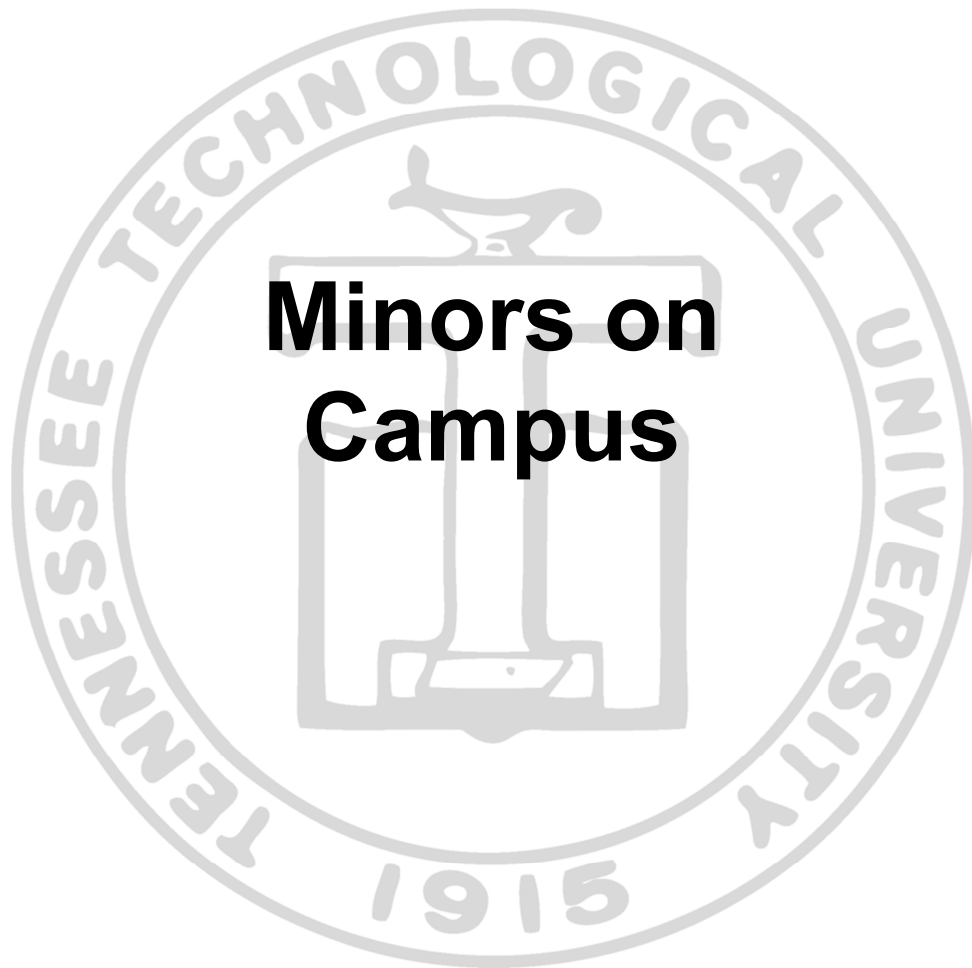


**Tennessee Technological University  
Policy No. 120**



*Effective Date: January 1, 2015*

**Policy No:** 120

**Policy Name:** Minors on Campus

**Policy Subject:** Minors on Campus

**Date Revised:** January 1, 2015

### **I. Purpose**

To provide for appropriate supervision of minors who are involved in Tennessee Tech-sponsored programs, programs held at Tennessee Tech and/or programs housed in Tennessee Tech facilities at all geographic locations This policy also does not apply to events where parents/guardians/supervising adults are expected to provide supervision of minors, or to events where parents/guardians/supervising adults are explicitly required to accompany their children.

### **II. Review**

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Office of the University Counsel with recommendations for revision presented to the Administrative Council and University Assembly.

