



2023 Policy and Training Guide for Protecting Minors on Campus

MARIAN UNIVERSITY

Indianapolis®

Dear Faculty, Staff, Students and Volunteers,

I am delighted that you have chosen to invest your time and energies here, helping to educate, inspire, and encourage the brightest young minds in central Indiana through summer camps, special events and groups like Best Buddies and College Mentors for Kids. Your efforts and commitment will do much to ensure a fun, productive, and meaningful experience for the young people who participate in your program.

Marian University hosts a wide variety of programs, clinics, workshops, camps and conferences each year. These programs attract many people under the age of 18 to Marian, and the impact which these opportunities have on them will shape their impressions of higher education and their future career paths. The level of care and supervision appropriate for an enrolled student at Marian is not the same as that which is appropriate for a minor participating in a Marian-sponsored event or activity. It is imperative that minors be overseen in a fashion that is appropriate and intended to keep them healthy and safe while visiting Marian. Marian University and its employees and volunteers must provide a safe environment for participants in the various programs offered by and through the University.

Just as important, Marian University is a Franciscan, Catholic University, dedicated to welcoming everyone we encounter through the guiding values of dignity of the individual, peace and justice, reconciliation, and responsible stewardship. As an extension of the mission of Marian University, those who work under its name are expected to demonstrate respect to all individuals and act in a manner which promotes their physical, psychological, emotional, and spiritual well-being.

This policy statement and training guide is intended to provide guidance to those involved in programs which include minor child participants under the age of eighteen (18) years who are here for some type of organized program that is organized and/or executed by members of the Marian University community (including faculty, staff, students, alumni and volunteers) and/or involves use of key facilities or other University property.

The policies outlined in this document are designed to ensure that the safety of all minors on campus is provided for by establishing certain requirements governing their presence. Although these policies are not exhaustive, they cover a broad range of issues relating to program leader conduct, participant behavior, and general expectations. Because the items set forth cannot be exhaustive, you are encouraged to discuss particular questions and situations with your direct supervisor for the activity in question. Complex questions or special situations should be referred to Deb Lawrence, Senior Vice President for Strategic Partnerships and General Counsel.

Thank you for placing the well-being of your program participants at the forefront of your efforts at Marian University. We are proud of our institution and the work it does to inspire and educate the central Indiana community. I am delighted that you have chosen to become a part of our community by taking a leadership role in our program offerings.

Best wishes for great success!



Daniel J. Elsener
President



I. GENERAL OVERVIEW AND REQUIREMENTS

A. Purpose and Scope of the Policy

Purpose: Marian University ("Marian") has an obligation to its students, staff, and visitors to conduct its operations and maintain its facilities in a manner consistent with its mission as a Catholic, Franciscan institution of higher education. In many cases, university programs attract youth under the age of 18 to campus. The level of care and supervision appropriate for an enrolled student at Marian is not necessarily the same as that which is appropriate for a minor participant, even though the oldest program participants are sometimes older than the youngest of our enrolled students. It is imperative that minors be overseen in a fashion that is appropriate and intended to keep them healthy and safe while visiting Marian. Marian University and its employees should provide a reasonably safe environment for participants in the various programs sponsored by Marian and attempt to ensure that clients using Marian facilities for their activities do the same.

Scope: This Policy applies to activities and programs taking place on a Marian University campus, or under the authority and direction of Marian and/or its employees at other locations, in which minors will be physically present and participating. Athletic programs, academic programs, mission and ministry programs, ecological programs, laboratories and workshops intended for primary and secondary school students and other similar activities will fall within the scope of this policy. Faculty, staff or student-led service projects and partnerships with local, state or national groups such as College Mentors for Kids or Best Buddies also are subject to this policy. Depending on the activities involved in a program, other university policies (for example, the policy regarding supervision of minors staying overnight on campus) may also apply.

This Policy does not apply to enrolled Marian University students who are under the age of 18. The Policy also does not apply to events open to the general public that are not targeted to children or social activities or events attended by minors who are accompanied by a parent/guardian.

Non-University organizations and entities that operate programs or activities involving minors on campus must be aware of, and comply with, this Policy. The Office of Conference and Events is responsible for ensuring compliance in this situation.

Enforcement: Sanctions for violations of this policy will depend on the circumstances and the nature of the violation, but may include the full range of available University sanctions applicable to the individual including suspension, dismissal, termination, and, where appropriate, exclusion from campus. The University may also take necessary interim actions before determining whether a violation has occurred. The University may terminate relationships or take other appropriate actions against non-University entities that violate this Policy.

