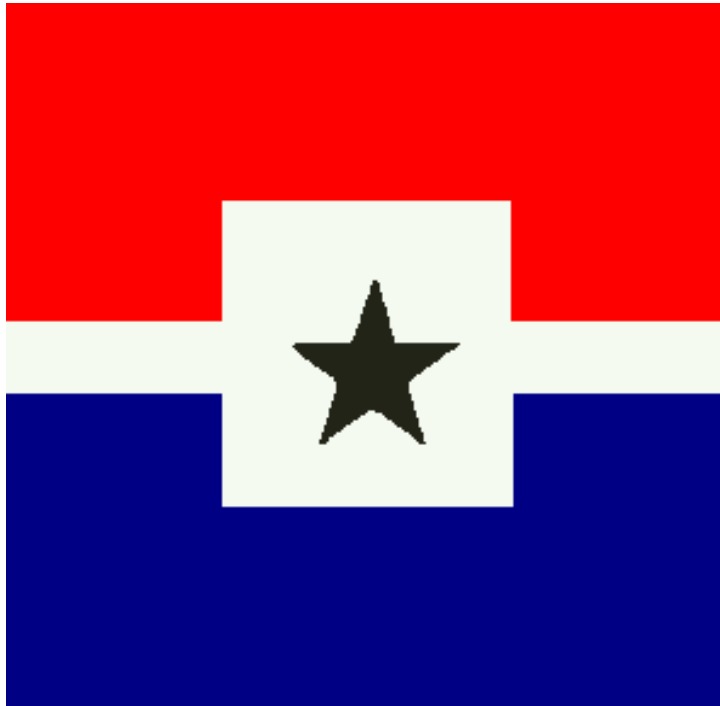


DALLAS COUNTY COMMUNITY COLLEGE DISTRICT



DISTRICT'S
MINORS
HANDBOOK

September 21, 2009

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INTRODUCTION

The Dallas County Community College District serves the traditional college-age individual as well as minors. The District's philosophy is community focused in regards to the varied educational needs in the growing Dallas County region. This philosophy includes the goal of helping students of "all ages" achieve effective living and responsible citizenship in a fast-changing region, state, nation and world. As a part of this commitment the District continues to expand its programs offered to children. In order to provide the children and their parents or guardian with an enjoyable learning experience in a comfortable and safe environment the following guidelines have been compiled to assist District employees, volunteers, and outside groups using District facilities. The following guidelines are applicable to but not limited to children's camps, grant programs, children structure activities, workshops, and classes.

No document is capable of covering all possible scenarios involving minors.

Nothing in these guidelines shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of these guidelines or any appendices hereto.

DEFINITION OF A MINOR: A Minor will be defined as an individual under the age of 18 years old.

Criminal - Background Check

Policy applies to ALL who work with Minors:

Under authority of Subchapter E of Chapter 51 of the Texas Education Code and the Fair Credit Reporting Act, (15 USC 1681 b (b) et seq.), the District shall require a criminal-history check of its employees, applicants for employment, authorized volunteers, and employees of independent contractors that do business with the District if the employment or relationship with the District involves regular contact with minors.

General Guidelines

The following guidelines have been developed for both experienced employees and those who may not have had previous experience working with minors:

- Minors take seriously everything that adults say...especially those they look up to. Treat the student, his parents or guardians, and other adults in the student's life (e.g., other instructors, and government officials) with respect. Avoid criticizing or making negative comments about them to or in front of the student.
- Minors are very good at catching "off-handed" comments. Always strive to be respectful towards members of the same and opposite sex and to all ethnic and religious groups. For the same reasons avoid making any comments that can be construed as racist, sexist, bigoted, or culturally insensitive.
- Employees working with minors will be familiar with the District's sexual harassment policy. The policy can be found at the district web site under Human Resources.
- Minors take promises very seriously...avoid making commitments to students you can't fulfill.
- Minors embarrass very easily. Unless the child imparts information needed by the parents, guardian, or proper authorities keep the information private. Things that might be funny or cute to you as an adult are often very embarrassing for a child.
- There are many things that take place outside the regular class time. Examples of this are field trips, organized activities associated with the class, and phone calls reminding students to bring certain items to class. Contact with a student outside these types of class activities can easily be misinterpreted and is strongly discouraged. If you wish to have an end of the semester social gathering, inviting the parents is always a good idea.
- If possible there should always be another adult present when supervising one minor. In situations that require personal conferences, the meeting is best conducted in view of other adults and students keeping the office door open. Never have a meeting alone with a minor with the door closed.
- Private activities will be supervised in pairs. During outings, camps, or overnight trips, situations will occur where students need to change clothes, put on bathing suits, or shower. At these times, children will be supervised by more than one person who is the same gender as the student.
- When a student has missed their transportation (or their transportation never arrived) it is best to contact the campus police. Do not transport student(s) by yourself.
- All District policies and guidelines will be followed regarding motor vehicle usage.

