

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

MINORS ON CAMPUS

Policy No. 3357:15-14-34

Page 1 of 6

POLICY:

Stark State College is committed to ensuring the safety and well-being of minors on our campuses. It is the policy of Stark State College that these measures and procedures are implemented for the protection of minors participating in programs that occur on its campuses and programs under the control or direction of the college personnel. The purpose of this policy is to describe the requirements placed upon administrators, faculty, staff, students, volunteers, and other authorized adults working with minors to ensure their protection and to fulfill the college's obligations as mandated by law and to provide for the best possible experience for any minor visiting our campuses for a college-related program.

PROCEDURE:

- (A) Scope. This policy applies to members of Stark State College faculty, staff, student employees, students, volunteers, non-employees and others engaged in a college program.
- (B) Definitions.
 - (1) Minors. For the purposes of this policy, a "minor" is: a person under the age of 18 participating or volunteering in programs that occur on Stark State College campuses and programs under the control or direction of college personnel.
 - (2) Authorized adult. For the purposes of this policy, an "authorized adult" means any individual, paid or unpaid, who interacts with, supervises, chaperones, accompanies or otherwise oversees minors in Stark State College-sponsored programs, affiliated activities, or camps. This includes but is not limited to faculty, staff, volunteers, students, interns, employees of temporary employment agencies and independent contractors and consultants.
 - (3) Parent(s) and/or legal guardian(s). Although a parent and/or legal guardian may supervise their own minor children and their guests who are minors while visiting the campus or using campus facilities, a parent and/or legal guardian may not act as an authorized adult in a program (including one in which his or her minor participates) unless they are in compliance with the requirements outlined under this policy.
 - (4) Program administrator. For the purposes of this policy, a "program administrator" is a dean, department chair, director or coordinator approved and designated by the appropriate authority to coordinate, plan, implement and/or commit the use of college facilities for the program.

- (5) College program. For the purposes of this policy, a "college program" is any college-sponsored day camp, overnight camp, college recruiting camp or any other college-sponsored program or activity that serves or includes minors, which takes place on campus or college-sponsored activities that take place off campus. For the purposes of this policy, a college program does not include a program where the college is acting as host to a third-party, herein referred to as a "college-hosted" program. Furthermore, a college program does not include programs otherwise open or available to the public at large, such as campus tours or visits, community events, etc.
- (6) Endangerment. For the purposes of this policy, "endangerment" is the act of creating a substantial risk to the health or safety of the minor, by violating a duty of care, protection, or support.
- (7) Sexual conduct. For the purposes of this policy, "sexual conduct" will refer to any definition or term provided for in section 2907.01 of the Revised Code.
- (8) Sexual contact. For the purposes of this policy, "sexual contact" will refer to any definition or term provided for in section 2907.01 of the Revised Code.
- (9) Sexual activity. For the purposes of this policy, "sexual activity" will refer to any definition or term provided for in section 2907.01 of the Revised Code .
- (10) One-on-one. For the purposes of this policy, "one-on-one" shall mean the personal, unsupervised interaction between any authorized adult with a participant, without at least one other authorized adult, parent and/or legal guardian being present.

(C) Prohibited Activity. Authorized adults shall not:

- (1) Have one-on-one contact with minors, where possible. If one-on-one contact is needed, there must be one other authorized adult within view of the authorized adult and minor, unless an exception is approved by the program administrator, with such exception documented in writing;
- (2) Engage in one-on-one communication with minors including but not limited to email, text messages, social networking, websites, internet chat rooms or other forms of social media, at any time, except and unless there is a clear educational or college-related purpose;
- (3) Engage in abusive conduct of any kind toward or in the presence of a minor;
- (4) Strike, hit, administer corporal punishment to or touch in an inappropriate or illegal manner any minor;

- (5) Pick up minors or drop off minors from their homes;
- (6) Engage in the use of alcohol or illegal drugs or be under the influence of alcohol or illegal drugs during such programs or activities;
- (7) Engage in any other action or activity deemed by the college through other rules, regulations, or guidance to be prohibited.

(D) Implementation

- (1) All programs for minors or with minors in attendance must, at a minimum, have the following procedures in place or be in compliance with the standards set forth prior to the commencement of the college program:
 - (a) Staffing. The program administrator shall be responsible for overseeing the selection of staffing for all covered programs. The program administrator shall assign a college employee who is not a minor to be accessible to participants at all times. Other staffing assignments for the college program should be made to ensure one-on-one contact between authorized adults and minors does not occur and that appropriate levels of supervision are implemented at all times.
 - (b) Background check.
 - (i) Each authorized adult who is a college faculty, staff or student employee must complete a BCI (Bureau of Criminal Investigation) background check or otherwise have a background check on file, completed according to their specific program requirements before the start of the program. Out-of-state employees must complete an FBI background check according to the specific program requirements, before the start of the program.
 - (ii) All college faculty, staff or student employees who have a break in service with the college for any period of time must have a new background check in accordance with the specific program requirements upon rehire.
 - (iii) Each authorized adult who is a non-employee participant, including volunteers, must complete a BCI/FBI background check or otherwise have a background check on file, completed according to their specific program requirements before the start of the program. Out-of-state non-employees must have a completed FBI background check according to their specific program requirements before the start of the program.

