

KAUA'I COMMUNITY COLLEGE

Minors on Campus

1. Purpose

Kaua'i Community College (KCC) engages in a wide range of academic, recreational, and community outreach service programs that may involve minors. The purpose of these procedures are to meet KCC's requirements and expectations for a safe and secure environment for minors, both on and off campus, in accordance with applicable state and federal laws, rules, and regulations.

2. Policy

These procedures shall apply to all property and facilities operated by KCC.

3. Related Policies and Documents

- A. University of Hawai'i Executive Policy 2.202, Safety and Protection of Minors
- B. University of Hawai'i System Administrative Procedures, 2.202 Background Check Process for University Community Members and Non-UH Volunteers

4. Definitions

- A. Minors - For purposes of these procedures, any person under the age of 18.
- B. Adult - For purposes of these procedures, any person over the age of 18.
- C. Covered Person: A person who is responsible for the custody, control or supervision of minors participating in the Covered Program and who is:
 - i. A University of Hawai'i / KCC Community Member- University Community Members who interact with Covered Program Minors in any official University capacity are expected to foster and maintain an appropriate and secure environment for Covered Program Minors. This includes ensuring that Covered Program Minors are supervised by adults (including parents or guardians) at all times. For purposes of this policy only, a University Community Member is any person who is:
 - a. An officer or other University official;
 - b. A staff member or employee of the University University-affiliated organizations (defined below);
 - c. A University student;
 - d. A University faculty member, including lecturers;
 - e. A University academic appointee whether paid or unpaid (including post-doctoral fellows, research fellows, and teaching assistants); or

- f. A person's status in a particular situation shall be determined by the designated Responsible Campus Official. University Community Members do not include volunteers who are non-employees.

- ii. Volunteer for a Covered Program - Any person who is not a University Community Member and who is applying for or has been deemed suitable for interacting with Covered Program Minors. Similar to University Community Members, Non-UH Volunteers are expected to foster and maintain an appropriate and secure environment for Covered Program Minors. This includes ensuring that Covered Program Minors are supervised by adults (including parents or guardians) at all times.

- iii. A member of a non-KCC organization that operates programs for minors in KCC facilities, where the organization is covered by an agreement like facilities use agreement with the University-affiliated organizations include:
 - a. The Research Corporation for the University of Hawai'i (RCUH),
 - b. University of Hawai'i Foundation (UHF),
 - c. Any campus foundation, campus alumni association,
 - d. Campus auxiliary services corporation, or
 - e. And any other entity so designated by the Chancellor of each campus.

- iv. A member of a non-KCC organization that operates programs for minors including
 - a. A contractor,
 - b. An independent contractor,
 - c. External consultant,
 - d. Worker hired through an outside employment agency, and
 - e. Workers employed on campus through service vendors.

If there is a question about whether a person is a "Covered Person," in any given situation, the Responsible Campus Official or designee shall make that determination in accordance with EP 2.202.

5. Procedures

A. Students of Academic Programs

Minors enrolled in a credit/academic course offered by KCC need not be under the supervision of an adult while on campus.

For academic course related purposes, students who are minors must complete an Assumption of Risk and Release signed by a parent or guardian before they are allowed on field trips and in high-risk areas such as laboratories, shops, mechanical rooms, garages, food preparation areas, or any areas containing tools or machinery with exposed moving parts.

B. Non-Academic Programs and Activities

The coordinator for a non-academic program or activity is responsible for determining whether or not minors are allowed to participate in their program or activity and to ensure that all participating minors are under adequate adult supervision.

For health and safety reasons minors are not allowed in high-risk areas such as laboratories, shops, mechanical rooms, garages, food preparation areas, or any areas containing tools or machinery with exposed moving parts. Exceptions may be granted by the Vice Chancellor for Administrative Services for tours and other special events.

C. Children of Students

Students may occasionally bring their child to campus under extenuating circumstances provided they adhere to the following:

- i. The student obtains approval from their instructors,
- ii. The child is under the student's constant supervision,
- iii. The child does not damage college property, disrupt or otherwise interfere with the education process or other activities of the College, and
- iv. The child does not have a contagious disease and/or illness.

For health and safety reasons, minors are not allowed on field trips or in high-risk areas such as laboratories, shops, mechanical rooms, garages, food preparation areas, or any areas containing tools or machinery with exposed moving parts without prior approval by the manager of the specific classrooms and Building manager or Division Chair and Vice Chancellor for Administrative Services.

D. Children of Employees

Employees may occasionally bring their child to campus under extenuating circumstances provided they adhere to the following:

- i. The employee obtains approval from their supervisor,
- ii. The child is under the employee's constant supervision,
- iii. The child does not damage college property, disrupt or otherwise interfere with the workplace, and
- iv. The child does not have a contagious disease and/or illness.

For health and safety reasons, minors are not allowed in high-risk areas such as laboratories, shops, mechanical rooms, garages, food preparation areas, or any areas containing tools or machinery with exposed moving parts.

E. Children of Visitors (to include facility use requests)

Visiting minors who are not participating in a KCC sanctioned program or activity must be accompanied by an adult/guardian at all times.

F. Unaccompanied Minors on Campus

Unaccompanied minors on campus should be reported to Campus Security.

Exemptions: Minors requiring “The Bus” access, Minors enrolled in surrounding Pre-K-12 schools.

G. Disruptive Behaviors

If disruptive behaviors are observed, Campus Security shall be notified.