- Students are never to be allowed in the back of an open pickup/ truck or similar motor vehicle.
- All employees should exercise good judgment when dealing with students. A handshake, a pat on the back, or even an occasional side hug, is generally acceptable. More intimate forms of contact are generally not appropriate.
- As an instructor you may be drawn to students who are shy or discouraged. Support them in a way that respects their level of comfort with physical and emotional displays of affection.
- Sharing personal dating or sexual experiences with students outside curriculum content will be avoided.
- Employees will exercise caution socializing with students outside of the classroom.

Child / Adult ratios for classroom activities

The number of children per Adult and the group size must not exceed the following:

Specified Age Group	Number of Children Supervised by One Adult	Maximum Group size
2 years	11-13	22-26
3 years	15-17	30-34
4 years	18-20	35
5 years	22-24	35
6-8 years	26	35
9-12 years	26	35

The Child / Adult ratio as described above is based on the age of more than half the children in the group. The larger number indicating the child / Adult ratio for ages 2 through 5 years are the ratios for groups where more than half of the children are a year or more older than specified age group. The recommended ratios are minimum standards. The Instructor(s) need to use common sense when planning a course. Some activities by their very nature require closer supervision to ensure student safety (Examples: Science Labs, Sports, Outside activities).

Child/Adult Ratios for Field Trips

Specified Age Group	Number of Children Supervised by one Adult
2 years	2
3 years	6
4 years	8
5 years and older	10

Staff supervising the field trip will need to carry the original "Consent to Emergency Treatment" forms for each student in the group. Copies of all forms and emergency contact information will be kept in the Campus Police Department's Office during trip.

It is extremely important that the information provided on the "Consent to Emergency Treatment" forms be treated with the utmost confidentiality, and thus should be seen only by the faculty/staff. However, it is possible that a medical emergency could arise in which the faculty/staff is incapacitated or unavailable. As a result, all Chaperons must be aware of the location of the "Consent to Emergency Treatment" form. Original will be archived in a secure location and copies destroyed following DCCCD Archive Guidelines.

Staff also needs to have a typed list of all students in the group.

The staff will carry a first aid kit. The recommended items in the group's first aid kit are as follows: multi-size adhesive bandages, adhesive tape, disposable vinyl gloves, gauze pads, tweezers, scissors, cotton balls, a thermometer without mercury or glass, and zip lock storage bags for ice packs.

Students will wear "self-adhesive" or similar badges with the Course name, room number, and the name of the responsible area (e.g. Parent Child Study Center). Do not put the student's name on their badge, there are cases where criminals have used this information to their advantage. Assigning a number to each student's badge is one alternative.

If all students are not accounted for at the time of departure from the field trip site at least one DCCCD employee will remain on the site. The parents or guardians and local authorities will be contacted immediately.

Students 14 years of age and younger

Students will provide before or on the first day of class a completed "Consent to Emergency Treatment" form. Classes will have a sign-in and sign-out procedure for students using parents'/guardian's signatures and picture identification. If a parent is delegating some other family member or friend to sign the child in and/or out, advance written notice that contains name, relationship to the child and information on the form of picture identification to be used by the delegated person will be requested from the parent.

Students will wear "self-adhesive" or similar badges with the Course name, room number, and the name of the responsible area (e.g. Parent Child Study Center). Do not put the student's name on their badge, there are cases where criminals have used this information to their advantage. Assigning a number to each student's badge is one alternative.

In cases where a child has missed their transportation (or their transportation never arrived) it is best to contact the campus police. Do not transport student(s) by yourself.

On classroom and restroom breaks it is best to give the children certain boundaries (example: stay on this side of the building and do not go outside.) Very young children should be accompanied on breaks. Staff should note the times when older children go on breaks and check on the child if they have not returned after a reasonable time period.

