



## ADMINISTRATIVE PROCEDURE

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**TITLE: Children on Campus**

**ADMINISTRATIVE PROCEDURE # 3504\*** *(replacing AP 613.01 #9)*

**RELATED TO POLICY # 3504 Children on Campus**

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### **A. Scope**

Children under the age of 18 who are officially enrolled as a credit-earning student have the same rights, responsibilities, and privileges of any other student in the classroom and on College properties.

This procedure applies to children under the age of 18 (or who are emancipated from the care of parents or legal guardians) who are not officially enrolled in classes or employed by the College.

### **B. Permissible presence of children on campus**

In general, students and employees are not permitted to bring children on campus or to other College facilities. If a child's presence is not disruptive, and no health or safety risks are identified, the following exceptions will generally apply:

- a. Attending the childcare/elementary school facility on campus, as enrolled children or as facility visitors, under the supervision of parents/guardians
- b. Attending public events, such as concerts and basketball games, under the supervision of adults
- c. Accompanying adults who are accessing student services
- d. Participating in classes at the request of the instructor
- e. Attending a summer camp or an instructional program (credit or non-credit) as an enrolled student
- f. Using the library if they follow all rules and create no disturbance
- g. Registering for classes
- h. Public pool usage
- i. Attending special events (events held by other organizations on the College's property) under the supervision of parents/guardians

### **C. Employees**

Staff and faculty are not permitted to have their children at work with them while the employee is on work-time. An exception may be approved in advance by the employee's supervisor, in an emergency or unexpected situation, but an exception shall not result in ongoing approval or a regular practice. **["in advance"] an emergency or unexpected situation is unlikely to warrant preapproval.** The employee granted an exception shall provide adequate continuous supervision for such child or children and ensure that there is no disruption of services as a result of the child/children being on site. It is not acceptable to request that staff supervise the children of students or other employees except when their job assignment relates to a formal program designed for children. Employees who fail to comply with this administrative rule may be subject to discipline as outlined in College policies and procedures or respective collective bargaining agreements.

### **D. Students**

Children of students may be brought to campus only when they are to be supervised by another adult in an area specifically approved for children (e.g., the child care center/elementary school). In an emergency, with the approval of the class instructor and/or appropriate administrator, a student may bring a child to class or campus work site only if the child's presence does not disrupt class or work activities. An administrator may prohibit children in class or in a work area should it be deemed necessary. A student may not leave a child unsupervised on campus at any time. Students who fail to comply with this administrative procedure may be subject to sanctions as outlined in the Student Discipline Administrative Procedure.

### **E. Supervision**

Children must be actively supervised by their parent, guardian, or responsible adult at all times when they are on College properties.

### **F. Unaccompanied Children**

Due to safety and liability issues, except as otherwise defined in this procedure, under no circumstances may unsupervised children be on College properties, including playing, roaming, and occupying buildings, outdoor areas, or private vehicles. Any College employee who finds an unaccompanied child on College properties should immediately inform Security of the location of the child.

### **G. Removal of Children From the Premises**

College administrators and security personnel have the authority to direct the removal of a child if there is a determination that:

1. The child's health or safety is at risk;
2. The child is presenting a health, safety, or liability risk to property or others; or
3. The child's behavior is causing undue disruption to the work of students or staff.

## H. Restricted Areas

Areas of College premises may be identified as unsuitable for children as a result of a risk assessment. Supervisors of the respective areas should inform staff and students of requirements or restrictions.

## I. Transportation

Children are not permitted as passengers in any form of College transportation (including but not limited to golf carts, vans, cars, trucks, maintenance vehicles, and buses) unless they are registered in the class or program for which the transportation is being used. When children are involved in field trips and transported as part of a college program or class, the responsible College personnel must ensure that all federal and state child restraint regulations are followed.

### **RESPONSIBILITY:**

The Director of Facilities and Security is responsible for implementing and updating this procedure.

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### **NEXT REVIEW DATE:**

**DATE OF ADOPTION: 4/7/2020 by CC**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**

*Note: During the AP review process (2019-20) this document was identified as 3502 AP.*