

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT MINORS HANDBOOK

Authority for this Handbook is derived from Board Policy Manual DH (LOCAL - Employee Standards of Conduct).

Employees shall comply with the standards of conduct set out in this policy and with all other Dallas County Community College District (the “DCCCD” or the “College District) policies, regulations, and/or guidelines that impose duties, requirements, or standards of conduct attendant to their status as College District employees. Failure to do so may result in disciplinary action, up to and including termination of employment. [See Board Policy Manual DCC and DM series].

<http://pol.tasb.org/Policy/Code/358?filter=DH>

INTRODUCTION

The Dallas County Community College District serves the traditional college-age individual as well as minors. The College 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 College District continues to expand the programs it offers to minors.

In order to provide minors and their parent(s) or guardian(s) with a meaningful learning experience in a comfortable and safe environment the following guidelines have been compiled to assist College District employees, volunteers, and outside groups using DCCCD facilities. The following guidelines are applicable to, but not limited to, DCCCD children's camps, grant programs, children-structured activities, workshops, and classes. For purposes of this manual, all minors served by the College District shall also be referred to as “students.”

This document is not intended to cover all possible scenarios involving minors. Rather, it focuses on what are viewed to be the most likely scenarios to arise when interacting with and/or supervising minors and provides applicable guidelines. 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.

DEFINITIONS

Minor: For purposes of this policy, a “minor” is an individual under the age of eighteen.

Major Life Activity: “Major life activities” include, but are not limited to, care for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working, and may also include major bodily functions

Major Bodily Functions: “Major bodily functions” include, but are not limited to, functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

First aid: “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. A registered nurse or first responder will evaluate the student and take appropriate actions if the student requires more than (the initial) first aid treatment.

First aid includes, but is not limited to, applying a bandage, and/or dressings, warm or 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 the administration of medication, i.e. tablets/pills, or ointments.

Criminal Background Check

This 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 College 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 DCCCD if the employment or relationship with the College District involves regular contact with minors.

Employees providing services to a DCCCD charter high school shall be subject to different methods and standards, including a National Criminal History Record Information Review by the Texas Education Agency, than the College District requires when reviewing the criminal history of non-charter high school employees. For more information on the requirements for criminal background checks, please see DCCCD Board Policy Manual [DC \(LOCAL\)](#) and [DC \(REGULATION\)](#).

General Guidelines

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

- Treat the student, his or her parent(s) or guardian(s), 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.
- Adults participating in activities involving minors will not use profanity, tell “off-color” jokes or banter suggestively.
- Adults will not make comments about a minors’ body or physical appearance.
- Sharing personal dating or sexual experiences with students is prohibited.
- All employees should practice 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.
- Support students in a way that respects their level of comfort.
- Employees will exercise caution when socializing with students outside of the classroom. [See Inappropriate Conduct (Boundary Invasion Behaviors)].
- Always strive to be respectful toward all members of the community at large. Avoid making any comments which can be construed as racist, sexist, bigoted, or culturally insensitive.
- Avoid making commitments to students you cannot or may not be able to fulfill.
- Unless the child imparts information needed by the parent(s), guardian(s), medical personnel or proper authorities, keep the information private.
- Contact with a student outside approved programming such as field trips, organized activities associated with the class, and phone calls reminding students to bring certain

items to class, can easily be misinterpreted and is strongly discouraged. [*See* Inappropriate Conduct (Boundary Invasion Behaviors)].

- If possible there should always be another adult present when supervising a minor. In situations that require personal conferences, the meeting is best conducted in view of other adults and students, with the office door open. Never have a meeting alone with a minor with the door closed.
- Do not transport student(s) by yourself. When a student has missed his or her transportation or transportation never arrived, contact the College Police.
- All College District policies and procedures 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.
- Students are never to be transported by motorcycle unless so transported by a parent or legal guardian.
- Students will not be transported in private vehicles of College District employees.

Private Activities

During outings, camps, or overnight trips, situations will occur where students need to change clothes, put on bathing suits, or shower. At these times, planned staffing levels should be sufficient to allow supervision by more than one person. At least one adult in charge of the activity should be in proximity to the area of the activity to ensure that the minors are respectful of one another and that no unauthorized person is in the area. When assisting minors with disabilities who need assistance with a major life activity at least one other person should be present and observing.