DCCCD ACADEMIC ENVIRONMENT

Academic freedom is practiced within the DCCCD. Academic freedom allows faculty and students to pursue whatever inquiry they feel is important and to speak about it in the classroom without fear of censorship. Within a college environment, students enrolled in credit classes may encounter adult language and images, different philosophical viewpoints and belief systems.

COMPUTER AND INTERNET ACCESS

Everyone working with minors needs to be aware that the District currently has a policy of voluntary access in regards to Internet use (No use of Internet Filters). In cases where children's programs involve the use of computers the instructor needs to make appropriate arrangements. In situations where children will have access to computers without filters the parent or guardian needs to be advised. Personnel are encouraged to check on local campus policies regarding library and computer lab use by minors. There are internet sites, which could be considered illegal. Federal agencies could obtain computer/user information and legally request access to the data on the suspected computer. Campus policy(s) regarding the use of computers will be posted in all public areas housing computers.

CLASSROOM CONTROL AND INAPPROPRIATE BEHAVIOR

Instructors will avoid physical contact while addressing inappropriate behavior. Never touch in anger. Think in terms of physical protection and preventing injury to self and others. "Time-out" periods are often useful. When appropriate, posting of the rules and/or regulations in a visible area will alert parents to what are acceptable actions. In cases of continual problems conferring with the head of the program can sometimes gain the attention of the student. Always keep the parent /guardian advised concerning a student's inappropriate behavior and your actions. All actions and conversations will be documented. All enrolled students are responsible to abide by the Student Code of Conduct.

In rare situations, when a student is at risk of injuring themselves or others, it is appropriate to contact the campus police for assistance. However, the campus police should never be contacted to assist in normal classroom control.

PROCEDURES FOR FIELD TRIPS

An additional information sheet will be sent home with the required forms (See District "Field Trip Procedures.")

This information sheet will include:

1. Specific times for the trip (Time of departure from the campus, time of departure from the field trip site, time of arrival back to the campus.) Although some of this information is already included on the field trip form this would be an information sheet that parents could keep for their future reference.
2. A detailed (as much as possible) schedule of the field trip activities.
3. A telephone number for the field trip site (security office, etc.) when available.
4. Meal arrangements (if applicable).
5. Any additional money or supplies needed for the trip.

A field trip notice which contains a contact phone number will be posted outside the classroom door at least 48 hours before a field trip and remaining until the group has returned to the campus. The notice will contain the following: A contact phone number, the group(s) of students who will be on the field trip, where they will go, when they will leave the campus and when they will return.

RECOMMENDED CHILD / ADULT RATIOS FOR FIELD TRIPS

Specified Age Group	Number of Children Supervised by one Adult
2 years	2
3 years	6
4 years	8
5 years and older	10

Staff supervising the field trip will need to carry the original "Consent to Emergency Treatment" form for each student in the group. Copies of all forms and emergency contact information will be kept in the Campus Police Department's Office during the trip.

It is extremely important that the information provided on the "Consent to Emergency Treatment" forms be treated with the utmost confidentiality, and thus should be seen only by the faculty/staff. However, it is possible that a medical emergency could arise in which the faculty/staff is incapacitated or unavailable. As a result, all Chaperons must be aware of the location of the "Consent to Emergency Treatment" forms. Original will be archived in a secure location and copies destroyed following DCCCD Archive Guidelines.

Staff also needs to have a typed list of all students in the group.

The staff will carry a first aid kit. The recommended items in the group's first aid kit are as follows: multi-size adhesive bandages, adhesive tape, disposable vinyl gloves, gauze pads, tweezers, scissors, cotton balls, a thermometer without mercury or glass, and zip lock storage bags for ice packs.

Students will wear "self-adhesive" or similar badges with the Course name, room number, and the name of the responsible area (e.g. Parent Child Study Center). Do not put the student's name on their badge, there are cases where criminals have used this information to their advantage. Assigning a number to each student's badge is one alternative.

If all students are not accounted for at the time of departure from the field trip site at least one DCCCD employee will remain on the site. The parents or guardians and local authorities will be contacted immediately.

Students 15 years of age and under 18 enrolled in Dual Credit

DUAL CREDIT STUDENTS AT K-12 INDEPENDENT SCHOOL DISTRICT (ISD) CAMPUSES

Dual Credit Students who attend credit classes only at their ISD campuses are under the ISD's guidelines and policies. The DCCCD Minor's Handbook and its Forms do not apply.

