

Minors on Campus

Policy

Minors under the age of 18 (“minors”) are not permitted on the Battle Creek campus, in any facility owned or leased by KCC (including Centers), or at any College-sponsored event, unless: (a) accompanied and supervised at all times by a responsible adult (parent, legal guardian, or individual authorized by an off-campus entity to supervise the minor or (b) enrolled in a KCC-sponsored program under the supervision of an Supervising adult or (c) students with an “admitted” status as defined by the College’s General Admissions Policy which includes Dual Enrollment.

Purpose

The purpose of this policy is to protect the safety and well-being of minors who participate in activities or programs sponsored by KCC, or who are otherwise on KCC property or at a KCC-sponsored event.

Scope

This policy applies to all students, faculty, staff, members Board of Trustees, and KCC Foundation Board of KCC, as well as vendors, volunteers and individuals or organizations operating College-sponsored events or programs (collectively the “College Community”). The policy applies to the Battle Creek campus and Centers, all facilities owned or leased by KCC, and all off-campus sites at which students, faculty, or staff participate in College-sponsored programs, activities, or events.

Dual enrolled, or other students with an “Admitted” status under General Admissions may be minors. These students, and all College students, are expected to be aware of and abide by all applicable College policies, such as but not limited to, the Student Code of Conduct.

Minors working on campus are regulated by both federal and state laws. The College will comply with applicable regulations and only employ those minors that have provided the required documentation. The College may authorize the minors to work in accordance with the hours and functions permitted by law.

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Definitions

College (non-sponsored) program/activity: Events typically open to the general public or groups in which minors may be in attendance but are not enrolled in a defined program and minors are not overseen by a College Supervising Adult. Examples include but are not limited to theatre productions, art exhibits, athletic events, tours, and community events such as Bruin Boo.

College sponsored youth program/activity: Formalized program or event that requires enrollment and responsible adult approval for minor's attendance. The program is designed for youth involvement with the presence of an Authorized Adult, is at a supervised location and activities are under the direction of a College Supervising Adult. Examples include but are not limited to: Youth camps, Upward bound, Bruin Bots.

General Admissions: Student admitted to the College under the General Admissions definition in the KCC Catalog. ([General Admissions, 2019-2020 Academic Catalog](#))

Mandatory reporting: Requirements under Michigan Child Protection law that identify who must report, what they must report and how they must report.

Responsible Adult: Adult bringing a minor onto campus without the minor being engaged in an enrolled program designed for youth involvement without that parent or authorized adult. Examples include but are not limited to: Students on campus with minor relatives or friends, visitors to campus for college services, attendees of sports, entertainment or other college events.

Supervising Adult: Adult(s) who have responsibility for overseeing the safety of the minor during a College sponsored program that involves enrolled youth and is designed for youth involvement without a responsible parent or authorized adult in attendance. (Examples include but are not limited to Youth camps, Upward Bound, Bruin Bots.)

Unattended minor: Children under 18 who are not dual-enrolled, are not enrolled in a youth event specifically designed for youth involvement without a parent or authorized adults, and are on campus without a responsible adult within eyesight of the minor.

Prohibited Conduct

The following rules apply any time a minor is on campus, in a College facility, at a College-sponsored event, or in a College-sponsored programs. College Community members will not:

1. Engage in abusive conduct of any kind toward, or in the presence of, the minor;
2. Strike, hit, or touch any minor in an inappropriate or illegal manner;
3. Allow, encourage, or engage in hazing or bullying of the minor;
4. Use, possess, or be under the influence of alcohol or illegal drugs while on duty or while in the presence of the minor;

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5. Provide alcohol or illegal drugs to the minor;
6. Provide prescription drugs or any medication to the minor unless Supervising by the program's medication management guidelines;
7. Engage in any sexual activity, make sexual comments, tell sexual jokes, or share sexually explicit material with minors or assist in any way to provide access to such material to minors;
8. Engage or allow minors to engage them in romantic or sexual conversations, or related matters;
9. Use profanity, vulgarity, or harassing language directed at a minor or disruptive in nature
10. Meet with minors outside of established times for program activities;
11. Invite individual minors to their home or other private locations;
12. Provide gifts to minors or their families independent of items provided by the College;
13. Engage or communicate with minors from personal email, text messages, social networking websites, phone, internet chat rooms, multiplayer online games, or other forms of social media at any time except for program or college purposes or in the case of an emergency.
14. Share private, personal or FERPA covered information in the presence of a minor.

KCC-Sponsored Programs

KCC sponsors a number of programs specifically designed for children, such as tutoring programs, summer camps, and cultural events. Each program has specific operating protocols related to its nature and purpose, but all programs are expected to use reasonable care to minimize the risk to minors participating in the program.

For the safety and wellbeing of the minors attending College approved camps, organized events, or scheduled activities, the College requires the Supervising Adult(s) involved in the activity to remain with the minor students while on campus. The Supervising adult will be held responsible for the care and behavior of minor(s) attending the event.

1. No member of the College Community may assume responsibility for the care of any minor, unless the person is leaving the minor in a College program sanctioned for children under a College Supervising adult. Only those individuals may take responsibility for the minor.
2. All minors participating in the program must have written permission from a parent or legal guardian consenting to their participation in the program, ensures the parent/legal guardian understands the role and limitations of the College's responsibility, and allows KCC to seek medical treatment in case of an emergency. The College requires the Supervising Adult(s) involved in the activity remain with the minor students while on campus. The Supervising Adult must be a college employee or approved volunteer/contractor (vetted through department and Human Resources) and meet employment requirements and are required to comply with state law pertaining to proper training, credentials (as determined by program) and background checks.