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 for classroom activities is based on the age of more than half the children in the group.

Child/Adult Ratios for Field Trips*

The number of children per adult must not exceed the following:

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

The recommended ratios are minimum standards. Instructors should use common sense when planning a course, as some activities by their very nature may require closer supervision to ensure student safety.

Adults, for purposes of interpreting child/adult ratios, include employees, parents, or guardians. The term parent(s) or guardian(s) does not include an adult who is not in a custodial relationship with the student.

** Licensed Child Care Centers affiliated with DCCCD shall be subject to the applicable Child Care Licensing Division of the Texas Department of Family and Protective Services regulations.*

DCCCD Environment

Academic Freedom

The College District, like all other institutions of higher education, serves the common good, which depends upon an uninhibited search for truth and its open expression. As such, the DCCCD endorses the principle of academic freedom and encourages and appoints faculty to pursue scholarly inquiry and impart to their students and communities their conclusions and the truth as they see it in their respective disciplines. While faculty are entitled to such academic freedoms, they must also fulfill their academic responsibility and be judicious in the introduction of instructional material, being careful not to introduce into their teaching controversial or inappropriate subjects that have no relation to their subject matter. For more information on academic freedom and academic responsibilities, please see DCCCD Board Policy Manual [AD \(LOCAL\)](#).

Computer and Internet Access

The College District has a policy of voluntary access in regards to Internet use (no use of Internet filters). As such, all users of DCCCD computing resources, including minors, are subject to the District's Computer Use policy. In situations where minors will have access to computers without filters the parent or guardian needs to be advised prior to the minor being granted computer access. Personnel are encouraged to check local college policies regarding library and computer lab use by minors. The College District reserves the right to limit, restrict, or deny computing resources for those who violate College District policies, procedures, or local, state or federal laws. For more information on the District's Computer Use policy and what qualifies as authorized and unauthorized use, please see DCCCD Board Policy Manual [CR \(LOCAL\)](#).

Classroom Control and Inappropriate Behavior

Instructors will avoid unnecessary physical contact while addressing inappropriate behavior; "time-out" periods may be used as a viable alternative. Where appropriate, posting of the College District and/or College Location's rules and/or regulations in a visible area will alert students and parents to acceptable actions.

All students participating in a DCCCD-sponsored program or activity are subject to the Student Code of Conduct. [See DCCCD Board Policy Manual [FLB](#), [FM](#), and [FMA](#) (LOCAL)]. In cases of inappropriate behavior involving a student from an outside group using DCCCD facilities, it may also be necessary to confer with the head of the program or activity regarding appropriate disciplinary measures. In all cases, a parent/guardian should be advised of any inappropriate behavior exhibited by and/or directed toward his or her student, as well as any disciplinary action taken in response to the student's behavior. In the case of dual credit or early college high school students, approved staff at the student's secondary institution should be promptly notified of any inappropriate behavior exhibited by and/or directed toward a student. All actions and conversations must be documented.

In situations where a student is at risk of injuring him/herself or others, it is appropriate to contact the College Police for assistance. However, the College Police should not be contacted to assist in normal classroom control.

Supervision of Restroom Use

DCCCD employees should use staff-only restrooms when available. If staff-only restrooms are not available, employees should, when possible, use restrooms when no minors are present. If an employee must use a restroom when a minor is present, the employee should follow the rule of three, i.e. at least one other person should also be present in the restroom while the minor is present.

Minors age twelve and under should be escorted by an adult to and from the restroom in groups of two or more. The number of students sent into the restroom at one time should equal the number of stalls and/or urinals in the restroom. As one student exits the restroom, another may enter. The supervising adult should stand by the doorway and ensure students are leaving the bathroom in a timely manner. If a minor under age twelve requests to use the restroom alone, the minor should use a single-stall bathroom, if available. If a single-stall bathroom is not available reasonable alternative arrangements should be made in a manner that protects the student's privacy.

