

PROCEDURES FOR MINORS ON CAMPUS

1. A sponsoring unit offering or approving a program that involves minors or provides University housing for minors participating in a program, or a non-University group being sponsored for a program, whether utilizing University housing or not, shall:
 - a. Establish a procedure for the notification of the minor's parent/legal guardian in case of an emergency, including medical or behavioral problems, natural disasters, or other significant program disruptions. Authorized adults with the program, as well as participants and their parents/legal guardians, must be advised of this procedure in writing prior to the participation of the minors in the program.
 - b. Provide a list of all program participants and a directory of program staff to campus police. This list shall include each participant's name; local room assignment (if applicable); gender, age, address, and phone number(s) of the participant's parent or legal guardian, as well as emergency contact information.
 - c. Provide information to the parent or legal guardian detailing the manner in which the participant can be contacted during the program.
 - d. Provide a Medical Treatment Authorization form to campus police. Any request to amend the approved form must be approved by the Office of General Counsel prior to its distribution or use.

All forms must include the following:

- i. 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.
- ii. 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.
- iii. A list of any physical, mental or medical conditions the minor may have, including any allergies that could impact his/her participation in the program.
- iv. All emergency contact information including name, address and phone number of the emergency contact.
- e. Follow guidance from Student Health Services concerning communicable diseases.
- f. Participants' medicines may be distributed by program staff, under the following conditions:
 - i. The participant's family provides the medicine in its original pharmacy container labeled with the participant's name, medicine name, dosage and timing of consumption. Over-the-counter medications must be provided in their manufacturers' container.

- ii. Staff shall keep the medicine in a secure location, and at the appropriate time for distribution shall meet with the participant.
 - iii. The staff member shall allow the participant to self-administer the appropriate dose as shown on the container.
 - iv. Any medicine that the participant cannot self-administer must be stored and administered by a licensed healthcare professional associated with the campus, or, if no one is available, arrangements must be made with another health care professional in advance of the participant's arrival. The event coordinator should consult with the location's health service and the Office of Affirmative Action ADA coordinator to discuss reasonable accommodations in the above situation.
 - v. Personal "epi" pens and inhalers may be carried by the participant during activities.
- g. Arrange to access emergency medical services at all locations. Medical care appropriate for the nature of the events, expected attendance and other variables should be discussed with _____ ahead of time.
 - h. Follow appropriate safety measures approved by the Office of Environmental Health and Safety for laboratory and research work.
 - i. Ensure adequate supervision of minors while they are on University property. All activities involving minors must be supervised by at least two or more authorized adults or by the minors' parents or legal guardians at all times. Some of the factors to consider in determining "adequate supervision" are the number and age of participants, the activity (ies) involved, type of housing if applicable, and age and experience of the counselors.
 - i. When ISU students are hosting high school students, including prospective athletes, participating in pre-enrollment visitation, the requirement for two authorized adults will be waived. The requirement also does not apply to licensed psychologists providing psychological and counseling services to minors.
 - ii. All supervised participants in a University program or a program taking place on University property are permitted in the general use facilities (e.g., athletic fields, public spaces, academic buildings) but may be restricted from certain areas of the facilities (e.g., storage rooms, equipment rooms, athletic training rooms, staff/faculty offices) or from utilizing certain equipment.
 - j. Develop and make available to participants the rules and discipline measures applicable to the program. Program participants and staff must abide by all University regulations and may be removed from the program for non-compliance with rules. The following must be included in program rules:
 - i. The possession or use of alcohol and other drugs, fireworks, guns and other weapons is prohibited.