THE FOLLOWING APPLIES TO DUAL CREDIT STUDENTS THAT UTILIZE DISTRICT LOCATIONS:

(This includes District libraries and computer labs.)

Students will provide before or on the first day of class a completed "Consent to Emergency Treatment" form.

DCCCD ACADEMIC ENVIRONMENT

Academic freedom is practiced within the DCCCD. Academic freedom allows faculty and students to pursue whatever inquiry they feel is important and to speak about it in the classroom without fear of censorship. Within a college environment, students enrolled in credit classes may encounter adult language and images, different philosophical viewpoints and belief systems.

COMPUTER AND INTERNET ACCESS

Everyone working with minors needs to be aware that the District currently has a policy of voluntary access in regards to Internet use (No use of Internet Filters). In cases where children's programs involve the use of computers the instructor needs to make appropriate arrangements. In situations where children will have access to computers without filters the parent or guardian needs to be advised. Personnel are encouraged to check on local campus policies regarding library and computer lab use by minors. There are internet sites, which could be considered illegal. Federal agencies could obtain computer/user information and legally request access to the data on the suspected computer. Campus policy(s) regarding the use of computers will be posted in all public areas housing computers.

PROCEDURES FOR FIELD TRIPS

An additional information sheet will be sent home with the required forms (See District "Field Trip Procedures.") This information sheet will include:

1. Specific times for the trip (Time of departure from the campus, time of departure from the field trip site, time of arrival back to the campus.) Although some of this information is already included on the field trip form this would be an information sheet that parents could keep for their future reference.

2. A detailed (as much as possible) schedule of the field trip activities.
3. A telephone number for the field trip site (security office, etc.) when available.
4. Meal arrangements (if applicable).
5. Any additional money or supplies needed for the trip.

A field trip notice which contains a contact phone number will be posted outside the classroom door at least 48 hours before a field trip and remaining until the class(s) and/or group(s) has returned to the campus. The notice will contain the following: A contact phone number, the class(s) and/or group(s) who will be on the field trip, where they will go, when they will leave the campus and when they will return.

Staff supervising the field trip will need to carry the original "Consent to Emergency Treatment" form for each student in the group. Copies of all forms and emergency contact information will be kept in the Campus Police Department's Office during the field trip.

It is extremely important that the information provided on the "Consent to Emergency Treatment" forms be treated with the utmost confidentiality, and thus should be seen only by the faculty/staff. However, it is possible that a medical emergency could arise in which the faculty/staff is incapacitated or unavailable. As a result, all Chaperons must be aware of the location of the "Emergency Information Forms". Original will be archived in a secure location and copies destroyed following DCCCD Archive Guidelines.

Staff needs to have a typed list of all students in the group.

The staff will carry a first aid kit. The recommended items in the group's first aid kit are as follows: multi-size adhesive bandages, adhesive tape, disposable vinyl gloves, gauze pads, tweezers, scissors, cotton balls, a thermometer without mercury or glass, and zip lock storage bags for ice packs.

If all students are not accounted for at the time of departure from the field trip site at least one DCCCD employee will remain on the site. The parents or guardians and local authorities will be contacted immediately.

Students 15 years of age and under 18 enrolled in Non-Credit courses

A completed "Consent to Emergency Treatment" form must be provided by the student to the instructor before or on the first day of class.

DCCCD ACADEMIC ENVIRONMENT

Academic freedom is practiced within the DCCCD. Academic freedom allows faculty and students to pursue whatever inquiry they feel is important and to speak about it in the classroom without fear of censorship. Within a college environment, students enrolled in credit classes may encounter adult language and images, different philosophical viewpoints and belief systems.

COMPUTER AND INTERNET ACCESS

Everyone working with minors needs to be aware that the District currently has a policy of voluntary access in regards to Internet use (No use of Internet Filters). In cases where children's programs involve the use of computers the instructor needs to make appropriate arrangements. In situations where children will have access to computers without filters the parent or guardian needs to be advised. Personnel are encouraged to check on local campus policies regarding library and computer lab use by minors. There are internet sites, which could be considered illegal. Federal agencies could obtain computer/user information and legally request access to the data on the suspected computer. Campus policy(s) regarding the use of computers will be posted in all public areas housing computers.