For minors thirteen or older, an adult supervising the activity should give permission for the minor to leave the activity to use the restroom. The adult should note when the minor left for the restroom and when the minor returned. If the minor does not return in a timely manner, an adult supervising the activity should promptly check on the minor. During periods of transition from one activity to another, minors thirteen or older do not need permission to use restrooms, but employees should monitor restrooms to ensure minors are not lingering or behaving inappropriately.

Students 14 Years of Age and Younger

A student's parent(s) or guardian(s) shall provide to the sponsoring program on or before the first day of class a completed "Consent to Emergency Medical Treatment" form. A parent/guardian will be required to provide a signature and picture identification when signing a student in or out of class. Students will wear badges, badge holders (*conference badges*) or similar means of identification with the course name, room number, and the name of the responsible area (e.g. the Children's Laboratory). Do not put the student's name on his or her badge. Assigning a number to each student's badge or requiring students to wear t-shirts or baseball hats that are similar in color or style may serve as alternative means of identification. If using a badge holder that features a clear plastic badge window, the student's name should be placed in one of the inside pockets.

Release of Minors at the Conclusion of an Activity

All minors should be supervised until they are picked up by a parent/guardian or a designated adult who is authorized in advance by a parent or guardian to take custody of the minor. Such authorization should be in writing, from the minor's parent(s)/guardian(s) and contain the name, relationship to the minor, and the form of picture identification to be presented by the person authorized to receive the minor. With the written consent of a parent or guardian, a minor may be released to his/her own custody.

In the event of an emergency, including a natural disaster or other unanticipated interruption of an activity involving minors, the supervision of a minor or minors shall be extended until the event is reasonably resolved and/or the minor can be safely released to the supervision of a parent or guardian.

In cases where a child has missed his/her transportation or transportation never arrived, contact the College Police. Do not transport student(s) by yourself.

Procedures for Field Trips

A Field Trip Information Sheet shall be sent home in advance of all field trips.

The Information Sheet must include the following details, as well as those required by the College for the use of student field trips as an educational activity:

- Specific times for the trip (time of departure from the college, time of departure from the field trip site, time of arrival back to the college).
- A detailed (as much as possible) schedule of the field trip activities.
- Contact telephone number for use by parents or guardians for the duration of the field trip. An employee shall be made available to answer calls from parents/guardians during this period.
- A telephone number for the field trip site (main office, security office, etc.) when available.

- Meal arrangements (if applicable).
- Any additional money or supplies needed for the trip.

Notice of the field trip will be provided to College Police and the administrative office of the sponsoring college at least 48 hours before the field trip. 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 college location and when they will return.

Faculty/Staff supervising the field trip must have with them at all times, a typed roster of all students attending the field trip. They should also carry the original “Consent to Emergency Medical Treatment” form for each student in the group. Copies of all forms, including names of supervising staff, chaperones, and emergency contact information will be on file with the College Police and the college administrative office during the trip.

The information provided on the “Consent to Emergency Medical Treatment” forms is confidential and should only be shared, on a need to know basis, with faculty/staff involved with the field trip. In the event a medical emergency arises in which faculty/staff is incapacitated or unavailable, a designee or designees must be aware of the location of the “Consent to Emergency Medical Treatment” forms. Originals will be archived in a secure location in accordance with the College District’s record management schedule.

Faculty/Staff must carry a first-aid kit on all field trips. Each program is responsible for purchasing a first-aid kit. It is not the responsibility of College Health Centers to provide department and division first-aid kits.

Recommended Items for Field Trip-First-Aid Kits		
Latex-free gloves: vinyl or nitrile	Latex-free band-aids (multiple sizes)	Adhesive Tape
Hand sanitizer and hand wipes	Digital or disposable thermometer (s)	Scissors
4x4 Sterile gauze pads	Disposable cold compresses	Tweezers
Zip lock storage bags	Pre-folded emergency sling	Ace Wrap

Students, faculty, staff and chaperones with severe (anaphylaxis-type) allergies (e.g. food, nuts, insects and others) or chronic medical conditions (e.g. asthma, diabetes, anxiety, seizure disorders and others) are responsible for carrying their own emergency medicine(s) and equipment. Ideally, awareness of the above mentioned medical conditions should be shared with faculty/staff supervising the field trip.