B. Required Staff Training

All staff (which includes faculty, staff, students, alumni and volunteers) for programs involving minors **must** review this policy and training manual and **certify** that they have read and understood it and will comply with the policies set forth in this document.

Depending on the nature of the program, staff also may need to be trained in first aid, CPR, safety procedures, etc.

Program directors are responsible for ensuring that all staff and volunteers working in their program are properly trained and supervised. The Director of K-12 and Community Programs and the Coordinator of University and School Engagement and Events will assist program directors in this effort.

All program staff and volunteers are required to read this policy and training guide and sign and return the Program Staff Acknowledgement (Appendix A). Program directors must keep a copy of these signed forms for 3 years after the end of the program.

C. Required Criminal History and Sex Offender Background Checks

EACH employee or volunteer, working in a program in which minors are participating must have successfully completed an annual criminal and sexual offender background check through the Marian University Office of Human Resources. The background check must have been completed no more than 12 months prior to the end date for the applicable program. Program directors are responsible for ensuring that all program staff and volunteers have met this requirement. Until a successful background check is received, a program staff member or volunteer may not work with or around any minors. In certain circumstances, a background check secured within the 12-month timeframe through an organization other than Marian University (for example, the Archdiocese of Indianapolis) may be used to satisfy this requirement. Consult with the program director to determine the applicability of this exception in your situation.

D. Signed Release from Parents/Guardians

In order for a minor to participate in a Marian University-run or sponsored program, parents/guardians of the minor must complete, sign, and upload to Camp Minder both the Program Release Form (Appendix C) and Program Medical Release Form (Appendix D), which should be provided to them prior to the first day of the program. These forms must be completed no later than the first day of the program. A minor may not participate in the program's activities until this requirement has been satisfied.

In addition, program participants and their parent/guardian should sign the Acknowledgment of Program Rules form (Appendix B).

The Marian University Children's Online Privacy Protection Act (COPPA) Policy may be found at <https://www.marian.edu/consumer-information>.

E. Appropriate Program Environment

To provide a reasonably safe environment for participants in program activities, each program director, and each staff member, must ensure that certain precautions are taken. All applicable campus rules and regulations are in effect. In addition, program directors are encouraged to focus on the following:

a. Hire Qualified Staff

- i. Background screening must be accomplished;
- ii. Care must be taken that those who will be driving as a part of their duties have a valid license to operate the type of vehicle to be used
- iii. Adequate training must be provided in order that staff members are qualified to direct the activities scheduled.
- iv. All staff must understand basic first aid and be familiar with emergency response procedures.

- v. Program directors and staff must ensure that the facilities used for programming are suitable for the age of the participants.
- b. Prioritize Parent Awareness**
- i. Parents should be aware of the type of activities in which their child may participate;
 - ii. Known risks associated with each activity should be clearly explained to parents and participants;
 - iii. Safety instructions should be made available and should be easily understood; and waivers should be signed by all participants (or parents when the participants are under the age of 18).
 - iv. Parents or participants should be encouraged to express safety concerns and ask questions or seek clarification.
 - v. Parents or participants may opt out of activities due to safety concerns, religious or cultural preferences/requirements or other articulated reasons.
- c. Provide Clear Participant Guidelines**
- i. Current physicals are required for programs involving vigorous athletic activities;
 - ii. Participants should be in appropriate physical condition for the activity in which they are participating;
 - iii. Participants should be placed in the correct skill level for the activity scheduled, and
 - iv. Questions designed to ensure a participant's level of ability are appropriate, however questions about disabilities are not.
 - v. Participants may opt out of activities for safety, medical, religious/cultural or other reasons and alternative arrangements should be made.
- d. Emphasize Participant Safety**
- i. An adequate ratio of staff to participants should be maintained **at all times**; particularly when in residence halls or in restroom/changing facilities;
 - ii. Specialized activities require properly trained instructors at all times (for example, water related activities require certified lifeguards);
 - iii. Safety equipment should be inspected prior to and during program for safe conditions;
 - iv. Campus Police should be made aware of the program and the daily schedule; and
 - v. Acceptable procedures for releasing children from an activity or from the program should be followed (pay particular attention to procedures followed in accepting/releasing commuters).
- e. Safe Environment**
- i. Grounds should be inspected prior to and during the program for safe conditions;
 - ii. Equipment should be kept in safe condition and suitable for intended use; and
 - iii. Vehicles used for transportation should be properly inspected.

