

SECTION: Personnel Policies and Procedures / General Personnel Policies and Procedures
SUBJECT: Minor Children on Campus Policy
SOURCE REFERENCE: GSCC Internal Policy

NUMBER: F/8.2

MINOR CHILDREN ON CAMPUS POLICY

SCOPE

This policy is intended to foster respect for the needs of all parties impacted by the presence of minor children on campus, in the workplace, or in the classroom. As used in this policy, "minor child" means child under the age of 18 who is not enrolled in classes at Gadsden State.

PURPOSE

Gadsden State Community College is an institution of higher education and as such must provide an environment conducive to academic and work activities performed by students and employees, while also recognizing the importance of families in the lives of students and employees. Consideration for the academic and work environments and the safety of the children requires that children may not accompany employees and students into classrooms, offices or other workspaces, or be left unsupervised in the halls or grounds of the college.

GENERAL PROVISIONS

In general, the workplace and the classroom are typically not appropriate places for minor children to be present on a frequent or continuing basis. The exceptional circumstances under which children may be brought into a particular workplace or classroom setting should be established in a discussion between the employee and supervisor or the student and instructor. Minor children shall not be present at an employee's workplace in lieu of other childcare arrangements, during the employee's working hours.

Exceptions include:

- a. Minors who are enrolled as students at GSCC.
- b. GSCC sponsored activities for minor children with appropriate adult supervision.
- c. Brief visits (e.g., an employee brings his/her child, grandchild or other minor relative in to introduce that child to co-workers) provided the employee supervises the child(ren) at all times during the visit.
- d. Special occasions (e.g., an employee's retirement) that are employer-sanctioned and at which attendance by children is encouraged. Special occasions should be coordinated with and approved by the employee's supervisor.
- e. In certain circumstances, children may be on campus for classes held for their benefit. At such times, it is expected that the instructor or responsible adult will supervise the activities

SECTION: Personnel Policies and Procedures / General Personnel Policies and Procedures
SUBJECT: Minor Children on Campus Policy
SOURCE REFERENCE: GSCC Internal Policy

NUMBER: F/8.2

of the children and that before and after the class, an area will be designated for the children to await the arrival of a parent or guardian.

- f. Children may be brought to the workplace by employees or to the classroom by students for brief visits or other exceptional times when common sense would dictate that it is more efficient for the employee or the student (e.g., following or before a physician's appointment). The employee or student must supervise the child(ren) on such visits and ensure that the child(ren) is not disruptive to other employees and students.
- g. In the event of an emergency, and if there are no other alternatives, employees and students may have children present in the workplace and classroom for brief periods with supervisor or instructor approval.

The College does encourage safe, supervised campus visitations by minor children for the purposes of making decisions about their academic future; attending educational, cultural, or sporting events and camps; and authorized use of certain facilities.

In all circumstances related to children on campus, it is expected that good judgment be exercised in preventing disruption of the academic and work environments while at the same time exhibiting concern over the safety of children who are visitors to the College.

Minor children are not allowed in areas where dangerous equipment is operated and/or where chemicals, cleaning products, solvents, or any hazardous products are stored or used. Minor children shall not be present at an employee's workplace when safety alerts are in effect (e.g., campus lock down or when the College is operating in a limited business or operational capacity). Violation of this policy may be cause for disciplinary action in accordance with the Employee Conduct Code and the Students First Act.