policy, 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.

2. Any violation of this policy involving a minor who had been the subjected 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 must be reported to the parents, legal guardian or responsible adult of the minor by the Program Coordinator of the Sponsoring Unit or Third-Party Group sponsor of the Program the minor is involved in or, if no Program is involved, by University Police.

3. If any violation of the Policy occurs or is suspected and the person[s] to whom the report is to be given is unavailable, believed to be engaged in the violation of the policy or fails to take appropriate and immediate action, a report should be made directly to the Vice President of Student Development, the Director of Public Safety & University Police and/or the Provost and Senior Vice President of Academic Affairs. There is no requirement to attempt to report up the chain of command prior to reporting to the above University officials.

D. Violation of Policy, Failure to Comply and Sanctions

1. Any Program or Event that fails to comply with the requirements of this Policy and provide proof of same prior to the commencement of the Program or Event shall be barred from going forward.

2. Any person failing to obtain and supply proof of a successful required background check, shall be excluded from any participation in any Program or Event falling under this policy

3. Any report received pursuant to Section VII A (12) or VII (C) of this Policy will result in an investigation by the University as directed by the Vice President of Student Development, the Director of Public Safety and University Police, and the Provost and Senior Vice President of Academic Affairs, in consultation with the General Counsel for the University and the Board of Trustees. The result of that investigation must be reported to the President and Board of Trustees.

4. Once evidence or suspicion that a violation of this Policy has occurred, the following action may be taken:

   a. the immediate suspension and barring from campus the individual[s] involved from the
Program and Event, pending the outcome of an investigation
b. the immediate cancellation and barring from campus the Program or Event and the barring of the Third Party Group sponsor from Campus, pending an investigation
c. Discipline up to and including termination of employees for the violation of the policy, including the failure to report a violation
d. Suspected violations of law will be referred to law enforcement and may result in criminal penalties
e. Any other action consistent with University Policy and Procedures.

Approved by the Board of Trustees
Dated June 24, 2012
Exhibit A

WILLIAM PATERSON UNIVERSITY
MEDICAL TREATMENT AUTHORIZATION FORM

I hereby authorize a licensed practitioner of the healing arts, acting within the scope of his or her practice under State law, to provide medical care that includes routine diagnostic procedures (e.g., x-rays, blood and urine tests) and medical treatment as necessary to my minor daughter/son/dependent,

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<thead>
<tr>
<th>Daughter/son/dependent’s First Name</th>
<th>Last Name</th>
<th>Date of birth</th>
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I understand that the consent and authorization herein granted do not include major surgical procedures and are valid only during the Program activities/camp.

Child’s physical or emotional health conditions that the clinician should be aware of:

__________________________

Allergies, recurring illnesses, disabilities, chronic illnesses, etc.:

__________________________

medications__________________________

Date of most recent tetanus immunization:

__________________________

(If more than ten years ago, a booster shot is recommended.)

Also, Please disclose if your child has not had all required immunizations required by the State of New Jersey for a child his or her age

In the event that an illness or injury would require more extensive evaluation, I understand that every reasonable attempt will be made to contact me. However, in the event of an emergency and if I cannot be reached, I give my consent for physicians and staff at University Health Services or other licensed practitioners of the healing arts to perform any necessary emergency treatment. I agree to the release of any records, medical, psychiatric or HIPAA related document necessary for treatment, referral, billing, or insurance purposes to the appropriate medical care provider. I understand that University Health Services does not pay for such services and that it is my responsibility to pay the bill. As applicable, I am responsible to submit any claims to my health insurance company for reimbursement.

I also authorize William Paterson University to receive medical/billing information and submit it to the University’s insurance carrier, if applicable.

I understand that I have the right to revoke this authorization, in writing, at any time by sending or delivering such written notification to the Vice President of Student Development, William Paterson University. However, my revocation will not be effective to the extent that any treatment has taken action in reliance on the authorization or if this authorization was obtained as a condition of obtaining insurance coverage and the insurer has a legal right to contest a claim.
I understand that information used or disclosed pursuant to the authorization may be subject to re-disclosure by the recipient of my information and no longer protected by the HIPAA Privacy Rule.