F. Security Measures

Security, in general, is the responsibility of the program staff and the Marian University Police Department (MUPD) or the Marian University Ancilla College (MUAC) security team. During the program day, program staff will be expected to stay with Participants at all times. Unsupervised activities are not permitted.

In order that Marian University Police or the MUAC security team may assist in providing security, the following should be provided to them by the program director no later than 3 hours after program registration ends:

- Name of the program
- Contact persons and phone numbers
- Daily schedule
- If applicable, locator list indicating where Participants are staying overnight

All Participants must be provided with a lanyard and badge, listing their name, program, program director's contact information and emergency contact number. Participants are expected to wear these badges every day during the program.

All Program Staff are required to have the Marian University Campus Shield app on their cellular phone. This app communicates emergency notices from MUPD or MUAC security and also has a locator function that can be used by MUPD or MUAC security in an emergency.

G. Disciplinary Procedures

Marian University is committed to the idea that each Participant should have a positive and enjoyable experience during the program, and the misbehavior of one Participant, or a group of Participants, should not be allowed to impact negatively on the experience of others. Most programs are short in duration, so prompt action may be required. Marian University has adopted the following disciplinary procedure:

First Offense: Participants failing to adhere to program rules, or exhibiting behavior clearly intended to annoy or endanger other Participants, will be privately and formally warned by a program staff member and informed that subsequent misbehavior will result in formal counseling by the program director.

Second Offense: Subsequent misconduct will result in counseling by the program director and a warning that further misconduct will result in removal from the program. At this point, the program director will contact the parent or guardian to advise him/her of the situation and the possible need for picking the child up from program if there is further misconduct.

Third Offense: Any further inappropriate behavior will result in counseling by the campus sponsor of the program and expulsion from the program.

NOTE: MARIAN UNIVERSITY EXPECTS EACH PARTICIPANT TO HAVE A SUCCESSFUL PROGRAM EXPERIENCE. ANY OF THE STEPS OUTLINED ABOVE MAY BE OMITTED OR REPEATED AT THE DISCRETION OF PROGRAM STAFF. PARTICIPANTS DISMISSED FROM A PROGRAM FOR DISCIPLINARY REASONS WILL NOT RECEIVE A REFUND OF ANY FEES PAID TO ATTEND THE PROGRAM.

It should be understood this procedure is intended to provide a reasonable and consistent method for dealing with the type of behavior that can be disruptive to a program, but is not so egregious as to warrant immediate dismissal from the program. It in no way precludes immediate dismissal from a program for more serious disciplinary problems or violations of campus or program regulations. A serious disciplinary problem is defined as one in which the program staff determines that a child is engaging in inappropriate behavior that includes, but is not limited to the following: actions which put the Participant, other Participants, or program staff member's safety in jeopardy; inflicting physical or emotional harm on self or

others, vandalism or destruction of Marian property; theft of Marian property or the property of another Participant; consistently disrupting the program; possession of alcohol, drugs, or weapons; fighting; sexual harassment; or behavior that is serious enough to warrant a third offense.

H. Expected Participant Behavior on Campus

1. Participants are to remain on campus or at the program site for the duration of the program unless program activities require otherwise. If a participant needs to leave campus or the program site for some reason, program directors must receive prior written permission from the parent or guardian, and grant specific permission.
2. Participants must attend all workshops, classes, and planned social or recreational activities. Full participation is the only way a participant can gain real value from the program. Participants may opt out of specific activities for health, safety, religious, cultural or other reasons if communicated to the program staff in advance.
3. Campus regulations prohibit the use of alcohol and other illegal substances. Participants may not possess, use, distribute, or sell alcoholic beverages, drugs, firearms, weapons or fireworks. Marian University and MUAC are tobacco-free campuses. No smoking or tobacco use is permitted on campus property at any time by any individual. "Vaping" or similar activities also are prohibited.
4. Participants must refrain from using inappropriate language (e.g., "cuss" words, sexual innuendo, slurs). Participants must refrain from physical violence, bullying, or other aggressive behaviors. Participants should not misuse internet privileges; attempting to access unauthorized sites is strictly prohibited.
5. Participants must abide by rules and guidelines set by the instructors for each facility in use.
6. Any individual found tampering with any fire equipment (i.e. fire extinguishers, fire alarms, smoke detectors, etc.) will be dismissed from program immediately. Participants may not interfere with any security system or tamper with locks in participant rooms and other areas.
7. Vandalism and pranks will not be permitted. All furniture must remain unchanged and kept in place. Any damages caused in rooms or common areas will be charged to the responsible party. Replacement cost will be charged to anyone who removes or damages institutional property.
8. Some participants or their parents will need to drive to the campus. Any vehicles parked on campus must have a University-issued Parking Permit. Parking permits will be issued during on-site registration, and clear instructions will be given as to where parking is authorized. It will be the responsibility of the participant or their parent to secure a permit, properly place the permit in the vehicle and park the vehicle in an authorized space. Neither Marian University, nor the program staff, will be responsible for damage to vehicles or for any parking tickets, fines, or towing charges that result from violations.
9. Valuables, including jewelry, iPods, cell phones, tablets, laptops, etc., may be brought to campus, but only at Participant's own risk. Participants are encouraged to leave excess money and valuables at home. Stealing from other Participants or staff is an actionable offense.