Students will wear "self-adhesive" badge holders or a similar item with the course name, room number, and the name of the responsible work group (e.g. Children’s Laboratory School). Do not put the student's name on his or her badge. Assigning a number to each student's badge or requiring students to wear t-shirts or baseball hats that are similar in color or style may serve as alternative means of identification. If you are using badges that feature a clear plastic badge window, the student’s name should be placed in one of the inside pockets.

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 parent(s)/guardian(s) and local authorities shall be contacted immediately.

Public Transportation

Parents/Guardians should be notified at least 72 hours in advance if minors will be transported via public transportation.

Minors under age twelve should be restricted to one area of the bus or train for easier supervision. Faculty/Staff should stand or sit on the periphery of the area to which minors on public transportation are restricted. They should take a head count or call roll before boarding public transportation and upon leaving public transportation, and unless safety considerations dictate otherwise, should not proceed until all minors are accounted for.

Students 15 Years of Age and Under 18

Dual Credit Students at K-12 non-DCCCD campuses

Dual Credit students who attend dual- credit classes at their secondary institution are subject to the policies and procedures of their secondary institution as well as those of the College District.

Dual Credit Students that Utilize College District Locations:

(This includes Charter High Schools)

Students must provide on or before the first day of class, a completed “Consent to Emergency Medical Treatment” form to the College Department housing Dual Credit / Early College High School programs or the Charter High School Office.

Students 15 Years of Age and Under 18 Enrolled in College District Non-Credit Courses

Prior to or on the first day of class, students must provide a completed “Consent to Emergency Medical Treatment” form to the College Department housing Dual Credit / Early College High School programs.

Procedures for Field Trips

A Field Trip Information Sheet shall be sent home in advance of the field trip

The Information Sheet must include the following guidelines as well as those required by the College location for the use of student field trips as an educational activity:

- 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.
- A detailed (as much as possible) schedule of the field trip activities.
- Contact telephone number for use by parents or guardians for the duration of the field trip. An employee shall be made available to answer calls from parents/guardians during this period.
- A telephone number for the field trip site (main office, security office, etc.) when available.
- Meal arrangements (if applicable).
- Any additional money or supplies needed for the trip.

Notice of the field trip will be provided to College Police and the administrative office of the sponsoring college at least 48 hours before the field trip. 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 college location and when they will return.

Faculty/Staff supervising the field trip must have with them at all times, a typed roster of all students attending the field trip. They should also carry the original “Consent to Emergency Medical Treatment” form for each student in the group. Copies of all forms, including names of supervising staff and chaperones and emergency contact information will be on file with the College Police and the College administrative office during the trip.

The information provided on the “Consent to Emergency Medical Treatment” forms is confidential and should only be shared, on a need to know basis, with faculty/staff involved with the field trip. In the event a medical emergency arises in which faculty/staff is incapacitated or unavailable, a designee or designees must be aware of the location of the “Consent to Emergency Medical Treatment” forms. Originals will be archived in a secure location in accordance with the College District’s record management schedule.

Faculty/Staff must carry a first aid kit on all field trips. Each program is responsible for purchasing a first aid kit. It is not the responsibility of College Health Centers to provide department and division first aid kits.

Recommended Items for Field Trip-First-Aid Kits		
Latex-free gloves: vinyl or nitrile	Latex-free band-aids (multiple sizes)	Adhesive Tape
Hand sanitizer and hand wipes	Digital or disposable thermometer (s)	Scissors
4x4 Sterile gauze pads	Disposable cold compresses	Tweezers
Zip lock storage bags	Pre-folded emergency sling	Ace Wrap

Students, staff and chaperones with severe (anaphylaxis-type) allergies (e.g. food, nuts, insects and others) or chronic medical conditions (e.g. asthma, diabetes, anxiety, seizure disorders and others) are responsible to carry their own emergency medicine(s) and equipment. Ideally, awareness of the above mentioned medical conditions should be shared with staff supervising the field trip.

Requiring students to wear a badge holder or similar item with the course name, room number, and the name of the responsible area can be helpful as a means of identifying and/or locating students. Do not put the student's name on his or her badge; as an alternative, assign a number to each student’s badge or have students wear t-shirts or baseball hats that are similar in color or style as a means of identification. If badge holders featuring a clear plastic badge window are used, the student’s name should be place in one of the inside pockets.

