



3344-94-03 Policy.

The following rule provisions apply to a sponsoring unit offering or approving a program which involves minors or provides university housing for minors participating in a program. If needed, sponsoring units can contact the office of university compliance to establish program specific forms and for sample agreements with third parties running programs on campus. All forms shall be approved by the office of university compliance or the office of general counsel prior to use.

- (A) Communication and notification.
 - (1) The sponsoring unit shall establish an appropriate procedure for notification of the minor's parent/legal guardian in case of an emergency, including medical or behavioral problem, natural disasters, or other significant program disruptions. Authorized adults with the program, as well as participants and their parents/legal guardians, shall be advised of this procedure in writing prior to the participation of the minors in the program.
 - (2) The sponsoring unit shall maintain a list of all program participants and a directory of program staff. This list shall include participant's name; local room assignment (if applicable); gender, age, address, and phone number(s) of parent or legal guardian, as well as emergency contact information.
 - (3) The sponsoring unit shall provide information to the parent(s) or legal guardian(s) detailing the manner in which the participant can be contacted during the program.
- (B) Medical treatment, administration of medicines and emergency services.
 - (1) Minors, as defined in this rule, are not eligible for medical care at the university's student health clinic. The clinic shall see non-enrolled minors in the event of a medical emergency; such care necessarily requires permission from the minor's parent or guardian. Generally, if x-ray or

- (a) Program staff shall be responsible for reviewing all

submit to a background check or be at least twenty-one years of age and the requirement for two authorized adults will not be required. The department of enrollment service and the office of residence life shall provide a list of any pre-enrollment visitors and hosts prior to the start of the program.

- (d) Guests of residents in university housing are required to follow all rules as provided under the guide to residential living.
 - (c) Training for the program staff shall include, at a minimum, information about responsibilities and expectations; policies, procedures, and enforcement; appropriate crisis/ emergency responses; safety and security precautions; addressing medical emergencies; confidentiality issues involving minors; and university responsibility/liability. Program staff must know how to request local emergency services and how to report suspected child abuse in accordance with rule 3334-95-01 of the Administrative Code (child protection and reporting of child abuse policy.)
 - (e) Responsibilities of program staff shall include, at a minimum, informing program participants about safety and security procedures, university rules, rules established by the program, and behavioral expectations. Program staff is responsible for following and enforcing all rules and shall be able to provide information included in this rule to program participants and be able to respond to emergencies.
- (2) In addition to the requirement that two adults shall be present at all times when minors are being supervised, an additional authorized adult should be available as a “floater” to stand-in if one of the two adults in a classroom or other situation must leave the area. The two authorized adults shall not be family members of the participants.

- (8) Use of tobacco products shall not be tolerated by participants or program staff. Smoking and tobacco use is prohibited in all university buildings and on all university campuses.
- (9) Misuse or damage of university property is prohibited. Charges shall be assessed against those participants who are responsible for damage or misusing university property.
- (10) The inappropriate use of cell phones, cameras, imaging, and digital devices is prohibited including use of such devices in showers, restrooms, or other areas where privacy is expected by participants.

(E) Media and information disclosure

Program staff shall obtain a Cleveland state university media release form, located in appendix E to this rule, as part of the program registration process. All data gathered shall be confidential, is subject to records retention guidelines, and shall not be disclosed, except as provided by law.

(F) Background checks

- (1) All adult program staff that have direct contact with minors or supervise a program with minors are required to have a background check on record with the university before the authorized adult is hired or allowed to engage with minors.
- (2) For those program staff that are university employees, human resources shall verify that a background check has been performed. If required by law or in the discretion of the sponsoring unit, the background check may include a fingerprint background check through the Ohio bureau of criminal investigation (BCI) and the federal bureau of investigation (FBI). If a BCI/FBI background check is not required and the employee has not completed a background check, one shall be conducted consistent with rule 3344-60-01 of the Administrative Code (employee background screening policy). Background checks shall

be reviewed and approved by human resources prior to being hired and/or engaged in working with minors.

(3) In order to complete a background check, the program-sponsoring unit shall contact human resources to have these background checks completed no later than two weeks prior to the start of the program.

(4) A decision not to permit an individual to participate in a program or activity covered by this rule based on the results of a background check shall be made by the assistant vice president for human resources after consultation with the appropriate university officials. Results of background checks conducted under this rule shall be used only for the purposes of this rule, except that the university reserves the right to take appropriate action with respect to its 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 and up to immediate termination of employment. Copies of background check reports shall be retained in human resources in accordance with rule 3344-60-01 u3447T3399r based on the kw