I. Food Service

There are numerous dining venues on each campus, and the food service provided will vary by program. All food service provided on campus must be secured through ARAMARK. Bringing in outside food is prohibited, except as noted below. In certain circumstances, Participants may bring bagged lunches. If a participant has a special food-related need, the parent/guardian should confer with the program director.

J. Care of Facilities and Equipment

All program staff are responsible for ensuring the proper care of Marian University or MUAC facilities and equipment. Vandalism and/or destruction of property are actionable offenses and the offending staff person will be held financially responsible for the damage. If a Participant destroys property, the Participant's parent/guardian will be financially responsible.

K. Program Evaluation and Documentation

Where feasible, participants will be asked to complete an evaluation at the end of the program. The results will be summarized, analyzed, and retained by the program director and sponsoring program as a measure of participant satisfaction. These evaluations are used to improve overall program operations.

Records of program activities will be kept by the program director and/or sponsoring program, which has ultimate authority. For all Marian University programs, ALL release forms are kept on file for three years. Following this date, all documents are securely destroyed.

II. MINORS ON CAMPUS NOT PARTICIPATING IN UNIVERSITY-SANCTIONED PROGRAMS

No child may be left alone on campus at any time for any reason; MUPD or MUAC Security should be notified if a child is left unattended on campus. Resident students may not "babysit" minors in their rooms, including relatives. Minors may not accompany students to class. If a minor accompanies a parent or guardian to work, the parent or guardian must supervise the child at all times while on university property. Children may be restricted from access to certain areas due to safety concerns, and in no case should the presence of a child be allowed to disrupt other faculty, staff or students.

Students, faculty or staff who have child care emergencies are advised to stay home or make alternative arrangements rather than trying to bring children to campus; faculty and supervisors should exercise leniency in excusing absences resulting from such emergencies. Marian University is not in a position to provide emergency child care, and no university space is to be used as an alternative to child care, including but not limited to libraries, classrooms, laboratories, residence halls, lounges, restaurants or any other public space. Under no circumstances are sick or infectious children to be brought onto campus.

III. BEST PRACTICES TO PREVENT SEXUAL ABUSE AND MOLESTATION OF MINORS ON CAMPUS

A. Definitions

A "minor" for purposes of this document is defined as anyone under the age of eighteen (18) on the 1st day of the Marian University program in which they are participating. An enrolled Marian University student who is under the age of 18 is not considered a minor for purposes of this policy.

“Sexual abuse” is defined by The Federal Child Abuse Prevention and Treatment Act (CAPTA), (42 U.S.C.A. §5106g), as “the employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or assist any other person to engage in, any sexually explicit conduct or simulation of such conduct for the purpose of producing a visual depiction of such conduct; or the rape, and in cases of caretaker or inter-familial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of children, or incest with children.”

B. Procedures for Protecting Minors

1. Chaperoning

Every minor participant must be chaperoned at ALL times by program staff while that minor is participating in the program. At no time may staff leave a minor unattended or in the care of a person who is not a program staffer.

Program participants may not be left alone with other program participants without adult supervision. It is recommended that the participants maintain the buddy-system at all times, unless the situation demands otherwise. Minors should not be permitted to leave a specific activity unless accompanied by their designated buddy and a staff member. If the situation demands that a minor be alone apart from the group, two program staff should be present with the minor and every effort should be made to avoid a situation where a minor and a program staffer are alone together. Two gender-appropriate staff members should be present during any period when clothes-changing is necessary.