If all students are not accounted for at the time of departure from the field trip site, at least one DCCCD employee must remain on site. The parent(s)/guardian(s) and local authorities shall be contacted immediately.

Public Transportation

Parent/Guardians should be notified at least 72 hours in advance if minors will be transported via public transportation.

Faculty/Staff should take a head count or call roll before boarding public transportation and upon leaving public transportation, and unless safety considerations dictate otherwise, should not proceed until all minors are accounted for.

Accusation(s) of Inappropriate Conduct

This section applies to all students who are minors, as defined by this policy.

For purposes of the policy, inappropriate conduct is sexual contact, of any kind, by an employee of the College District with a minor or any conduct that threatens the health and safety of any minor who is enrolled in the College District or a program or activity sponsored by the College District.

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

- The employee will exercise reasonable care to promptly end, 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 not have any contact with students until an investigation has been conducted by DCCCD Administration.
- The employee or his/her supervisor will contact the College Title IX Coordinator or the Office of Institutional Equity (OIE) within 24 hours of becoming aware of the incident. If the incident involves a criminal act, the Title IX Coordinator and/or the OIE will assist the department supervisor in contacting the appropriate District personnel, including, but not limited to, location Human Resources, Public Safety and Security, Talent Central, and District Legal Counsel. The appropriate DCCCD administrator will contact the student's parent or legal guardian.
- Any case involving a minor, as defined by this policy, will require immediate contact with the OIE, the college location HR director, Talent Central, and District Legal Counsel, Public Safety and Safety Security.
- All actions and proceedings shall be conducted in a confidential manner. DCCCD employees will follow DCCCD policies and procedures as they relate to the given situation.

Texas law requires any person who has cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect to immediately make a report to the Texas Department of Family and Protective Services or local law enforcement. A person suspecting abuse and not reporting it can be held liable for a Class A misdemeanor.

Texas law also requires professionals – meaning a person who is licensed or certified by the state, including, but not limited to, teachers and nurses – who have a cause to believe that a child has been abused or neglected to make a report not later than the 48th hour after first suspecting such abuse or neglect. A professional who fails to make such a report can be held liable for a Class B misdemeanor.

A person or professional making a report is immune from civil or criminal liability provided they made the report in good faith.

Inappropriate Conduct (Boundary Invasion Behaviors)

Sexual predators may engage in personal boundary invasion behaviors with minors. These actions, termed sexual grooming, involve the progressive breaking down of normal boundaries, such as physical contact that seems harmless or verbal comments that are designed to flatter and ingratiate the minor or lower a child's inhibitions for the purpose of sexual abuse or sexual exploitation.

If an individual is engaging in "boundary invasion behaviors" with a minor, which may not constitute child abuse, child neglect, or sexual abuse, there may still be a special duty for those observing such behavior to report the conduct to the appropriate administrator. Since it may not be possible to determine whether boundary invasion behaviors are in fact sexual grooming until it is too late, employees shall report all suspected instances of boundary invasion. Such reports are to be made following the guidelines under the "Accusations(s) of Inappropriate Conduct" section of the DCCCD Minors Handbook.

Boundary Invasion Behaviors

The following are examples of boundary invasion behaviors:

- Touching minors when there is no educational or medical reason to do so.
- Flirting with minors or sharing personal information.
- An individual making comments about a minor's body.
- Off color remarks or telling of inappropriate jokes to a minor(s).
- Having a "special" relationship or giving more than normal individual attention to a particular minor.
- An individual working consistently with an individual minor behind a closed door.
- Giving a minor a ride alone in a non-emergency situation.
- Sending notes, emails, letters, or making phone calls to a minor instead of communicating through the parent(s)/guardian(s) and/or copying parent(s)/guardian(s). (Exception: Program that restricts academic communication to the parent. In this type of program the communication is to be limited to academics.)
- Giving gifts to a minor.
- Frequent socializing with a minor at school and/or away from school.
- Getting a minor out of other classes to see the individual without educational purposes.
- Inviting a minor to the individual's home.
- A combination of any of the above.