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3. Minors should be kept in the program area and may not be left unsupervised at any time. If a minor is removed from the program area, the adult who is removing the child should notify the supervising adult working in the program before doing so.
4. The recommended ratio for supervision is at least one Supervising Adult for every eighteen minors. This ratio may be higher or lower depending on the needs and purpose of the program.
5. No personal visitors are permitted at the program site except with the permission of the program director or in case of emergency.
6. Photographs may only be taken of minors in the program for program-related purposes, and only after the minor's parent or legal guardian has *signed a College-provided waiver allowing the photograph*.

Bringing Minor Children to Work

KCC understands that there may be times when employees need to have minor children briefly on campus during their working hours. It is expected these instances are rare, typically due to an emergency, and temporary (for example, cancelation of child care and employee brings child to campus for pick-up by a relative). It is expected the majority of these situations are handled by the employee utilizing personal leave. When an employee brings their child on campus, the employee is responsible for their child at all times, must supervise the child at all times, and is expected to ensure that the child complies with the directions of College personnel and does not disrupt the working environment. The employee is also responsible for any damage to College property caused by the child. The employee's supervisor holds the final authority to agree or disagree with the presence of the minor for a brief period. The factors to consider, among others, is whether the minor interferes with the usual workplace activities, is an isolated or repeated request, whether the employee can still conduct their job activities without interfering with service to students and co-workers and without violating FERPA and other confidentiality requirements, whether the work environment is safe for the minor, the age of the minor, how long the minor may be in the workplace, and whether the employee is able to fulfill their work obligations.

Minors in the classroom (including laboratories and clinical settings)

The College prohibits bringing minors into class and/or leaving them unattended on campus, including in automobiles. The prohibition applies to all areas of the College, including but not limited to, outside gathering areas, library, student center, computer labs, and athletic building. This excludes students enrolled under General Admissions, including Dual Enrollment, who are registered students in the class.

Minors as visitors and KCC sanctioned programs

In cases where minors are visiting campus for events that do not specifically require registration of the attending minor, and are not designed for minors to be left with campus employees, a responsible adult must be present with the minor on campus. These would include activities open to the public such as Bruin Boo, Enrollment events, and KCC sports events.

For the protection of both the minors and the College, all visiting minors must be under constant supervision by a responsible adult while on the campus(s) or on the site of any approved off-campus class or College event, to avoid any potential safety hazard and to maintain appropriate behavior.

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The Supervising Adult is required to keep the minor(s) in view and/or in an environment where the supervising adult has oversight of the minor.

Students enrolled under General Admissions, including Dual Enrollment, may be present on campus without a responsible adult when engaging in activities related to their registered coursework for example, use of the library, bridge and student services.

Adults who bring a minor to campus as a visitor are responsible for the minor at all times, and responsible and liable for any injuries or damage sustained to or by the minor child while on campus, any properties owned or leased by the College, or at any College-sponsored events, unless such injuries or damages are caused by the sole negligence of the College, its officers, agents, or employees.

No member of the College Community (Board of Trustees, employees, faculty, staff, and students) may assume responsibility for the care of minors brought to campus by others, unless the person is leaving the minor in a College program sanctioned for children or the employee has brought the minor to campus and is the minor's responsible adult.

Required Reporting of Known or Suspected Abuse or Neglect of Minors Reporting Requirements

Michigan's Child Protection Law, MCL 722.621 et seq., requires certain individuals to report child abuse or neglect. "Child abuse" includes harm or threatened harm to a child's health or welfare through no accidental physical or mental injury, sexual abuse, sexual exploitation, or maltreatment. "Child neglect" includes harm or threatened harm to a child's health or welfare.

Who must report: Mandated reporters are all faculty, staff, Board of Trustees and Foundation Board members, as well as volunteers, vendors and individuals or organizations operating College-sponsored events or programs (College Community).

The College requires that anyone employed by, or acting on behalf of the College in a college sponsored program, or a non-College sponsored program conducted on College property or facilities, who knows, suspects, or receives information of suspected mental or physical abuse or neglect of a child or who has other concerns about the safety of the must immediately report the information to the Department of Public Safety. The reporting person is expected to also notify their supervisor, or the appropriate supervisor of the program.

How to report: Reporter must immediately notify Public Safety who will assist them in immediate notification to **Children's Protective Services ("CPS") at the Michigan Department of Human Services (855-444-3911)**. Mandated reporters are required to make an immediate verbal report to CPS and a written report within 72 hours when they suspect child abuse or neglect. [MDHHS Reporting Abuse & Neglect](#)

Unattended Minors

If a minor is left unattended on campus, employees must report the minor's location to the Department of Public Safety who will gather parent/guardian information and contact the responsible adult. The adult will be instructed to either remain with the minor at all times while on campus or leave the campus with the child.

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If the responsible adult is an employee, Human Resources and the employee's supervisor will be advised of the incident.

Questions on this policy should be directed to Human Resources at 269.965.4152.

Policy Owner: Chief Human Resources Officer

Approved by KCC Board of Trustees November 20, 2019