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<th>Name of Parent or Legal Guardian</th>
<th>Print Name of Parent or Legal Guardian</th>
<th>Date</th>
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I understand that, unless specifically stated otherwise in the William Paterson program/camp literature, The William Paterson University does not provide medical insurance to cover emergency care or medical treatment of my child.

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<th>Name of Parent or Legal Guardian</th>
<th>Print Name of Parent or Legal Guardian</th>
<th>Date</th>
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The Program that your child is participating is sponsored and run by the [insert name]. This is/ is not [choose appropriate relationship] a part of The William Paterson University. As such, The William Paterson University will/will not [chose appropriate language] be responsible for any acts of negligence pursuant to the terms and conditions of the New Jersey Tort Claims Act N.J.S.A. 59:1-1 et. seq.

Although guidelines for participation in this Program have been established, each child is different. Ultimately, it is the responsibility of the parent or legal guardian to assess whether their child’s participation is appropriate.

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<thead>
<tr>
<th>Name and address of emergency contact</th>
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<th>Name of family physician</th>
<th>Phone No.</th>
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<th>Parent's/ legal guardian's name and address (please print) and Signature</th>
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<tr>
<th>Parent's/ legal guardian's Health Insurance company</th>
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Exhibit B

Minor Programs Rules and Regulations

1. All participants and their parents/legal guardian must have completed a registration form, a Medical Treatment Authorization Form and an Emergency Phone Numbers and Contact list.

2. William Paterson University enforces a "Zero Tolerance Policy" for all participants:

a. Any act of teasing, name calling or taunting will result in a phone call to their parent/guardian for the first offense, and, at the sole discretion of the University, a one day suspension or an automatic dismissal from the program can result. Participants will follow a "hands off" policy and may be expelled for fighting. A parent or guardian must pick up the student at the time of the incident.

b. Participants may not leave the campus or program for any reason unless they receive special permission from one of the counselors. They must always sign out and in with the Counselor on duty. Participants found leaving camp or the program without permission or without a parent or guardian will automatically be dismissed from the program.

c. Respect others belongings. Do not touch what does not belong to you. Please bring found items to the attention of your instructor. Any student stealing will be dismissed from program.

d. All participants must respect other campers, counselors and staff members, and treat others as you expect to be treated.

e. No foul language will be tolerated.

f. Any student in possession of intoxicants, narcotics, drugs or a weapon of any kind will be dismissed from the program.


a. The University characterizes misuse of computing and information resources and privileges as unethical and unacceptable and as just cause for taking disciplinary action.

b. Users must not engage in activity outside the limits of access that have been authorized for them.

c. Using the University’s computer resources including Internet presence to submit, publish, display, transmit, or intentionally receive information, which violates the University's network security requirements and standards, is not permitted.

d. If participants are found engaging in any misuse computer activities, they will be dismissed from the program. To view William Paterson University’s full Information Technology Policies and Guidelines, please visit the following website:  http://cms.wpunj.edu/global/documents/is/polides.pdf

Page 1 of 3
4. Residence Halls Rule and Regulations:

a. Upon entrance to the Residence Hall, participants must present their numbered key tag to the guard at the desk. Failure to do so will result in difficulty in gaining access into the building.

b. Participants must be in the residence hall by 10:30 p.m. and in their rooms by 11:30 p.m.

c. Whenever males and females occupy a room, the door must remain open.

d. There will be no running in the halls and participants must abide by the following rules:

1. Firearms, weapons, ammunition, fireworks, explosives and highly flammable materials are not allowed within the residence facilities or on campus grounds.

2. Animals are not allowed in any location in the residence facilities.

3. Electric skillet, immersion coils, toaster ovens, broilers and hot plates are not permitted in rooms nor is any type of cooking allowed.

