

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)).**