

UBalt IV-6.4 Minors in the Classroom and On Campus

I. Scope

This policy applies to all instances in which a Minor is present on University Property, with the following exceptions: (1) Minors enrolled as undergraduate or graduate students at the University of Baltimore (“UBalt”) or any other University while taking courses at UBalt, (2) research programs subject to the review and approval of the Institutional Review Board (IRB), (3) undergraduate admissions and recruitment events hosted and supervised by the Office of Enrollment; (4) Minors attending Baltimore City College while they are participating in Baltimore City College activities in spaces leased by Baltimore City Board of School Commissioners for such purposes; and (5) ongoing programs which are designated from time to time by the appropriate Vice President or Provost in advance and in writing as exempted from this Policy.

II. Definitions

- a. Minor** –any person under the age of eighteen (18).
- b. University Property** – the UBalt campus, or other locations that are owned or controlled by UBalt, and used by UBalt in direct support of, or in a manner related to, UBalt’s educational purposes. This definition is not meant to expand or narrow the definition of University Property set forth in other UBalt policies.
- c. Authorized Adult** –a parent, legal guardian or other adult who has complied with the requirements to be present with Minors under this Policy and who is responsible for either escorting or supervising the Minor(s) while on University Property or while participating in any activities identified in this Policy.
- d. Sensitive Areas** - all laboratories and other areas where significant potential safety hazards and liabilities may exist and where strict safety precautions are required, as determined by the discretion of the UBalt representative responsible for that facility.
- e. Minor Program** – any organized program, activity, or event sponsored by UBalt or occurring on University Property which is expected to or could potentially include the participation of minors.

III. Policy

In order to ensure that the essential functioning of UBalt is not impaired and to provide for the safety of Minors, it is necessary to adhere to certain conditions governing the presence of Minors on University Property.

IV. Requirements

a. General Requirements

- i. All Minors on University Property must be escorted or supervised at all times by an Authorized Adult.
- ii. It is the responsibility of the parents, legal guardians or other Authorized Adult to make appropriate off campus arrangements if Minors cannot be accompanied at all times while on campus.
- iii. Minors not participating in a Minor Program are prohibited from Sensitive Areas at all times, even under the supervision of an Authorized Adult.
- iv. Minors are permitted at events and venues open to the public. However, UBalt reserves the right to determine, in its sole discretion, whether selected events or venues are appropriate for unescorted or unsupervised Minors.

b. Requirements for Students Bringing Minors to Classrooms

Minors who are children or wards of students are allowed in the classroom under the supervision of an Authorized Adult in the following limited circumstances:

- i. Those limited occasions when alternative arrangements are impractical or impossible, such as the illness of a day care provider; AND
- ii. The faculty member responsible for the classroom has given specific advance approval in writing.

This practice should only be utilized on limited occasions and if there are no other options reasonably available. Students are prohibited from bringing Minor children to classrooms on days of examinations and Minors are not permitted to participate in field trips or retreats.

c. Requirements for Departmental Units wishing to be Involved in Minor Programs:

- i. A departmental unit that wishes to be involved in a Minor Program in any capacity (e.g. as host, sponsor, facilitator, etc.) must immediately notify the Provost's Office. The Provost's Office will provide the departmental unit with Guidelines for Programs Involving Minors. The departmental unit may only proceed with involvement with the Minor Program after reviewing and agreeing

to comply with the Guidelines for Programs Involving Minors and with express written approval from the Provost's Office.

- ii. The departmental unit must determine whether the Minor Program qualifies as a Youth Camp under Maryland Regulations. If the Minor Program does qualify as a Youth Camp, the departmental unit must determine and comply with any requirements associated with Youth Camps. See [COMAR 10.16.06.02](#)
- iii. The departmental unit must determine whether any criminal background checks will be required (*see* Section e. below, as well as the Guidelines for Programs Involving Minors) and determine the logistics of obtaining such criminal background checks.
- iv. If the Minor Program involves a partnership with an outside organization, the departmental unit must consult with the Provost's Office to determine if a written MOU will be required.
- v. The departmental unit must confirm that employees involved in the Minor Program will be trained regarding Title IX requirements and child abuse reporting requirements.
- vi. The departmental unit must utilize any forms for program participants that are required by the Provost's Office (e.g. Assumption of Risk and Release agreements, Emergency Contact and Health Information forms, etc.).
- vii. Minors participating in Minor Programs must be supervised by an Authorized Adult(s) at all times while they are participating in that program.
- viii. Minors participating in Minor Programs are permitted in the general use facilities, while supervised by an Authorized Adult, but may be restricted from certain areas, such as Sensitive Areas, of the facilities or from utilizing certain equipment in UBalt's sole discretion.
- ix. Consultation with the Maryland Office of the Attorney General regarding these issues is strongly encouraged.

d. Program Registration

- i. Departmental units shall immediately inform the Provost's Office of the details of the program or activity that may include the presence of Minors. Information provided shall include, at a minimum:
 - 1. The UBalt contact person in charge of the program or activity;
 - 2. The names of all adults supervising the program or activity which are known at that time;
 - 3. The subject matter and expected events of the program or activity;
 - 4. The administrative requirements associated with the program or activity;
 - 5. The areas on campus where the program or activity is expected to occur;

6. Whether the program or activity will result in credit for the participants at UBalt or any other institution;
 7. The length and timeframe of the program or activity; and
 8. All documents associated with the program or activity.
- ii. Each Departmental unit shall have an assigned coordinator to gather and retain information on each proposed program and activity to share with the Provost's Office. The Provost's Office shall maintain records on all campus programs and activities involving Minors.
 - iii. Any requests for clarification as to whether a particular program or activity is subject to this Policy, or a request for a waiver to this Policy, should also be sent to the Provost's Office.

e. Background Checks

A successful background check will be required of each adult prior to his or her direct participation with Minors in a Minor Program and at least once every two (2) years thereafter. Copies of background check reports performed on UBalt employees will be retained in the Office of Human Resources. The three clearances required include:

- i. State Police Criminal Background Check;
- ii. Child Abuse History Clearance Form; and
- iii. Federal (FBI) Fingerprint Criminal Background Check (Criminal History Report)

f. Outside Entities

Non-University organizations and entities that operate programs or activities on University Property involving minors are also required to comply with this Policy and the Guidelines for Programs Involving Minors. The University may impose any additional requirements it deems necessary in its sole discretion in determining whether to permit the outside entity to operate the proposed program or activity.

V. Policy Implementation

All requirements of this Policy are effective immediately upon implementation. Where Minor Programs are already in existence, the departmental unit or outside entity with responsibility for the Minor Program must begin the process for obtaining approval from the Provost's Office within 30 days of this Policy's implementation date.