### **III. Definitions**

- A.** Minor – a person under the age of eighteen (18) who is not enrolled in credit-granting courses at Tennessee Tech. Students who are “dually enrolled” in Tennessee Tech credit-granting courses while also enrolled in elementary, middle and/or high school are not included in this policy unless such enrollment includes overnight housing in Tennessee Tech facilities.
- B.** Tennessee Tech Facilities – facilities owned by or under the control of Tennessee Tech.
- C.** Programs – programs and activities offered by various academic or administrative units of Tennessee Tech, or by non-Tennessee Tech groups using Tennessee Tech facilities subject to Tennessee Tech’s Facilities Use Policy. This includes but is not limited to workshops, sport camps, academic camps, conferences, pre-enrollment visits, 4H or Cooperative Extension programs and similar activities.
- D.** Sponsoring Unit – the academic or administrative unit of Tennessee Tech which offers a program or gives approval for housing or use of facilities.
- E.** Authorized Adult – individuals, age 18 and older, paid or unpaid, who supervise, chaperone, or otherwise oversee minors in program activities, recreational, and/or residential facilities. This includes but is not limited to faculty, staff, volunteers,

graduate and undergraduate students, interns, employees of temporary employment agencies, and independent contractors/consultants. The Authorized Adults' roles may include positions as counselors, chaperones, coaches, instructors, etc. Authorized Adults are considered to be mandated reporters as defined by Tennessee law.

- F.** Direct Contact – positions with the possibility of care, supervision, guidance or control of minors.
- G.** One-On-One Contact – personal, unsupervised interaction between any Authorized Adult and a participant without at least one other Authorized Adult, parent or legal guardian, or supervising adult being present.

#### **IV. Policy**

A sponsoring unit offering or approving a program which involves minors or provides Tennessee Tech housing for minors participating in a program, or a non-Tennessee Tech group utilizing Tennessee Tech facilities, whether utilizing Tennessee Tech 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 problem, 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.** For residential programs at Tennessee Tech facilities, maintain a list of all program participants and a directory of program staff. This list shall include participant's name; local room assignment (if applicable); gender, age, address, and phone number(s) of parent or legal guardian, as well as emergency contact information.
- C.** Provide University Police's contact information to the sponsors of events involving minors.
- D.** Provide information to parent or legal guardian detailing the manner in which the participant can be contacted during the program.
- E.** Obtain a Medical Treatment Authorization form. Any request to amend the approved form must be approved by the Director of Tennessee Tech Health Services prior to its distribution or use. All forms must include the following:

1. A statement informing the parent/legal guardian that Tennessee Tech does not provide medical insurance to cover medical care for the minor.
  2. A statement authorizing the release of medical information and emergency treatment in case the parent/legal guardian/emergency contact cannot be reached for permission.
  3. Disclosure by the parent of any physical, mental or medical conditions the minor may have, including any allergies that could impact his/her participation in the program.
  4. All emergency contact information including name, address and phone number of the emergency contact.
- F.** Follow guidance from Tennessee Tech Health Services concerning communicable diseases.
- G.** Provide participants with information related to storage of participants' medication and administration of any such medicine.
1. Personal "epi" pens and inhalers may be carried by the participant during activities.
  2. If an issue arises related to the need for access to medications, the event coordinator or director must consult with Tennessee Tech's Health Services and Office of Disability Services to discuss the possibility of reasonable accommodations.
- H.** 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 the Director of University Health Services.
- I.** Follow appropriate safety measures approved by the Environmental Health and Safety Office as outlined [here](#).
- J.** Ensure adequate supervision of minors while they are on Tennessee Tech property. Unless specifically exempted by the Department of Human Resources from this requirement, all activities involving minors must be supervised by at least two or more Authorized Adults or by their parent(s), legal guardian(s), or supervising adult(s) 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. See also item P below.

When Tennessee Tech students are hosting high school students, including prospective athletes, participating in pre-enrollment visitation, the requirement for two Authorized Adults will be waived. This requirement also does not apply to licensed psychologists providing psychological and counseling services to minors.

- K.** Develop and make available to participants the rules and discipline measures applicable to the program. Program participants and staff must abide by all Tennessee Tech regulations and may be removed from the program for non-compliance with rules. The following must be included in program rules:
1. The possession or use of alcohol and other drugs, fireworks, guns and other weapons is prohibited.
  2. The operation of a motor vehicle by minors is prohibited while attending and participating in the program.
  3. The parking of staff and participant vehicles must be in accordance with Tennessee Tech parking regulations.
  4. Rules and procedures governing when and under what circumstances participants may leave Tennessee Tech property during the program.
  5. No violence, including but not limited to sexual violence or harassment, will be tolerated.
  6. Hazing of any kind is prohibited. Bullying including verbal, physical, and cyber bullying are prohibited.
  7. No theft of property regardless of owner will be tolerated.
  8. No use of tobacco products will be tolerated.
  9. Misuse or damage of Tennessee Tech property is prohibited. Charges will be assessed against those participants who are responsible for damage or misuse of Tennessee Tech property.

