

**Name of Policy:** [Minors on Campus](#)

**Policy Number:** 3364-10-17

**Approving Officer:** President

**Responsible Agent:** Vice President and General  
Counsel

Faculty, staff, or volunteer: any person who is employed by, contracted by, or has volunteered for the University to serve or work in a University youth program.

Participant: any minor participating in a University youth program.

Unit: any academic, administrative, athletic, or other college, school, program, department, division, office, or other part of the University.

University youth program: any program, event, operation, endeavor, or activity offered, operated, conducted, or organized by any University unit, faculty or staff member, or volunteer that includes minors, including but not limited to lessons, tutoring, advising, work in a lab, shadowing an individual on campus, camp, or other opportunity regardless of the duration and regardless of the source of funding for the program. This excludes:

- (1) Events in which parents, guardians, or other adult chaperones are in attendance and are responsible for the care, custody, and control of their minor(s);
- (2) Events that are open to the general public;
- (3) University students hosting siblings or other family members during “Family Weekend”;
- (4) Rocket Launch Days for newly admitted students;
- (5) Campus visits where minors “shadow” a University student, take a facility tour, or participate in an event for admitted students.
- (6) Medical care provided in an inpatient or outpatient setting governed by UTMC policies;
- (7) IRB-approved research;
- (8) Regularly-scheduled University-level courses offered as part of the University’s standard curriculum in which minor students are enrolled and attending, including but not limited to students participating in College Credit Plus.
- (9) Events that occur at University facilities but are offered, operated, conducted, or organized by an entity other than the University. For these events, the sponsor must certify to the University that all faculty, staff, or volunteers for their program have been criminal background checked and

meet the University's requirements for background checks, are trained, and the University must be named in the third party's insurance.

(E) Requirements

- (1) Before a University youth program is to begin, the unit must submit to Risk Management information to Risk Management about the scope, type of activities, and anticipated age of minors who will attend.

Additionally, the unit must develop materials and procedures to be shared with the parent/legal guardian of participants before or on the first day of the University youth program. These must include at minimum:

- (a) Information on how requests for accommodation may be made by or on behalf of participants with disabilities;
  - (b) Procedures for notifying a minor's parent or legal guardian in case of emergency, including medical or behavioral situations;
  - (c) Information for parents/legal guardians on how to contact the minor during the program;
  - (d) University youth program rules, including conduct expectations for participants in the program;
  - (e) Process to be followed if a participant is alleged to have violated University policies or conduct rules of the youth program, including the process for dismissal from the program;
  - (f) A description of the process to be used for the parent, legal guardian, or other approved adult to pick up the participant if the participant at the conclusion of the day or program or when the participant is dismissed from the program early;
  - (g) Copies of and evidence of compliance with any additional requirements imposed by a sponsoring or affiliated entity.
- (2) Copies of forms that will be used.

- (3) Housing procedures (if applicable)

(c) Information and consent form (parent/guardian contact,  
emergency contact)

(d)

comments, or sharing with or assisting a minor with obtaining sexually explicit material.

- (iii) Faculty, staff, or volunteers are prohibited from transporting minors unless using a chartered transit service (such as a bus or limousine service).
- (iv) Faculty, staff, or volunteers are prohibited from engaging in any violence or abusive conduct of any kind in the presence of or directed at a minor.
- (v) Hazing is absolutely prohibited. Faculty, staff, or volunteers may not do or permit anyone else to do any act or coerce another to do any act of initiation that causes or creates a substantial risk of causing mental or physical harm to any person. For purposes of this policy, hazing is any act or situation, which endangers the mental or physical health or safety of a person, for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership, regardless of one's willingness to participate. Hazing occurs if an individual or group causes or attempts to cause physical injury or other harm to a person emotionally, or engages in conduct, which presents a threat to the person's health or safety, engages in an action or activity, which is intended to demean, disgrace, humiliate, or degrade a person, engages in conduct that by design or intent interferes with or attempts to interfere with a person's academics, or causes, pressures, or requires a student to violate the law.
- (vi) Faculty, staff, or volunteers may not permit bullying of any youth program participant. For purposes of this policy, bullying is any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both: causes mental or physical harm to the other student; and is sufficiently severe, persistent,



- (xiv) Faculty, staff, or volunteers may not hit, strike, administer corporal punishment to, or touch in an inappropriate or illegal manner any minor.
- (xv) Any faculty, staff, or volunteer accused of violating these rules, or accused of any inappropriate conduct at the University is prohibited from continuing as a faculty, staff, or volunteer in the University youth program until the allegation has been satisfactorily resolved. If such an allegation is made, the faculty, staff, or volunteer



<http://iuc-ohio.org/wp-content/uploads/2018/02/IUC-Model-Schedule1.pdf>.

(8) Reporting obligations. These apply to all members of the University community at all times.

(a) Any faculty, staff, appointee, student, student employee, graduate assistant, or volunteer who in the course of their duties witnesses child abuse or neglect or has information that would lead a reasonable person to believe the minor faces a substantial threat of such abuse or neglect must immediately make two calls and within one business day submit one report:

(i) First call: 911 (child in imminent danger) or Children Services Agency (not imminent danger)

(i) If child is in imminent danger (life threatening or abuse is witnessed), call the local law

enforcement auth [(e)4w 1pnt a(i)-2 delilc 0 Tw-103 (c)6 (hi)-porn/M

- (a) Any faculty, staff, or volunteer who will work in or with a University youth program must pass a criminal background check that will review criminal history and sex offender status.
  - (i) Faculty, staff, or volunteers who have had a criminal background check performed on them in the 12 months

- (e) If the University denies a potential University youth program faculty, staff, or volunteer a position based on a background check, Human Resources will follow proper protocols to provide notice to the subject of the background check.
- (10) Any exceptions to this policy must be granted in writing from Risk Management or the Office of Legal Affairs.

<p>Approved by:</p> <p><i>/s/</i> Sharon L. Gaber, Ph.D. President</p> <p><u>September 24, 2019</u> Date</p> <p><i>Review/Revision Completed by:</i></p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"><li>• <i>None</i></li></ul> <p>Initial effective date: April 23, 2018</p> <p>Review/Revision Date: October 2, 2018, September 24, 2019</p> <p>Next review date: September 26, 2022</p>
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