



Minors on Campus	Employees and Students
	Effective Date: January 14, 2019
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- (1) Any employee, student, or volunteer of Dixie Tech who witnesses or has reasonable cause to suspect any abuse of a minor occurring at a College facility or during College-sponsored or co-sponsored programs/activities is required to report such conduct to the College Security Office and appropriate law enforcement or reporting agencies immediately.
- (2) Enrolled minor students including concurrent enrollment are allowed in the classroom and laboratory settings, general public use areas, and/or designated areas in accordance with their program requirements. All other minors participating in a program/activity, independent program/activity using, or visiting are allowed in the general-use facilities (public spaces, academic buildings, food services areas, etc.) but must be supervised.
- (3) Minors shall not be allowed to:
  - (a) Play on campus anywhere unattended.
  - (b) Perform work of any kind at any time, other than permitted by the U.S. Department of Labor.
  - (c) Drive college-owned motorized vehicles, including golf carts.
  - (d) Be present in the following high-risk areas except in the course of instruction, or when they are participating in a field trip or event:
    - (i) Laboratories, workshops, studios, power plants, garages, and food preparation areas.
    - (ii) Any area, indoors or out, containing power tools or machinery with exposed moving parts.
    - (iii) Any area where university vehicles, such as heavy-duty machinery, grounds equipment, or other motorized equipment, are being used.
    - (iv) Any other high-risk area, including, but not limited to, rooftops and construction zones.
- (4) College employees, students, or volunteers who supervise minors shall not:
  - (a) Have one-on-one contact with minors. There must be two adults present during activities where minors are present. The only exception is in open public areas.
  - (b) Have any direct electronic contact (email, text, or social media) with minors without another authorized adult being included in the communication except in a limited capacity for official College business and program requirements. All such communications will be done professionally at all times.
  - (c) Engage in abusive conduct of any kind toward, or in the presence of, a minor.
  - (d) Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner any minor.
  - (e) Transport minors, other than the driver's own child(ren), to or from College-sponsored activities, except as specifically authorized in writing by the minors' parents or legal guardians.
  - (f) Engage in rough or sexually provocative games, including horseplay.
  - (g) Allow any inappropriate touching, including between minors.

- (h) Use prohibited, derogatory, inflammatory, pervasive, sexually based, sexually insinuating, or sexually suggestive comments. Language should be reasonable, prudent, and age appropriate.
  - (i) Personally consume in the presence of, or provide alcohol or illegal drugs to, any minor. Authorized adults shall not use or provide prescription drugs to any medication to a minor unless specifically authorized in writing by the parent or legal guardian.
  - (j) Make sexual material in any form, including printed and electronic, available to minors participating in programs covered by this policy or assist them in any way in gaining access to such materials. Exceptions would be for a disclosed and/or required academic curriculum.
  - (k) Shower, bathe, or undress with, or in the presence of, any minors.
- (5) For minors enrolled as students, the program staff will obtain a Medical Information and Release Form for each program participant if it is applicable to the program or activity engaged in. Program or activity staff shall be responsible for reviewing all forms, securing the information on the forms, and for assessing the needs of each program participant.
- (6) Parents and/or guardians are responsible for the minor's medical condition(s). They are expected to notify College personnel of the participant's state of health and needs, and arrange for any potential medical requirements and/or use of medication.
- (a) As needed, program staff may keep medicine in a secure location and can meet with the participant at the appropriate time for self-administration. Prescription medications that are self-administered may be carried by the participant during program activities (examples include, but are not limited to, personal "epi" pens and asthma inhalers).
  - (b) College staff should make reasonable efforts to have basic first-aid kits available as needed.
  - (c) College staff, if required, will arrange for medical care, including emergency medical services, appropriate for the nature of program activities. College staff will notify EMS and parents or legal guardians if emergency medical services are required.
- (7) Other than minors who are enrolled students or who are participating in a field trip or event, minors are not allowed in the workplace on a regular basis. Rarely, and with supervisory approval (in advance), may an employee or student bring his or her minor(s) to work in an emergency situation. In all cases of minors in the workplace, the College is not responsible for ensuring the minor is safe and well supervised. The employee, student, or guest is fully responsible for the safety and supervision of the minor for the entire visit.
- (a) Supervisors and department heads may place additional restrictions on the presence of minors in the workplace consistent with the environment and the demands of the work being performed.
  - (b) Adults who bring minors to campus shall not leave minors unattended in hallways and restrooms, or public, common areas. These adults are fully responsible for the safety and supervision of such minors while on campus.
  - (c) Employees and students who bring a minor to the workplace for extended periods of time must:
    - (i) Obtain permission in advance from their supervisor beforehand.
    - (ii) Provide line-of-sight supervision of the minor(s) at all times.
    - (iii) Ensure the minor(s) shall not be left alone at any time or left with other employees or students.
    - (iv) Ensure the minor shall not interrupt normal workplace activities.
- (8) College staff or volunteers who supervise minors shall complete an initial mandatory training and complete on-going training at least every two years with emphasis on the conduct requirements

of this policy, the prevention of the abuse of minors, recognizing signs of abuse, and appropriate and required reporting of incidents of improper conduct involving minors.