10. 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.
- L. Obtain all media and liability releases as part of the program registration process. All data gathered shall not be disclosed, except as provided by law.
- M. 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. See also item P below. When there are high school students, including prospective athletes, participating in pre-enrollment visitation, the hosting Tennessee Tech student(s) will not be required to be at least 21 years of age.
- N. All Authorized Adults who have direct contact with minors are required to have a current background check on record with Tennessee Tech at the time of hire and/or beginning work with minors. This background check must be reviewed and approved by the Office of Human Resources prior to being hired and/or working with minors. The cost of the background check is the responsibility of the sponsoring unit. When there are high school students, including prospective athletes, participating in pre-enrollment visitation, the hosting Tennessee Tech student(s) will not be required to undergo a background check.
  1. New hires will be required to complete Tennessee Tech background check process at the time of hire.
  2. All other individuals must complete the background check process **or** provide evidence of completion of a background check satisfactory to Tennessee Tech's Human Resources Department. This includes current employees who have not previously had a background check completed or do not have a current background check, as well as all other individuals, paid or unpaid. For the purposes of this policy, a "current background check" means a background check that is no more than 2 years old on the date it is submitted to Human Resources for review.
  3. Authorized Adults are required to notify the appropriate Human Resources representative of an arrest (charged with a misdemeanor or felony) or conviction for an offense enumerated in the [Tennessee Tech Arrest or Conviction self-disclosure form](#) within 72 hours of knowledge of the arrest or conviction. The

Tennessee Tech Arrest and Conviction self-disclosure form provides the list of arrests and/or convictions that must be disclosed and this form must be used to provide the information in writing to the Associate Vice President of Human Resources. This includes any arrests or convictions that occur between the date of disclosure for a Tennessee Tech run background check and the date work begins.

- O.** If applicable, require the program to adopt and implement rules and regulations for proper supervision of minors in Tennessee Tech housing. The following must be included:
  - 1. Written permission signed by the parent/guardian for the minor to reside in Tennessee Tech housing.
  - 2. A curfew time which is age-appropriate for the participants, but in no case shall it be later than midnight.
  - 3. In-room visitation is restricted to participants of the same gender.
  - 4. Guests of participants (other than a parent/legal guardian/supervising adult 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.
  - 5. The program must comply with all security measures and procedures specified by Tennessee Tech Office of Residential Life and University Police.
  - 6. Pre-enrollment visit programs for high school students housed overnight in residence halls must be registered with the Office of Residence Life.
- P.** Require the program to provide and supervise trained counselors (also considered to be Authorized Adults) who must be at least 18 years of age, in accordance with the following:
  - 1. The ratio of counselors to program participants must reflect the gender distribution of the participants, and should meet the following:

**Standards for camps\* are:**

One staff member for every eight campers ages 4 and 5

One staff member for every ten campers ages 6 to 14

One staff member for every twenty five campers ages 15 to 17

*\*Licensed Child Care Centers affiliated with Tennessee Tech shall be subject to the applicable Tennessee Department of Human Services regulations.*

2. Training for the counselors must include, at a minimum, information about responsibilities, expectations, policies, and procedures; appropriate crisis/emergency responses; safety and security precautions; confidentiality issues for the specific program or activity in addition to the requirements in Q.
3. Responsibilities of the counselors must include, at a minimum, informing program participants about safety and security procedures, Tennessee Tech rules, rules established by the program, and behavioral expectations. Authorized Adults 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).

**Q. Training requirements:**

Each Authorized Adult, who will be participating in a program covered by this Policy shall attend annual mandatory training on the conduct requirements of this Policy, 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.