4. Remodeling or renovation of rooms or furniture, tampering with the electrical or mechanical fixtures in the rooms, placement of antennas outside windows or removal of or bringing additional furniture is not permitted.

5. Attaching any object to any dormitory premise by nail, screw, or alteration of the premises in any manner whatsoever is not permitted.

6. Parking in the fire lanes or grounds adjacent to the residence facilities is not allowed.

7. Tampering with or removal of windows or window screens from any part of any building is not allowed.

8. All external door locks are to be locked at all times.

9. Gambling or solicitation in any form is not permitted.

e. All individuals will abide by New Jersey law federal law and regulations regarding intoxicants, narcotics and drugs.

f. Minor Program participants are NOT ALLOWED to have visitors during their stay at the Residence Halls. In case of emergency, family members can visit the participants; however, it is required for the parents/guardian to notify the Center for Continuing and Professional Education and/or the organizing agency ([name] ________________) ([phone number] ______________) who will be visiting the student at what date and time. Any resident student letting visitors in their room without authorization will be dismissed from program.
g. Rooms should be left in original condition: e.g. free of garbage and personal belongings. Linens should be left in room upon check out.

h. Counselors will do room inspection of each room before check-out.

i. Participants are subject to the discretion of the housing staff in the absence of specific disciplinary procedures mandated by the program.

5. The University reserves the right to:

   a. Enter any room for the purpose of inspection, repair or emergency.

   b. Reassign residents within residence facilities, after timely notification, in order to accomplish necessary repairs and renovation to the building.

   c. Revoke campus privilege, including residency in or utilization of any of its building, of any occupant whose conduct, solely in the University’s opinion, becomes injurious or potentially injurious to the academic community.

   d. The charge for unreturned or lost room keys is seventy-five dollars ($75.00) per incident and includes the cost of an automatic lock change.

   e. The replacement cost for lost meal cards will be announced at a later date.

IMPORTANT CHECK OUT PROCEDURES: All residents must check out individually during the check-out scheduled time (participants must hand in the key, key tag, meal card and sign out their own check out card.)

Please make sure that your child is aware of these rules to ensure an enjoyable summer program for everyone.
Exhibit C

Minor Program Code of Conduct: Expected Behavior for Participants and Instructors

1. Participants and Instructors are expected to be respectful of the rights of all participants and to behave in a mature manner.

2. No eating or drinking is permitted in the computer lab.

3. All University and personal property must be respected. No destruction of property will be tolerated (computer, furniture, etc.)

4. Participants will complete all assignments in a timely manner. When deadlines cannot be met, participants will make arrangements with the instructor for an extension, if feasible.

5. Instructors will work with participants, when requested, to insure that they keep up with assignments. Participants who cannot keep up with the pace of a program may be asked to leave or select a different course.

6. Participants will come to class able to participate and comprehend classroom instruction.

7. No disturbances will be allowed before, during or after classes.

8. No cell phones are permitted during class.

9. No conversing over the instructor.

10. Abusive language will not be tolerated.
Exhibit D

Program Emergency Guidelines

In case of an emergency, please contact Campus Police at 973-720-2300, and your Head Counselor and RA on duty to inform them of the situation.

Good Reasons to contact Campus Police
• Student is ill/gets hurt
• Participants engage in physical altercation
• Drug and Alcohol situations
• Sexual Assault

Good Reasons to contact your Head Counselor and RA on duty
• Student is locked out of room
• Noise issues
• Roommate Conflict
• Violation of curfew hours
• Illegal guests

Please note: If you are unsure of how to respond to a situation, contact your head counselor to discuss options.
UNIVERSITY POLICY

SUBJECT: Minors on Campus
TITLE: Minors Utilizing Campus Facilities and Campus Visitation Policy

CATEGORY: Check One
Board of Trustees ☐ University ☒ Functional ☐ School/Unit ☐

Responsible Executive: V.P. of Student Development

CODING: ADOPTED: 06/24/12 AMENDED: 

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 days.

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)

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