- ii. The operation of a motor vehicle by minors is prohibited while attending and participating in the program.
 - iii. The parking of staff and participant vehicles must be in accordance with University parking regulations.
 - iv. Rules and procedures governing when and under what circumstances participants may leave University property during the program.
 - v. No violence, including sexual abuse or harassment, will be tolerated.
 - vi. Hazing of any kind is prohibited. Bullying including verbal, physical, and cyber bullying are prohibited.
 - vii. No theft of property regardless of owner will be tolerated.
 - viii. No use of tobacco products (smoking is prohibited on campus) will be tolerated.
 - ix. Misuse or damage of University property is prohibited. Charges will be assessed against those participants who are responsible for damage or misusing University property.
 - x. The inappropriate use of cameras, imaging, and digital devices is prohibited including use of such devices in showers, restrooms, or other areas where privacy is expected by participants.
- k. Obtain all media and liability releases as part of the program registration process. All data gathered shall be confidential, is subject to records retention guidelines, and shall not be disclosed, except as allowed by law.
- l. Assign a staff member who is at least 21 years of age to be accessible to participants. The staff member must reside in the housing unit, if applicable. Additional authorized adults will be assigned to ensure one-on-one contact with minors does not occur and that appropriate levels of supervision are implemented.
- i. When there are high school students, including prospective athletes, participating in pre-enrollment visitation, the hosting ISU student(s) will not be required to be at least 21 years of age and the requirement for two authorized adults will also be waived.
- m. All authorized adults who have direct contact with minors are required to have a current background check on record with the University at the time of hire and/or beginning work with minors. This background check must be reviewed and approved by the Human Resources department prior to being hired and/or working with minors.
- i. When there are high school students, including prospective athletes, participating in pre-enrollment visitation, the hosting ISU student(s) will not be required to undergo a background check.

1. New hires will be required to complete the University background check process at the time of hire.
 2. All other individuals must complete the University background check process. This includes current employees who have not previously had a background check completed, as well as all other individuals, paid or unpaid.
 3. All authorized adults must also complete a self-disclosure form confirming that they have disclosed any arrests and/or convictions that have occurred since the date of a background check and will disclose any arrest and/or convictions within 72 hours of their occurrence. The cost for completion of a background check for non-employees will be the responsibility of the individual unless specifically authorized for processing and/or payment by the hiring unit.
 4. Overall guidance for background checks is provided by ISU Human Resources.
- n. If applicable, require the program to adopt and implement rules and regulations for proper supervision of minors in University housing. The following must be included:
- i. Written permission signed by the parent/guardian for the minor to reside in University housing.
 - ii. A curfew time that is age-appropriate for the participants, but in no case shall it be later than midnight.
 - iii. In-room visitation to be restricted to participants of the same gender.
 - iv. Guests of participants (other than a parent/legal guardian and other program participants) are restricted to visitation in the building lobby and/or floor lounges, and only during approved hours specified by the program.
 - v. The program must comply with all security measures and procedures specified by University Housing Services and University Police.
 - vi. Pre-enrollment visit programs for high school students housed overnight in residence halls must be registered with the Office of Residence Life.
- o. Require the program to provide and supervise trained counselors who must be at least 18 years of age, in accordance with the following:
- i. The ratio of counselors to program participants must reflect the gender distribution of the participants, and should meet the following:
 1. For resident camps:
 - a. One staff member for every five campers ages 4 and 5
 - b. One staff member for every six campers ages 6 to 8
 - c. One staff member for every eight campers ages 9 to 14

- d. One staff member for every 10 campers ages 15 to 17
2. For day camps:
- a. One staff member for every six campers ages 4 and 5
 - b. One staff member for every eight campers ages 6 to 8
 - c. One staff member for every ten campers ages 9 to 14
 - d. One staff member for every twelve campers ages 15 to 17
- ii. 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 child abuse (counselors are considered to be mandatory reporters as defined by Indiana law).
 - iii. Responsibilities of the counselors must include, at a minimum, informing program participants about safety and security procedures, university rules, rules established by the program, and behavioral expectations. Counselors 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 emergency (ies).
- p. Each Authorized Adult who will be participating in a program covered by these procedures shall attend annual mandatory training on the conduct requirements of the Policy on Minors and these procedures, on protecting participants from abusive emotional and physical treatment, and on appropriate or required reporting of incidents of improper conduct to the proper authorities, including, but not limited to, appropriate law enforcement authorities.
- i. If a program participant discloses any type of assault or abuse (at any time previously or during the program), or an Authorized Adult has reason to suspect that the participant has been subject to such assault or abuse, then the Authorized Adult, as a mandatory reporter, should inform the Program Director (Department Manager/Director for non-camp activities) immediately, unless the Authorized Adult believes that the Program director (Department Manager/Director for non-camp activities) may be involved in the allegations of assault or abuse.
 - ii. The Program Director (Department Manager/Director for non-camp activities) and the Authorized Adult will then call Indiana Child Protective Services (1-800-800-5556) and ISU Public Safety (812-237-5555) together.
 - iii. In addition, the Program Director (Department Manager/Director for non-camp activities) will immediately notify ISU's Office of General Counsel and ISU's Director of Risk Management. If the Program Director (Department Manager/Director for non-camp activities) is unavailable, or if the Program director or his/her designee dies not call Indiana Child Protective Services, then the Authorized Adult should immediately call Indiana Child Protective Services (1-800-800-5556) and ISU Public Safety (812-237-5555).
 - iv. Authorized Adults must make all reasonable efforts to ensure the safety of minors participating in programs and activities covered by ISU's Policy on Minors and these procedures, including