- (iv) All persons working with minors must be checked against the national sex offender registry.
 - (v) All persons must self-disclose felony or misdemeanor convictions related to sexual misconduct that occur after hire before returning to campus or participating in any college program.
 - (vi) All persons who have failed a BCI/FBI background check or have pending charges for a sex-related offense or crime against a minor, or who appear on the national sex offender registry shall not be permitted to take part in any Stark State College program pertaining to minors or involving minors in any capacity.
- (b) Training. All authorized adults who will be working with minors shall complete annual mandatory training prior to the start of the program. Such training shall include, but is not limited to, the following topics:
- (i) The requirements of this policy;
 - (ii) Basic warning signs of abuse or neglect of minors;
 - (iii) Guidelines for protecting minors from emotional and physical abuse and neglect;
 - (iv) Inappropriate behavior with minors;
 - (v) Ohio reporting requirements and procedures; and
 - (vi) Other appropriate topics as determined by the program administrator.
- (d) Required documentation.
- (i) In all covered programs, the parent and/or guardian of the minor shall execute all relevant forms and releases as may be required by the particular program prior to eligibility for participation. Failure by the parent and/or guardian of participating minor to execute all required forms shall immediately render the minor ineligible for participation.
 - (ii) All authorized adults participating in the covered program must complete all requirement materials and agreements prior to commencement of the program. Failure to complete all forms shall immediately render the authorized adult ineligible for participation.

- (e) Communication and Notification Procedures. The program administrator shall establish appropriate procedures for the notification of the minor's parent or legal guardian in case of an emergency, including medical or behavioral problem, natural disaster or other significant programmatic disruption. Authorized adults with the program, as well as participants and their parents and legal guardians must be advised of this procedure in writing prior to the participation of the minors in the program.
- (2) Unsupervised Minors Prohibited. Minors participating in a college program or college-hosted programs are not permitted to be unsupervised while on college property, and must be supervised at all times by a responsible adult directly involved with such program.
- (3) Program Registration. The Program administrator must:
 - (a) Register the covered program with the Office of Business Affairs no later than 60 days prior to the first scheduled date of the participation of minors in any activity, program or classes or as soon as the program leader or sponsoring unit is aware that minors may be in attendance. Failure to properly register a college program may result in the delay or cancellation of the program by the college.
 - (b) Register the name of all authorized adults working directly with minors and review and verify all background checks provided for under this policy.
 - (c) Organize training opportunities for each authorized adults to familiarize the adults with the provision of this policy. No person shall be approved without signature stating agreement and understanding of the measures and procedures of this policy and all other Stark State College policies that might apply.
- (4) Final authority. At all times, the program administrator or other authorized college authority may bar any authorized adult, participant, or other attendee from its premises for reasons including, but not limited to, misconduct or endangerment.
- (5) Retention of Records. All records collected during the administration of each program (including, but not limited to, application forms, background checks, releases, medical forms) shall be kept in accordance with established college record retention schedules. The department or office under which the program administrator serves shares equal responsibility with the program administrator for the retention of records.

(6) Reporting

- (a) If the program administrator or any other authorized adult or participants knows or has reasonable cause to know that a minor has suffered abuse or faces the threat of sexual contact, sexual conduct or sexual activity or endangerment, the individual must immediately report such knowledge to:
 - (i) Stark State Campus Security;
 - (ii) Jackson Township Police Department;
 - (iii) Akron Police Department; or
 - (iv) Any other local or state public services agency
- (b) Reports can be made anonymously. Assistance in facilitating the report can be requested of the Title IX Coordinator.
- (c) Without exception, any individual who is suspected or alleged to have engaged in abuse under this policy shall be immediately removed from the College program, pending further investigation.

(E) Violations

- (1) All persons who violate this policy will be held accountable for their actions as follows:
 - (a) Students will be subject to the code of student conduct through the Judicial Affairs Office.
 - (b) Faculty, staff and student employees are subject to disciplinary action up to and including termination, and in accordance with applicable disciplinary processes through the Human Resources Office.
 - (c) Volunteers are subject to loss of volunteer status.
 - (d) All employees, students, volunteers, and visitors are also subject to the sexual misconduct policy through the Title IX Office.