

North Dakota State University

Policy Manual

SECTION 725 MINORS ON CAMPUS

SOURCE: SBHE Policy 617

1. Definitions

- 1.1 “Child” or “Minor” means a person under the age of 18.
- 1.2 “Third-Party Program” means a program that utilizes NDSU property in which the participants are under the age of 18.
- 1.3 “University Program” means programs sponsored by NDSU in which the participants are under the age of 18 regardless of location.

2. Scope

2.1 This policy applies to University Programs and Third-Party Programs.

2.2 This policy does not apply to:

- Programs involving participants who are enrolled students at NDSU or who are seeking enrollment at NDSU regardless of age;
- Children who are attending events open to the general public (e.g., spectators at an athletic event);
- K-12 school programs in which a guardian or adult chaperone from the school is responsible for supervising the children;
- Programs sponsored by other state agencies;
- Head Start programs located on property under the control of the State Board of Higher Education;
- Child care programs licensed by the State of North Dakota that are located on property under the control of NDSU;
- IRB-supervised research; or
- Minor employees.

3. Staffing Rates: The NDSU department operating a University Program and the entity operating a Third-Party Program are responsible for ensuring the appropriate levels of supervision are maintained at all times. University Programs shall comply with the following ratios:

Minimum standards for overnight programs:

Number of Adults/Staff Members	Age of Minors
1 for every 6 minors	6-8
1 for every 8 minors	9-14
1 for every 10 minors	15-17

Minimum standards for classroom-centered day programs:

Number of Adults/Staff Members	Age of Minors
1 for every 10 minors	4
1 for every 12 minors	5
1 for every 20 minors	6-17

Minimum standards for non-classroom-centered day programs:

Number of Adults/Staff Members	Age of Minors
1 for every 6 minors	4-5
1 for every 8 minors	6-8
1 for every 10 minors	9-14
1 for every 12 minors	15-17

4. Staffing Selection

- 4.1 The NDSU department operating a University Program is responsible for the screening and approval process for the University Program's employees and volunteers.
- 4.2 Entities operating Third-Party Programs are responsible for the screening and approval process for their employees and volunteers.
- 4.3 All employees and volunteers participating in a University Program will complete criminal records checks prior to participating in the program. Background checks for employees and volunteers with a break in service from a prior season will be valid for only two years. The NDSU department operating a University Program is responsible for the costs and records checks related to its program.
- 4.4 If a criminal records check reveals a criminal history, the NDSU department operating the University Program will, in consultation with Human Resources and the University Police and Safety Office, assess any potential risk to minors and make a decision regarding whether to exclude the employee or volunteer. A prior conviction will not automatically disqualify a person from participating in the program. If the decision is made to not exclude the employee or volunteer, the Director of University Policy and Safety Office shall be notified in writing and may reverse the decision.
- 4.5 Entities operating Third-Party Programs represent and warrant to NDSU that none of their employees or volunteers: (a) has been convicted of a crime of any degree involving violence, sexual misconduct, weapons or child pornography regardless of the time since conviction; (b) is a registered sex offender; or (c) has been convicted of a crime of any degree involving drugs, theft or fraud within the last seven years. Upon request, the entity running the Third-Party Program will provide criminal record check documentation to NDSU for all its employees and volunteers in a manner that meets university standards. NDSU may request any additional information it deems necessary for safety determinations. NDSU reserves the right to either cancel a Third-Party Program or disallow a person to participate in the Third-Party Program in NDSU's discretion. The decision may be based upon a person's background check or their actions during the Third-Party Program. The University Police and Safety Office shall be responsible for making the decision regarding whether to exclude a person from participating in the Third-Party Program or terminating the Third-Party Program.

Entities operating a Third-Party Program will provide proof of insurance to NDSU in an amount and form established by NDSU.

5. Disbursement of Medication to Program and Camp Participants

5.1 Prescription and over-the-counter medications may be brought to a University Program if the participant can self-manage care and the participant's parent/legal guardian has provided written authorization to do so. Prescription medication must be in its original container labeled by the pharmacist or prescriber. Label must include the name, address and phone number for pharmacist or prescriber. Containers must hold only the amount required for the time the student will be attending the program.

University Program staff shall keep the medication in a secure location, and at the appropriate time for distribution, will meet with the participant to provide and record the medication disbursement. Staff will allow the participant to self-administer the appropriate dose as shown on the container.

Parent(s) and/or guardian(s) must disclose to University Program staff the need for any medications that participant cannot self-administer. Parent(s) and/or guardian(s) are expected to make arrangements for the administration of any such medication.

Devices for the self-administration of medications (e.g., epi pens and asthma inhalers) which are prescribed by a physician may be carried by the participant during University Program activities.

5.2 Entities operating Third-Party Programs are responsible for disbursement of medication to the participants of the program.

6. Participant Conduct

6.1 The NDSU department operating a University Program is responsible for advising participants of the rules and discipline measures applicable to the program. University Program participants and staff must abide by all NDSU rules and may be removed from the program for non-compliance. The NDSU department operating a University Program is responsible for developing and enforcing all program rules.

6.2 The NDSU department operating a University Program must provide training to participants which must include the following, at a minimum:

- Safety and security procedures;
- Rules related to the facilities and activities, and
- Behavioral expectations including, but not limited to, bullying and hazing.

6.3 Parents or legal guardians of minors at University Programs will be provided the name and phone number of a program administrator they can contact if they have questions or concerns about their child.

6.4 Entities operating Third-Party Programs are responsible for advising participants of the rules and discipline measures applicable to its program. Third-Party Programs are required to abide by all NDSU rules. In the event that the participants of a Third-Party Program violate NDSU's

rules, the Third-Party Program may be terminated by NDSU.

7. Reporting Obligations

7.1 When participating in a University Program or a Third-Party Program, employees and volunteers must:

- Always be vigilant in protecting the well-being and safety of minors.
- Watch for signs of minor abuse or neglect and promptly report suspected instances of abuse or neglect.

7.2 In case of an emergency at a University Program or Third-Party Program, immediately call 9-1-1.

7.3 All staff and volunteers in a University Program or Third-Party Program who know, suspect, or receive information indicating that a child has been abused or neglected, or who has other concerns about the safety of minors must inform University Police and Safety Office at (701) 231-8998, or 9-1-1, immediately. Officers are available 24 hours a day. In addition, the staff member or volunteer must promptly notify a supervisor, program administrator, dean, or vice president.

HISTORY:

New Interim 6/5/2026