

# MINORS ON CAMPUS

**Approved by:** Student Development & Success

**History:** Revised 2020 | 2021 | 2022

**Related Policies:**

**Related Forms, Procedures and References:** Student Activities Participation Waiver Form

**For Questions Contact:** Dean of Students Office | 414.382.6118 | deanofstudents@alverno.edu

## Enrolled Alverno Students Under the Age of 18

For enrolled students under the age of 18, including dual enrolled Early College Credit Program (ECCP) students, please be aware of the following information:

- Parental/guardian permission is needed for participation in athletics, on-campus events, and/or off-campus Alverno College sponsored trips and excursions. Waiver forms will need to be signed before an underage student can participate.
- Alverno College has the right to speak with parents/guardians regarding student behavior without student permission.
- Alverno College will require health records/immunization forms from parents/guardians. Parents/guardians may be contacted regarding the College's COVID vaccination requirement.
- Current emergency contact information must be on file with the Dean of Students Office.

## Minors on Campus of Students and Guests

Alverno College is deeply committed to creating an environment that maximizes learning and provides campus safety. This policy was designed to ensure both. Minors (children under the age of 18, **who are NOT enrolled in classes**) may not be on campus except while in the care of a parent/legal guardian/childcare provider. At all times when a child is on campus and not in the Early Learning Center or participating in college-sponsored programs, the child is the sole responsibility of the parent/legal guardian/childcare provider. For their protection, minors are not allowed in high risk areas (e.g., food preparation areas, mechanical rooms, areas with power tools or machinery, on college grounds equipment, or in vehicles).

**In the Classroom:** In general, attendance in a classroom is limited to the instructor, students who are enrolled in the course, prospective students and others who can contribute to the educational mission of the College. For example, the instructor may bring in guest presenters, or other educators may observe the course in order to evaluate the instructor or the curriculum. Permission to bring a child to class cannot be granted under the following circumstances:

- The child is ill. If the child is too ill to attend daycare or school, they are considered to be too ill for our classroom.
- The class meets in the science laboratory, nursing lab, art classroom, gym, Fitness Center. This is for the safety of all. If a room has mixed use, children will not be allowed in the room on lab days.

Exceptions to this policy are at the discretion of the instructor and of the College. Generally, it is not appropriate to bring children to class. Should an unexpected event arise that would mean you must bring a

child to a class in order to attend yourself, you must make every effort to get prior permission from the instructor. The instructor will review the planned activities and determine whether the child would be reasonably safe and would not detract from the educational experiences of others. It is important that the child's presence on campus does not result in disruption to the workplace, to the classroom, and non-teaching areas (e.g. library, computer center, offices). If you must bring a child to class and have received prior permission from the instructor, it is your responsibility to bring appropriate materials to quietly occupy the child.

You are responsible for the safety and the well-being of the child. Occasionally, subjects raised in class may not be appropriate for the child. If this is the case, or if the instructor asks for you to remove the child, please do so promptly. Minors may not be left unattended in any location on campus, including in hallways outside of classrooms.

**Children under the Care of Student Workers:** Children should not be routinely permitted in offices during scheduled work times. A parent/guardian or childcare provider must provide supervision at all times and children must not be left unattended in any campus location. Their presence may not interfere with workplace activities. Bringing children to work should only be permitted occasionally, with the permission of the supervisor and sometimes for the convenience of the employee due to a family emergency.

**In Activities Sponsored by Alverno College:** The College sponsors programs for minors (under age 18) such as athletic camps, Little Sibs Weekend, and overnights for potential students. Appropriate forms, schedules and contact information are shared with parents/legal guardians.

Alverno ensures that staff and volunteers have been trained on policies and procedures related to minors. Minors are not allowed in the Reiman Gymnasium, Fitness Center, locker rooms, food preparation areas, mechanical rooms, areas with power tools or machinery, laboratories, or athletic training room unless supervised.

**For Third Party Groups Using the Alverno Facility to work with Minors:** On occasion a group of minors may be on campus participating in an event sponsored by a third party. In these situations, the parent or designated leader is responsible for supervising the minors. A copy of any waiver used by an external group in association with minors must be submitted to Campus Safety with a list of participants. The following information will be shared with the designated leader of the group:

1. Alverno is tobacco free.
2. Weapons are not allowed on campus.
3. Minors must be supervised at all times.
4. Minors are not allowed in the following areas: laboratories, food preparation areas, mechanical rooms, areas with power tools or machinery, gymnasium, fitness center, locker room, laboratories, athletic training room unless supervised.
5. Appropriate forms, schedules and contact information is shared with parents/legal guardians.
6. Information on how to contact Campus Safety if there is an incident or injury involving minors.

## Mandatory Reporting of Child Abuse and Neglect

Wisconsin law defines child abuse as any physical injury inflicted on a child by other than accidental means or sexual contact including prostitution or sexual exploitation. Also included are threatened injury to a child and emotional damage and neglect. Emotional damage is harm to a child's psychological or intellectual functioning. Neglect means failure, refusal or inability to provide necessary food, care, clothing, medical or dental needs.

If you suspect a minor on campus or otherwise participating in College programs or activities has been subject to abuse and/or neglect, you are required to contact Campus Safety at 414-382-6151. If you wish to report abuse directly to the Department of Social Services as well, call 414-289-6444.