Staff may not release a child to anyone other than the parent/guardian without prior written authorization from the parent/guardian that his/her child may be released to that individual. A state or federally-issued form of identification will be required to verify the identity of the authorized individual.

2. Staff to Minor Ratio

Marian University follows the recommendations of the American Camp Association: for residential camps, there should be one staff member for every five campers ages 4 and 5; one staff member for every six campers ages 6 to 8; one staff member for every eight campers ages 9 to 14; and one staff member for every 10 campers ages 15 to 17. At day camps the recommended ratios are: one staff member for every six campers ages 4 and 5; eight campers ages 6 to 8; one staff member for every 10 campers ages 9 to 14; and one staff member for every 12 campers ages 15 to 17.

3. Appropriate Language

Staff are prohibited from using abusive and derogatory language, including words commonly recognized as “cuss words” or slurs and are restricted from engaging in sexual comments, jokes, or innuendo with participants or other staff members. As noted in the Program Rules, attached hereto, participants also are not allowed to use abusive and derogatory language, including words commonly recognized as “cuss words” or slurs and are restricted from engaging in sexual comments, jokes, or innuendo with participants or other staff members. Failure to comply with this expectation by either program staff or participants may result in dismissal from the program.

4. Photographs or Videos of Minors

Staff are authorized to take photographs or video recordings only for purposes within the scope of the program. Slides, photographs (including but not limited to digital, video and/or interview) of minors during the program

can be used in any form for advertising, promotion, publicity and any other lawful purpose by Marian. The device(s) used to capture these images must be approved by the program director before any such activity can take place. Parents/guardians are required to consent to such photographing/filming and waive their right to inspect or approve the photographs or electronic matter and waive any right to royalties or other compensation arising from or related to the use of the photographs.

Staff are NOT permitted to take photographs or film video of minor participants for their own personal use or possession. Photographs and video of participants may NOT be posted to personal accounts on social networking or social media sites (e.g. Facebook, Twitter, Instagram, etc.). Photographs and video may NOT violate Indiana law; any activity found to inappropriately depict minors will be reported to the proper authorities and the staff person will be removed from the program immediately and may be terminated by the University if the situation warrants.

5. Guidelines for Touching Minors

- Program staff may NOT touch a minor in any place normally covered by a bathing suit unless in an urgent medical situation and then only in the presence of another program staffer of the participant's gender.
- Program staff may not touch a minor against his/her will or in a way that would distress or over-stimulate him/her unless the minor requires immediate medical attention but is refusing out of pain or fear.
- Program staff are prohibited from using any form of physical punishment as discipline.
- Program staff should not engage in "rough-housing", hazing and other activities such as wrestling or tickling with program participants.
- Positive, reinforcing gestures, e.g. high fives, are neither encouraged nor discouraged. Hugs may be appropriate if initiated by the minor; however, a staff member should not initiate a hug.
- Program staff and minor participants should remain within sight and/or hearing of other staff and participants at all times.

6. Medical Care for Participants

Program staff should NOT render medical care to participants except in an emergency. The MUPD and the MUAC Security staff are trained first responders and should be alerted immediately by using the Campus Shield app or by calling MUPD at 317-955-6789 or the MUAC Safety and Support Services Office at 574-780-2607 in the case of a medical emergency. Program staff should also call 911.

If a participant requires routine medical care during program hours (for example, doses of medication, inhalers or injections), a written medical treatment plan must be developed between the program director and the parent/guardian, specifically to address that child's needs. The program director will be responsible for executing that medical plan in collaboration with the Student Health Center on that campus.

7. General Staff Interactions with Participants

Program staff may only interact with minor program participants within the context of the program or another sanctioned university activity. Personal interactions by staff with minor program participants by any means (in person, by telephone, internet, social media, etc.) is **strictly prohibited** unless the staff member is related to the Participant or has a relationship with the Participant that pre-dates the Program and the staff member has permission from a parent or guardian for a personal interaction.

Program staff may not transport minor program participants in their personal vehicles. During transportation in a university-provided vehicle, at least two program staff must accompany minor program participants.

8. Communication Plan

All Programs shall establish a procedure for notification of all participants' parents/guardians in the event of an emergency, and obtain and keep accessible contact information for participants' parents/guardians, as well as emergency contacts in the event the parents/guardians are unavailable. All parents/legal guardians of participating minors shall be provided with contact information in order to reach participants while the Program is in session.