1. Reporting allegations of assault or abuse. 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, the Authorized Adult, as a mandated 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.
2. The Program Director (Department Manager/Director for non-camp activities) and the Authorized Adult will then call 1-877-237-0004 (The Tennessee Department of Children's Services Child Abuse Hotline) together if the situation requires an emergency response. If the Program Director (Department Manager/Director for non-camp activities) is unavailable, or if the Program Director or his/her designee does not call 1-877-237-0004, the Authorized Adult should immediately call 1-877-237-0004 if the situation requires an emergency response. Please note that a call to this hotline is treated as a "911" call. The caller should not disconnect before speaking to a representative from the Department of Children's Services.



3. If a situation is felt to present immediate danger to a minor, University Police should be called as soon as possible, and then followed with a call to 1-877-237-0004 (The Tennessee Department of Children's Child Abuse Hotline). Please note that a call to this hotline is treated as a "911" call. The caller should not disconnect before speaking to a representative from the Department of Children's Services.
  4. If the report relates to a past event where there is no immediate threat to a minor (e.g., the report is based on a past event and the alleged abuser is not known to be currently in contact with minors), the Program Director (Department Manager/Director for non-camp activities) or the Authorized Adult must provide written notification within 48 hours of filing the oral report to the Department of Children's Services [here](#).
  5. In addition, the Program Director (Department Manager/Director for non-camp activities) will immediately contact University Police if that has not already occurred.
  6. The Program Director should notify the appropriate senior administrator, university counsel, and Title IX Coordinator as soon as practical but this notification should not delay unreasonably the notification requirements outlined in the sections above.
  7. Authorized Adults must make all reasonable efforts to ensure the safety of minors participating in programs and activities covered by this Policy, including removal of minors from dangerous or potentially dangerous situations, irrespective of any other limitation or requirement.
- R.** Authorized Adults participating in programs and activities covered by this Policy shall not:
1. Unless specifically exempted by the Department of Human Resources from this requirement, have one-on-one contact with minors: there must be two or more adults present during activities where minors are present. Authorized Adults also shall not have any direct electronic contact with minors without another adult being included in the communication.
  2. In the case of adults supervising minors overnight, Authorized Adult should not enter a minor's room, bathroom facility (to the extent practical), or similar area

without another adult in attendance, consistent with the policy of not having one-on-one contact with minors.

3. Separate accommodations for adults and minors are required other than the minors' parents or guardians.
4. Engage in abusive conduct of any kind toward, or in the presence of, a minor.
5. Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner any minor.
6. 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.
7. 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 item IV.G of this Policy.
8. Make sexual materials in any form available to minors participating in programs or activities covered by this Policy or assist them in any way in gaining access to such materials.

Items R1, R2, and R3 do not apply when there are high school students, including prospective athletes, participating in pre-enrollment visitation, hosted by Tennessee Tech student(s).

Item R1 does not apply to licensed psychologists providing psychological and counseling services to minors.

- S. If an allegation of inappropriate conduct has been made against an Authorized Adult participating in a program, s/he shall discontinue any further participation in programs and activities covered by this Policy until such allegation has been satisfactorily resolved.
- T. Application of policy to non-Tennessee Tech groups using Tennessee Tech facilities
1. Authorized personnel/signatories for non-Tennessee Tech groups using Tennessee Tech facilities must provide to the sponsoring unit satisfactory evidence of

compliance with all of the requirements of this Policy at least thirty (30) days prior to the scheduled use of Tennessee Tech facilities, as well as sign an approved agreement for use of Tennessee Tech facilities, if applicable.

2. An institution will be deemed to be in substantial compliance with this policy if an authorized personnel/signatory attests that the entity has met its state's K-12 requirements for supervision, oversight and protection of minors.
  3. As long as parents are present and responsible for the oversight of the participants, this policy will not apply to groups of less than 15 minors who rent Tennessee Tech facilities for limited periods (e.g., 2 hours or less).
- U. Any exceptions to the application of the policy must be approved by the Office of Human Resources.

#### **V. Interpretation**

The President or his/her designee has the final authority to interpret the terms of this policy.

#### **VI. Citation of Authority for Policy**

Tennessee Board of Regents Policy 1-03-02-00 – Duties of the Presidents and Directors;  
Tennessee Code Annotated Section 37-401 et seq.

Approved by:

Administrative Council: 2014-10-15

University Assembly: 2014-11-19