

**The college shall establish procedures for minor children's participation in college programs and access to campus facilities.**

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Mohave Community College strives to conduct its operations and maintain its facilities in a manner consistent with its mission. The college has the responsibility to provide a place of instruction that is conducive to learning. The presence of minors can be a disruptive factor. The presence of minors on campus and in its facilities also raises safety and liability issues. There may be occasions when the presence of minors on campus may be appropriate (registered students and recognized children's programs). Therefore, appropriate consideration must be taken on bringing minors to any college campus, site, or facility.

Definitions:

Minor: any individual under the age of 18

Minor Student: any individual enrolled in coursework, who is under the age of 18.

Authorized Adult: a parent, legal guardian or other adult, including but not limited to an employee, who is responsible for escorting and/or supervising the minor(s) while on campus or while participating in any College-sponsored activities.

Basic Expectations:

Parents and guardians are ultimately responsible and liable for any and all injuries or damages sustained to or by their minor while on any Mohave Community College campus.

Minors under the age of eight (8) must be supervised at all times by an authorized adult while on campus or participating in a college-sponsored activity and should not be left unattended anywhere on campus.

Any minor who is not a minor student is not allowed in a classroom while a class is in session.

Even when accompanied by an authorized adult, minors under the age of eight (8) not participating in a program on college premises or a college-sponsored activity are prohibited from laboratories and other areas where significant potential safety hazards and liabilities may exist, and where strict safety precautions are required.

It is the responsibility of minor students to contact their parents or guardian in the event of a class cancellation or early release. Campus phones will be made available for this purpose.

Minors and authorized adults not meeting Mohave Community College conduct standards will be asked to leave the campus.

**2.023**

**Minors Participation in College Programs**

**2.023**

In addition to the requirements of this procedure, minors are subject to the same conditions as any other visitor.

*Date of Adoption: Adoption of Manual- July 2008*

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Provisions:

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The core of Mohave Community College's mission is to provide educational opportunities for all constituencies of Mohave County. Generally, two types of courses are offered in which minors may be participants:

Credit courses – With the appropriate signature of a legal parent or guardian, minor students may enroll in credit courses if the student meets all requirements of admission and the individual course.

Non-credit courses – With the appropriate signature of a legal parent or guardian, minor students may enroll in non-credit courses that occur in one of two categories:

1. Courses intended for adults for which minor students aged 8-17 may enroll and attend.
2. Courses explicitly intended for minor students aged 8-17 in which adult students are not allowed to attend unless the adult student is the legal parent or guardian of the minor student.

Occasionally, minor students may wish to enroll in a credit or non-credit class that addresses adult subject matter. Disclosure of planned topics/materials as early as possible can help advisors and parents guide students to appropriate course selection during the registration process. Parents and students should be aware that course content is selected based on educational purpose, and student maturity is expected when addressing courses that may have frank discussions about sensitive or offensive topics and/or graphic audio-visual presentations.

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Mohave Community College occasionally offers programs designed specifically for minors. These programs have great value to its various constituencies and are an important part of the College's mission of community outreach. These visits of minors to MCC's campuses come with significant ethical, moral and legal responsibilities. All employees must be mindful of the obligation to protect these minor visitors to campus and act in proactive ways to make their visit safe.

#### Program Approval

Departments and campuses shall, prior to the beginning of the College's fiscal year for ongoing programs and activities and at least ninety (90) days prior to the first scheduled date of participation by minors in new youth programs or activities, apply for approval from the Risk Management Committee by submitting a request containing the details of any program or activity in which minors are expected to participate. Information provided shall include, at a minimum:

1. The College employee in charge of the program;
2. The name and contact information for persons representing third parties offering programs;
3. The dates and locations where minors will be participating;
4. The general nature of the activities to be undertaken or offered in the program;
5. The names of all adults who will be participating directly with minors in the program; and
6. The administrative requirements associated with the program, including but not limited to waivers and permission slips to be obtained from the parents/guardians of participating minors and medical emergency forms.

The Risk Management Committee will approve or deny the request based on the following:

- The inherent dangerousness of the activity at issue;
- The age and skill level of those participating;
- The maturity and number of children involved;
- The inherent dangerousness of the surroundings and whether adequate measures have been taken to ensure the safety of the premises and equipment used;
- Whether the children have special needs; and
- Whether the activity is supervised by staff appropriate to the number, age and skill of participants.

Staffing Levels and Other Safety Requirements

Every minor must be provided with reasonable and appropriate supervision by an authorized adult while that minor is on campus. Every program at which minors are present must have a minimum authorized adult to minor ratio of the following:

- Ages 8-12 – 1 staff to 8 day-only minor students, minimum of two (2) authorized adults
- Ages 12-14 - 1 staff to 10 day-only minor students, minimum of two (2) authorized adults
- Ages 15-17 - 1 staff to 12 day-only minor students, minimum of two (2) authorized adults

Every program should establish security and emergency measures for minors including, but not limited to:

- Drop off and pick up procedures (At a minimum such measures shall require every minor to be checked-in on a daily basis; the collection of contact information from the minor's legal parent or guardian; communication of how a legal parent or guardian may reach their minor student in the event of an emergency; a requirement that a legal parent or guardian designate in writing their minor student's get-home instructions; and containment of minors in specified space during free time, mealtimes, or before the program begins);
- Where to go if lost;
- Steps to take in the event of an emergency on campus (i.e. fire, tornado, etc.);
- Volunteers (any authorized adult who is not a current employee of Mohave Community College) in a program for minors are governed by Mohave Community College Policy and Procedure Manual, section 5.250, Volunteers. In addition to the criteria of the volunteer procedure, volunteers working in programs for minors must meet the background, training and conduct criteria as defined below and may not serve as the primary supervision for minors.
- Prior written consent from the legal parent or guardian of a minor who drives him or herself to a program, such minor may be allowed to drive off-site during lunchtime.
- At no time may an authorized adult leave a minor in the care of a person that is not an authorized adult or in an area that is off-limits to minors.
- Authorized adults may not release a minor under the age of 15 to any individual other than a legal parent or guardian without written authorization from the legal parent or guardian stating that the minor may be released to that specific individual.
- Ensure that parents and minors are given information regarding how to make a complaint.

### Criminal History Report

A satisfactory criminal background report will be required of each adult employee or volunteer, prior to his or her participation with minors in programs and at least once every two (2) years thereafter. It is the responsibility of the person in charge of the program to ensure that each participating adult has submitted the required criminal background release form and has subsequently received clearance to participate. The Office of Human Resources will maintain a roster of individuals who have been cleared to participate and the dates on which a new background check will be required.

The background report will be limited to criminal offenses, including, but not limited to, child abuse, for which an individual has been convicted, pled guilty to a felony or misdemeanor, or where such charges are currently pending. The College may accept successful documented background clearances in the form of an Arizona Department of Public Safety Clearance Card.

A decision not to permit an individual to participate in a program for minors based on the results of a background report will be made by the Chief Human Resources Officer after consultation with the appropriate administrator, or others as needed. The results of background reports conducted under this procedure will be used only for the purposes of this procedure, except that Mohave Community College reserves the right to take appropriate action with respect to employees who may have falsified or failed to disclose information material to their employment on employment applications uncovered as a result of the background check, including immediate termination of employment. Copies of background check reports will be retained in the Office of Human Resources.

### Staff Training

Employees who will be participating with minors in a youth program or activity shall participate in annual mandatory training on the conduct requirements of this procedure, protecting minors from abusive emotional and physical treatment, and mandatory reporting of suspected child abuse.

### Conduct Requirements

Authorized adults shall read and sign a Code of Conduct that includes prohibitions against authorized adults:

- Having one-on-one contact with minors outside the presence of others. It is expected that activities where minors are present will involve two or more authorized adults.
- Participating in a sleepover under the auspices of the program, unless (1) a minor's legal parent or guardian is present or (2) a minor's legal parent or guardian has given consent and there is at least one other authorized adult present at all times.
- Sharing a bed or sleeping bag with a minor.
- Being alone with a minor in the authorized adult's living quarters.

- Showering, bathing, or undressing with or in the presence of minors.
- Engaging in abusive conduct of any kind toward, or in the presence of, a minor.
- Striking, hitting, administering corporal punishment to, or touching in an inappropriate or illegal manner any minor.
- Use of an authorized adult's personal vehicle to pick up or drop off minors participating in the program.
- Engaging in the use of alcohol or illegal drugs, or being under the influence of alcohol or illegal drugs during programs.
- Making pornography in any form available to minors participating in the programs covered by this policy or assisting them in any way in gaining access or allowing access to pornography.
- Engaging in intimate displays of affection towards others in the presence of minors, parents/guardians, and other authorized adults.
- Taking any photographs or videos of minors or posting photographs or videos on a digital, electronic, hosted media, web-based service or any other medium without first obtaining a release in this regard from the minor's legal parent or guardian.

#### Mandatory Reporting Requirements

Arizona Revised Statute § 46-454 requires the report of obvious or suspected child abuse or neglect to the Child Protective Services (CPS) in the Department Of Economic Security or local law enforcement. Any Mohave Community College employee or authorized adult who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to have been inflicted on the minor by other than accidental means shall immediately report or cause reports to be made of this information to a peace officer or to Child Protective Services in the Department of Economic Security.

Reporting of child abuse must be made immediately either by telephone or in person. Within 72 hours of oral report, a written report must be filed. The reports shall contain:

- Names and addresses of the minor and the minor's parents or the person or persons having custody of the minor, if their identity is known;
- The minor's age;
- Nature and extent of the child abuse, physical injury or neglect. Evidence, if any, of previous child abuse, physical injury or neglect must also be included; and
- Any other information that the person believes might be helpful in establishing the cause of the child abuse, physical injury or neglect.

**2.023-C**

**Minors Participation in College Programs  
Programs Designed Specifically for Minors**

**2.023-C**

A person who fails to report child abuse or neglect is guilty of a class 1 misdemeanor, except if the failure to report involves a reportable offense (as defined in A.R.S. § 13-3620(P)(4)), the person is guilty of a class 6 felony.

Third Party Programs

Many community entities utilize Mohave Community College's facilities for programs at which minor children may be in attendance. Third parties that offer programs are required to sign a facilities use agreement that indemnifies the college from legal action taken as a result of the program and provide proof of appropriate insurance coverage for the program. Materials advertising the program or activity must clearly distinguish the operator (the third party) from the location (the college campus).

*Date of Adoption: Adoption of Manual- July 2018*

*References:*