PROCEDURES FOR FIELD TRIPS

An additional information sheet will be sent home with the required forms (See District "Field Trip Procedures.") This information sheet will include:

1. Specific times for the trip (Time of departure from the campus, time of departure from the field trip site, time of arrival back to the campus.) Although some of this information is already included on the field trip form this would be an information sheet that parents could keep for their future reference.
2. A detailed (as much as possible) schedule of the field trip activities.
3. A telephone number for the field trip site (security office, etc.) when available.
4. Meal arrangements (if applicable).
5. Any additional money or supplies needed for the trip.

A field trip notice which contains a contact phone number will be posted outside the classroom door at least 48 hours before a field trip and remaining until the class(s) and/or group(s) have returned to the campus. The notice will contain the following: A contact phone number, the class(s) and/or group(s) who will be on the field trip, where they will go, when they will leave the campus and when they will return.

Staff supervising the field trip will need to carry the original "Consent to Emergency Treatment" form for each student in the group. Copies of all forms and emergency contact information will be kept in the Campus Police Department's Office during the field trip.

It is extremely important that the information provided on the "Consent to Emergency Treatment" forms be treated with the utmost confidentiality, and thus should be seen only by the faculty/staff. However, it is possible that a medical emergency could arise in which the faculty/staff is incapacitated or unavailable. As a result, all Chaperons must be aware of the location of the "Consent to Emergency Treatment" forms. Original will be archived in a secure location and copies destroyed following DCCCD Archive Guidelines.

Staff also needs to have a typed list of all students in the group.

The staff will carry a first aid kit. The recommended items in the group's first aid kit are as follows: multi size adhesive bandages, adhesive tape, disposable vinyl gloves, gauze pads, tweezers, scissors, cotton balls, thermometer without mercury or glass, and zip lock storage bags for ice packs.

If all students are not accounted for at the time of departure from the field trip site at least one DCCCD employee will remain on the site. The parents or guardians and local authorities will be contacted immediately.

Overnight Field Trip

The following guidelines shall be followed with respect to overnight student trips:

The DCCCD employee organizing the trip shall check and make certain that liability protection (DCCCD Insurance) is provided as to the type of student trip involved and that the coverage limits are adequate. (DCCCD employee can confirm protection and limits through Risk Management.)

Prior to the student trip, the DCCCD employee(s) involved or approving the student trip shall define and address the itinerary of the student trip and/or other travel-related components. In developing the itinerary for the student trip, factors to be taken into consideration shall include:

- Exposure of students to possible personal injury or other dangerous conditions;
- Age and composition of student participants;
- Past experience with the students;
- Necessity/advisability of establishing and maintaining a certain student/teacher ratio;
- Educational purpose served by proposed trip.
- Travel and overnight stay procedures.
- Emergency procedures base on a 24/7/365 framework that includes emergency communications with students, campus, and the District.

If the overnight field trip involves the use of a travel company to arrange for transportation, rooms, or any other aspect of the trip, the District employee submitting the proposal must confirm that the vendor is:

- Licensed to operate in this State and/or areas were it is providing services to DCCCD. (Request copy from vendor)
- Registered and bonded; (Request copy from vendor)
- Properly insured for the proposed trip and all phases of the trip from the point at which the trip begins to the point at which it ends. As evidence of insurance the vendor's insurance carrier shall provide a certificate of insurance naming DCCCD as an additional insured.

Designation of one District employee on the trip who will be primarily responsible for following through and insuring that others obey District rules and the guidelines as to the trip, and other employees/chaperons on the trip enforce the rules and guidelines.

An additional information sheet will be sent home with the required forms (See District "Field Trip Procedures.") This information sheet will include:

1. Specific times for the trip (Time of departure from the campus, time of departure from the field trip site, time of arrival back to the campus.) Although some of this information is already included on the field trip form this would be an information sheet that parents could keep for their future reference.
2. A detailed (as much as possible) schedule of the field trip activities.
3. A telephone number for the field trip site (security office, etc.) when available.
4. Meal arrangements (if applicable).
5. Any additional money or supplies needed for the trip.

Each participating student, and a custodial parent of the student, shall complete and sign the required forms (See District "Field Trip Procedures") for the student to participate in the student trip and agree to abide by all rules and regulations of DCCCD, and these guidelines, while on the student trip.

A custodial parent of a student(s) involved in the trip shall provide the same completed and signed "required forms" for their child as required of other participants in case an emergency should occur.