This list is not meant to be exhaustive, but is intended to provide illustrative examples of behavior that qualifies as boundary invasion behavior. Employees who witness or suspect such boundary invasion shall report the behavior immediately, as such behavior can quickly cross the line from professional and caring into personal and dangerous and, with rare exception, is unacceptable.

Overnight Field Trip

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

The DCCCD employee organizing the trip, in consultation with DCCCD Risk Management, shall ensure that liability protection (DCCCD insurance) is provided, if applicable, and that the coverage limits are adequate. DCCCD does not provide medical or travel insurance for students.

Prior to the student trip and before signing up students, 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; and
- Emergency procedures based on a 24/7/365 framework that includes emergency communications with students, college location, and the College District Office.

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 College District employee submitting the proposal must confirm that the vendor meets the following guidelines:

- Licensed to operate in this state and/or area where it is providing services to DCCCD (request a copy from vendor);
- Registered and bonded; (request copy from vendor); and
- 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.

At least one designated DCCCD employee on the trip shall have primary responsibility for ensuring that trip participants (employees and students) comply with College District rules and trip guidelines, and that all applicable rules and guidelines are enforced.

Each college participating in the trip shall provide the appropriate staffing level for their college based on the number of their students on the trip. For example, if one to 10 students on the trip are from Mountain View College (MVC) then MVC will provide one employee. If more than 10 students are on the trip from MVC, then MVC will provide one employee, plus another employee or adult. The adult may be a parent(s) and/or guardian(s) who has met the required criminal background check standards and have completed necessary volunteer paperwork.

An additional Information Sheet will be sent home in advance of the overnight field trip.

This information sheet must include:

1. Specific times for the trip (time of departure from the college, time of departure from the field trip site, time of arrival back to the college). 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. When available, a telephone number for the field trip site (security office, etc.) for use by parents or guardians for the duration of the field trip. An employee shall be made available to answer calls from parents/guardians during this period.
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 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.

Copies of the Student Code of Conduct, any Field Trip Policies, and parent/student responsibilities will be provided in writing to parents and students.

The College reserves the right 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 disciplinary 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 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 to the location.
- All visitation between the residents of rooms (dorms, hotels, tents, etc.) or from visitors shall take place in an open common area.
- Bed checks or equally effective methods shall be taken during the night to ensure students are in their rooms, that a student has not become ill, etc. These should be conducted by approved adult chaperones in groups of two or more.
- 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 Medical Treatment" forms for each student in the group. Copies of all forms and emergency contact information will be kept on file with College Police department and the college administrative office during the trip.

The information provided on the "Consent to Emergency Medical Treatment" forms is confidential and should only be shared, on a need to know basis, with faculty/staff involved with

the field trip. In the event a medical emergency arises in which faculty/staff is incapacitated or unavailable, a designee or designees must be aware of the location of the “Consent to Emergency Medical Treatment” forms. Originals will be archived in a secure location in accordance with the College District’s record management schedule.

Staff will carry a first aid kit on all field trips. Each program is responsible for purchasing their own first aid kit. It is not the responsibility of College Health Centers to provide first-aid kits for departments, divisions and programs.

Recommended Items for Field Trip-First-Aid Kits		
Latex-free gloves: vinyl or nitrile	Latex-free band-aids (multiple sizes)	Adhesive Tape
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Students, staff and chaperones with severe (anaphylaxis-type) allergies (e.g. food, nuts, insects and others) or chronic medical conditions (e.g. asthma, diabetes, anxiety, seizure disorders and others) are responsible to carry their own emergency medicine(s) and equipment. Ideally, awareness of the above mentioned medical conditions should be shared with staff supervising the field trip.

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 College District employee in charge will contact College Administration as soon as possible and report the incident.
- The College Administrator will immediately notify the Chancellor or designee (through administrative channels), DCCCD Legal and Risk Management of the emergency and action being recommended or taken. District Media Relations and College Marketing may also need to be contacted 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 chaperones or need assistance (Ex. cell phone numbers for chaperones and hotel). Make certain students have the correct change to use a pay phone and/or their personal cell phone. Consider dressing students in a common identifying

color (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, chaperones 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).