removal of minors from dangerous or potentially dangerous situations, irrespective of any other limitation or requirement. If a situation is felt to present imminent danger to a minor, ISU Campus Safety should be called immediately (812-237-5555).

- q. Authorized Adults participating in programs and activities covered by the ISU Policy on Minors and these procedures shall not:
 - i. Have one-on-one contact with minors; there must be two or more Authorized Adults present during activities where minors are present. Authorized adults also shall not have any direct electronic contact with minors without another Authorized Adult being included in the communication. However, this paragraph does not apply when there are high school students, including prospective athletes, participating in pre-enrollment visitation hosted by ISU student(s) or to licensed psychologists providing psychological and counseling services to minors.
 - ii. In the case of adults supervising minors overnight, Authorized Adult should not enter a minor's room, bathroom facility, or similar area without another Authorized Adult in attendance, consistent with the policy of not having one-on-one contact with minors. However, this paragraph does not apply when there are high school students, including prospective athletes, participating in pre-enrollment visitation hosted by ISU student(s).
 - iii. Separate accommodations for adults and minors are required other than the minors' parents or guardians. However, this paragraph does not apply when there are high school students, including prospective athletes, participating in pre-enrollment visitation hosted by ISU student(s).
 - iv. Engage in abusive conduct of any kind toward, or in the presence of, a minor.
 - v. Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner any minor.
 - vi. Pick up minors from or drop off minors at their homes, other than the driver's child(ren), except as specifically authorized in writing by the minor's parent or legal guardian.
 - vii. Authorized Adults shall not provide alcohol or illegal drugs to any minor. Authorized Adults shall not provide prescription drugs or any medication to any minor unless specifically authorized in writing by the parent or legal guardian as being required for the minor's care or the minor's emergency treatment. Participants' medicines may be distributed by program staff, following the conditions outlined in these procedures.
 - viii. Make sexual materials in any form available to minors participating in programs or activities covered by the ISU Policy on Minors or these procedures or assist them in any way in gaining access to such materials.
- r. If an allegation of inappropriate conduct has been made against an Authorized Adult participating in a program, then s/he shall discontinue any further participating in programs and activities covered by the ISU Policy on Minors and these procedures until such allegation has been satisfactorily resolved.

- i. Authorized personnel/signatories for non-University groups using University facilities must provide to the sponsoring unit satisfactory evidence of compliance with all of the requirements of the ISU Policy on Minors and these procedures at least thirty (30) days prior to the scheduled use of University facilities, as well as sign an approved agreement for the use of University facilities, if applicable.

- s. Any exceptions to the application of the ISU Policy on Minors must be approved by the IS Office of Human Resources.
 - 1. Any person who has been convicted of any of the following offenses shall not work with minors:
 - a. Murder
 - b. Causing suicide
 - c. Assisting suicide
 - d. Voluntary manslaughter
 - e. Reckless homicide
 - f. Battery (unless 10 years have elapsed)
 - g. Aggravated battery
 - h. Kidnapping criminal confinement
 - i. Sex offense under IC 35-42-4
 - j. Carjacking
 - k. Arson (unless 10 years have elapsed)
 - l. Incest
 - m. Neglect of a dependent (unless 10 years have elapsed)
 - n. Child selling
 - o. Contributing to the delinquency of a minor (unless 10 years have elapsed)
 - p. Offense involving a weapon under IC 35-47 (unless 10 years have elapsed)
 - q. Felony or Class A Misdemeanor Offense relating to controlled substances under IC 35-48 (unless 10 years have elapsed)
 - r. Offense relating to material or performance that is harmful to minors or obscene under IC 35-49-3 (unless 10 years have elapsed)
 - s. Offenses substantially equivalent to any of the above in which the conviction occurred in another jurisdiction (state).