Copies of the Student Code of Conduct and any Field Trip Policies will be provided to parents and students. (See "Student Code of Conduct")

Parents will be advised in writing of parents/student responsibilities if it becomes necessary to send a student home from any field trip for disciplinary reasons.

It will be the responsibility of the parent to assume all expenses associated with sending the student home. If the parent cannot be contacted the student will remain under the care of a DCCCD staff member until the parent can be reached. All actions will be documented.

Overnight Accommodations:

- Adult chaperones are not to be housed in the same room with minors except when the minor is the chaperone's own child.
- As an exception to the above, in a large dorm or gym situation adult chaperones may be housed in the same room with minors provided that at least 2 adult chaperones are assigned.
- There is to be no co-ed accommodations in any situation (dorms, gyms, hotels, tents, etc.) Also, there will be no co-ed visitation of accommodations at any time.
- Bed checks or equally effective methods shall be taken during the night to ensure that students are in their rooms, that a student has not become ill, etc.

- No one outside the official group is allowed inside student accommodations at any time.

Staff supervising the field trip will need to carry the original "Consent to Emergency Treatment" form for each student in the group. Copies of all forms and emergency contact information will be kept in the Campus Police Department's Office during the trip.

It is extremely important that the information provided on the "Consent to Emergency Treatment" form be treated with the utmost confidentiality, and thus should be seen only by the faculty/staff. However, it is possible that a medical emergency could arise in which the faculty/staff is incapacitated or unavailable. As a result, all Chaperons must be aware of the location of the "Consent to Emergency Treatment" form. Original will be archived in a secure location and copies destroyed following DCCCD Archive Guidelines.

All Chaperons need to have a typed list of all students in the group.

The staff will carry a first aid kit. The recommended items (for trips within the Continental United States) in the group's first aid kit are as follows: multi-size adhesive bandages, adhesive tape, disposable vinyl gloves, gauze pads, tweezers, scissors, cotton balls, a thermometer without mercury or glass, and zip lock storage bags for ice packs.

Faculty sponsors will develop a backup plan for possible delays, transportation difficulties or other emergencies, including a way to communicate with parents about changes.

If any emergency should arise on any trip, the following procedures will be followed:

- The District employee in charge will telephone the emergency contact for Administration as soon as possible and report the incident.
- The Administrator will immediately notify the Chancellor or designee (through administrative channels), District Legal, Risk Management, of the emergency and action being recommended or taken. Public Information may also need to be contact for possible media inquiries.

If all students are not accounted for at the time of departure during any part of the overnight field trip at least one DCCCD employee will remain on the site. The parents or guardians and local authorities will be contacted immediately.

Discourage students from wearing clothing or carrying items on which their names are displayed.

Make sure that students carry some form of identification and emergency contact information with them in case they become separated from Chaperons or need assistance. (Ex. Cell phone numbers for Chaperons and hotel) make certain that students have the correct change to use a pay phone and/or their personal cell phone ~ consider dressing students in (Example: bright colored group t-Shirt) or asking them to wear brightly colored clothes so that they may be more easily spotted.

In case a student is missing, Chaperons should be able to provide an accurate description of the student and the clothing that the student is wearing. (For this purpose group t-shirts are helpful)

Medical Treatment of ALL Minors / Dual Credit Students

This section applies to "all" students who are Minors. This includes students that are enrolled as Dual Credit Students.

** This section does not apply to students enrolled in a DCCCD Charter School **

College Health Center

Instructors or program coordinators need to contact the College Health Center prior to the first day of class (or as early as possible) to arrange for Health services. If the class or program is planned outside of normal health center hours, the college police become the first responder for emergencies.

If a minor is transported to the hospital by ambulance -a campus representative will accompany the minor whenever possible.

First Aid

The Health Center will provide first aid only to minors who are enrolled as a DCCCD student. The nurse will evaluate the health need of a minor student and will take appropriate actions which may include contacting the parents/guardians or calling for an ambulance per campus procedures. Outside groups using DCCCD facilities will need to make their own arrangements for health services.

First aid - DCCCD Definition: First aid is any one-time treatment, and any follow up visit for the purpose of observation of a minor illness, minor scratches, cuts, splinters, etc. The nurse or first responder will evaluate the student and take appropriate actions if the student requires more than first aid. First aid includes applying bandages, and/or dressings, cold compress, cold pack, ice bag, changing a bandage or a dressing after an observation visit; and any follow-up for observation purposes only. First aid does not include giving of tablets and medicines (this includes ointments).