International Trips

International trips and/or study programs are a great educational experience for students but certain precautions and extensive planning must take place for the trip to be a success. It also must be acknowledged that certain international trips are not appropriate for minors.

General Guidelines

- The student/adult ratio for a group consisting of a simple majority of minors shall be six to one.
- Each college participating in the trip shall provide the appropriate staffing level for their college based on the number of their students on the trip. If one to six students are on the trip the college will provide one employee. If the one to seven students are on the trip the college shall provide one employee plus another employee or adult (a parent or guardian).
- District policies and/or guidelines shall be followed when developing and conducting international trips and/or programs.

Overnight Accommodations:

- Adult chaperones are not to be housed in the same room with minors except when the minor is the chaperone's 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 to the location.
- All visitation between residents of rooms (dorms, hotels, tents, etc.) or from visitors shall take place in an open common area.
- 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. These should be conducted by approved adults in groups of two or more.
- No one outside the official group is allowed inside student accommodations at any time.

Prior to the student trip and before signing up students, 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, but are not limited to:

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

- Arrangement for insurance and/or services that cover Emergency Medical Expenses, Emergency (Medical) Evacuations and Repatriation, Security Evacuations, and standard travel services
- Medical Treatment Authorization form meeting the requirements of the country the group is visiting.
- Notarized Permission Letters and/or Birth Certificates if required by the country the group is visiting. Travelers may be refused entry if they do not present the proper notarized documents. Color copies of these documents should be made and stored in a secure location stateside in case of emergency. It is also recommended parents/guardians of travelers maintain copies of these vital documents.

If the trip involves the use of a company to arrange for transportation, rooms, or any other aspect of the trip, the College District employee submitting the proposal must confirm that the vendor meets the following guidelines:

- Licensed to operate in this state and/or area where it is providing services to DCCCD (request copy from vendor);
- Registered and bonded; (request copy from vendor); and
- 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.

At least one designated DCCCD employee on the trip shall have primary responsibility for ensuring that trip participants (employees and students) comply with College District rules and trip guidelines, and that all applicable rules and guidelines are enforced.

Medical Treatment of ALL Minors

This section applies to all students who are minors, as defined by this policy. This includes students that are enrolled in a Dual Credit or Early College High School program.

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

College Health Center

Instructors or program coordinators should contact the College Health Center prior to the first day of class (or as early as possible) to inform the Registered Nurse of any special medical/health concerns disclosed by the student or the student's secondary institution. of minor students who have special medical/health concerns. 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 representative from the student's secondary institution or the college will accompany the minor whenever possible.

First Aid

The Health Center will only provide first aid to minors who are enrolled as DCCCD students. The registered 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.

Minors coming to the Health Center for first aid should be accompanied by an adult (with the student's Consent to Emergency Medical Treatment form). Outside groups using DCCCD facilities must make their own arrangements for health services.

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

ADMINISTRATION OF MEDICATION

DCCCD DOES NOT ADMINISTER MEDICATION TO MINORS.

Non District Students on Campus

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

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 college. Examples: library readings, children's theater.)

The colleges 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 college 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 Chaperones
- (4) Number of Additional Visitors
- (5) Total Number of Seats reserved - if applicable
- (6) Grade level or Age of students

Please provide a contact phone number that will be answered during your visit to our location and one hour after your departure.

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 1 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 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 college, 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/guardians 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 very 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

(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? [See [GF](#) and [GFA](#) (LOCAL)]
- 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?
- Does the group have the required insurance coverage for using District Facilities?

Employment of Minors

DCCCD departments, in consultation with location Human Resources, may hire minors who are 16-years of age 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/jobseekers/texas-child-labor-law>

Prohibited Occupations for 16- and 17-Year Olds

A child who is age 16 or 17 may not be employed in certain occupations, including but not limited to those occupations connected with coal mining, that involve exposure to radioactive substances or operating or assisting to operate power-driven metal forming, punching, and shearing machines. For a complete list of prohibited occupations for 16- and 17-year olds, please visit <http://www.twc.state.tx.us/jobseekers/texas-child-labor-law>. The Department shall verify that employment is not included on the list of prohibited occupations before an offer of employment is made.