ADMINISTRATION OF MEDICATION

THE DALLAS COUNTY COMMUNITY COLLEGE DISTRICT (DCCCD) IS NOT AN INDEPENDENT SCHOOL DISTRICT (ISD) AS DESCRIBED IN TEXAS FAMILY CODE 22.052.

DCCCD DOES NOT ADMINISTER MEDICATIONS TO MINORS.

Accusations(s) of Inappropriate Conduct

This section applies to "all" students who are minors. This includes students who are enrolled as Dual Credit Students.

Once a DCCCD employee is made aware of accusations of inappropriate conduct with a Minor the employee shall take the following steps:

1. The employee will exercise reasonable care to promptly prevent and correct any situation that might foster the alleged inappropriate conduct. *In cases where the accused person is a DCCCD employee, contract employee, or volunteer, the person shall refrain from any contact with students until an investigation has been conducted by DCCCD Administration.*
2. The employee or his/her supervisor will contact the campus HR director immediately. If the incident involves a criminal act the campus HR director will assist the department supervisor in contacting the appropriate District personnel. The appropriate DCCCD administrator will contact the student's parent or legal guardian.
3. The campus HR director will contact District HR and District Legal immediately.
4. All actions and proceedings will be conducted in a confidential manner. DCCCD employees will follow the DCCCD Human Resource Operational Guidelines as they relate to a given situation.
5. *Any case involving a minor (minor will be defined as an individual under the age of 18 years) will require immediate contact with the Campus HR Director, District Director of HR, and District Legal Counsel.*

Texas law requires any person who believes that a child is being abused, neglected, or exploited to report the circumstances to the Texas Department of Family and Protective Services or local law enforcement. A person making a report is immune from civil or criminal liability provided they made the report in good faith. Any person suspecting abuse and not reporting it can be held liable for a Class B misdemeanor.

Non District Students on Campus

Policies regarding minors on campus who are not students are currently developed at the local campus level. Regular review of campus policy for minors is recommended for faculty and staff. Personnel having frequent contact with minors will be familiar with their local campus policy.

Sample Policy: El Centro College has adopted the guidelines below, which can be found in its' Student Handbook. Your local campus policy may differ.

Children

El Centro College recognizes the need to provide for the safety and security of minor children under the age of sixteen (16) present on campus; yet, at the same time, the college also recognizes the need to maintain for all students maximum access to programs, services, and facilities, and an environment conducive to learning. Therefore, the presence of children at El Centro College will be governed by the following guidelines:

No individual under the age of 16 shall be allowed access to any college facility above the second floor of the "A" building or above the first floor of the "B" and "C" building, unless that individual is participating in a program sponsored by the college.

Minor children will not be allowed in the Student Center unless their parents or guardians are conducting college business in the following offices: Financial Aid, Student Programs and Resources, Workforce, Special Services or the Middle College.

Minor children will not be permitted in the Library, College Computer Center, Learning Center or Testing Center at any time!

Minor children who are present on campus in the authorized areas must be under the direct supervision and control of their parent or guardian at all times.

Disruptions resulting from the presence of any minor child on campus will result in the student being asked to leave the campus along with the minor child.

Students who are in violation of this policy will be referred to the Campus Police and issued a warning citation (information pertaining to available child care resources will also be given to the student at that time). A second occurrence will result in the student's suspension from El Centro College until child care services can be arranged.

Information will be provided by the Adult Resource Center to assist students in locating affordable child care services.

Checklist for Non-District Children Groups

GUIDELINES FOR OUTSIDE CHILDREN'S GROUPS ATTENDING DCCCD ACTIVITIES

(These guidelines are designed for groups that come at the invitation of the campus. Examples: library readings, children's theater.)

The campuses and the District welcome children to our facilities when we are fortunate enough to develop activities geared toward their age group. In order to promote safety and communication with participating schools or organizations the following guidelines are provided:

Each group scheduled to visit a campus will be sent a "letter of expectation" including the following information: (Example: For your convenience the information has been placed in the style of a form letter.)

Date

Contact's Name School or Organization

Address

City, State, Zip Code

Dear _____,

Thank you for your recent reservation to attend / visit our _____. We recognize the complexity of making arrangements with your organization to bring the students to this _____. Thank you for your efforts. Your reservation is confirmed as follows:

- (1.) Date and Time of Activities
- (2.) Number of Students
- (3.) Number of Adult Chaperons
- (4.) Number of Additional Visitors
- (5.) Total Number of Seats reserved - if applicable
- (6.) Grade level or Age of students

We make every effort to learn from previous activities and find ways to improve our procedures. Our goal is to provide enjoyable learning events in a comfortable and safe environment. We ask that you assist us in this effort as follows.

Recommended Child / Adult ratios for groups on campus:

Specified Age Group	Number of Children Supervised by one Adult
2 years	2
3 years	6
4 years	8
5 years and older	10

- Students need to remain with their group at all times. Students will need to be accompanied by an adult on restroom breaks.
- A roster of the students and adults attending the activity must be prepared and faxed to _____ within 24 hours of the arrival date. (We realize that there are often last minute changes in participants). In the event a student becomes separated or lost from his/her group, this information can be helpful to us in assisting you.
- Please provide adequate school/group identification (we do not recommend putting a student's name on any identification tag) for each student. For example: your group may have each child wear "self-adhesive" badges with the school/group name, phone number, and activity attending on campus. Again, this would be very helpful to us in the event a child is separated or lost from his/her group.
- Please notify us in advance if a student in your group has a special need or circumstance. An example would be a student on crutches.
- Extremely Important: Please remember...a college campus is an adult facility, and a safe environment is important. Therefore, the following DCCCD guideline is in place: In the event your group leaves a student behind on our campus, we will notify your school/organization and request that arrangements be made to come and pick up the student. If after three phone calls, no one with your school/organization responds to the request (in a timely manner), the parents of the child will be contacted. We trust you will understand this guideline comes out of our desire to keep each child as safe as possible.

We are really excited about your group's visit. If you need additional information, please call us at _____.

Sincerely,

GUIDELINES WHEN LEASING DISTRICT FACILITIES TO OUTSIDE CHILDREN GROUPS

No forms in the Minors Handbook appendix will be used by outside groups

(Examples of groups: Soccer clubs, athletic camps, Boy Scouts, Girl Scouts, etc.)

CHECKLIST

- Is the group aware of the District rules governing use of District facilities and the conduct of visitors? Has the group made arrangements for medical services such as first aid? The College Health Center does not provide health services to Non-District students.
- Is the group bringing enough water for outside activities and the proper clothing for the current weather?
- Does the group have procedures in place for monitoring their children?
- Has the group been made aware of areas that are restricted from use by unsupervised children? (Example: Science Lab Area?)
- Does the group have a map of the campus?
- Is the group aware of steps to take when a child is lost on campus?

Employment of Minors

DCCCD Departments may employ minors who are 16 years old or older. Minors cannot be employed in occupations declared hazardous by the U.S. Department of Labor. For a summary of the Texas Child Labor Law (Texas Labor Code Chapter 51) and a list of hazardous occupations go to: <http://www.twc.state.tx.us/ui/lablaw/cllsum.html>

Sample List:

1. Manufacturing or Storing Explosives
2. Motor Vehicle Operator or Outside Helper
3. Coal Mining
4. Logging, Sawmill, Lath Mill, Shingle Mill, or Cooperage Stock Mill
5. Radioactive Substances or Ionizing Radiations
6. Power-Driven Hoisting Apparatus
7. Mining Other Than Coal
8. Bakery Machines
9. Manufacturing of Brick, Tile, and Kindred Products
10. Wrecking, Demolition, and Ship breaking

There have been some important changes to the Child Labor Laws affecting Hazardous Occupation Orders No. 2 and No. 12. The Texas Child Labor Laws restrict the types of occupations that minors under 18 years of age may perform. One such provision, Hazardous Occupation Order No.2 (HO 2), prohibits minors under 18 years of age from driving motor vehicles on public roadways unless conditions for certain exemptions are met. Another provision, Hazardous Occupation Order No. 12 (HO 12), prohibits minors under 18 years of age from operating, loading or unloading certain power-driven paper processing machines, including scrap paper balers and paper box compactors.

The following policy also applies to minor's employed by the District:

Under authority of Subchapter E of Chapter 51 of the Texas Education Code and the Fair Credit Reporting Act, (15 USC 1681 b (b) et seq.), the District shall require a criminal-history check of its employees, applicants for employment, authorized volunteers, and employees of independent contractors that do business with the District if the employment or relationship with the District involves regular contact with minors.