IV. REPORTING OBLIGATIONS FOR SEXUAL MISCONDUCT, CHILD ABUSE AND NEGLECT

All Program Staff must review Prevent Child Abuse Indiana's *Recognizing Abuse and Neglect* guide found here: <https://pcain.org/education-outreach/recognizing-abuse-neglect/>.

If any Marian University employee or a program volunteer suspects the abuse or neglect of a minor participant in a Marian University program, it is their duty to report it **IMMEDIATELY**. Indiana law requires a person to report suspected abuse/neglect to a state or local law enforcement agency or the **Indiana Child Abuse and Neglect Hotline 1-800-800-5556**. Similarly, Marian University requires that a Marian University employee notify his/her supervisor and Marian University Police Department (NOT MUAC Security) if he/she has any suspicions that a minor is suffering from abuse. He/she does not need to know with certainty that abuse is taking place; reasonable cause to believe or suspect that child abuse has occurred is sufficient. **When in doubt, report it.**

**Indiana Child Abuse and Neglect Hotline
1-800-800-5556**

4150 N. Keystone, Indianapolis, IN 46205
Telephone Number: 317-968-4300
Fax Number: 317-542-1323
Office Hours: 8AM-4:30PM

Marian University Police Department: 317.955.6789

Appendix A



Acknowledgement Form for Staff and Volunteers for Programs Involving Minors

Initial

_____ Release: I understand that each minor participant must provide a signed release. If I know of a minor participant that has not, I must contact my supervisor with the name of the minor so a release can be obtained. If I am given a signed release, I must provide that to my supervisor.

_____ Criminal and sex offender background checks: I understand that EACH employee, paid or volunteer, working with the program must have successfully completed an annual criminal and sexual offender background check through Human Resources. If I have not undergone a background check, I must advise my supervisor immediately. Until a successful background check is received, I may not work with or around any minors.

_____ Supervision: I understand that every minor participant must be supervised at ALL times by program employees while that minor is participating in the program. At no time may I leave a minor participant unattended or in the care of a person that is not a program employee. I may not release a minor to anyone other than the parent/guardian without written authorization from the parent/guardian that his/her child may be released to that individual and without seeing a valid photo ID from the person designated by the parent/guardian to pick up their child.

_____ Sexual misconduct, child abuse, and neglect reporting obligations: I understand that anyone under the age of 18 is legally considered a child. If I suspect the abuse or neglect of a minor, it is **MY** duty to report it **IMMEDIATELY**. Indiana law requires a person to report suspected abuse/neglect to a state or local law enforcement agency or the **Indiana Child Abuse and Neglect Hotline 1-800-800-5556**. Similarly, Marian University requires that I notify my supervisor and Marian University Police Department (NOT MUAC Security) if I have any suspicions that a minor participant is being abused. I do not need to know for certain abuse is taking place. Reasonable cause to believe or suspect that child abuse has occurred is sufficient. **When in doubt, report it.**

_____ I understand that I may not touch a child in any place normally covered by a bathing suit unless in an urgent medical situation and then only in the presence of another program staffer of the participant's gender. I may not touch a child against his/her will or in a way that would over-stimulate him/her. Two gender appropriate program staff **MUST** be present during any period when clothes-changing is necessary; whenever possible, two program staff must be present with a child when that child is alone apart from the group. Program staff are prohibited from hitting or using other physical punishment as discipline; using abusive and derogatory language, including words commonly recognized as "cuss words"; and engaging in any behavior or conduct contrary to the mission of Marian University.

_____ I understand that these guidelines are merely a summary or supplement to the guidelines, policies, and procedures set out in the Marian University Policy and Training Guide for Protecting Minors on Campus, and I acknowledge that I have read and understand that entire document and will faithfully abide by it while employed by Marian University.

Signature of Staff Member or Volunteer

Printed Name

Date

Appendix B



Participant and Parent/Guardian Acknowledgment of Program Rules

1. Participants are to stay on campus or the program site for the entirety of the program unless program activities require otherwise. If a participant needs to leave campus or the program site for some reason, the program director must receive prior written permission from the parent or guardian.
2. Participants must attend all scheduled program-related activities. Full participation is the only way a participant can gain real value from the program. Participants may opt out of specific activities for health, safety, religious, cultural or other reasons if communicated to the program staff in advance.
3. The use of alcohol, tobacco, and/or other illegal substances is not allowed. Participants may not have with them, use, give out, or use, possess or sell alcoholic beverages, drugs, weapons, or fireworks. "Vaping" or similar activities also are prohibited.
4. Participants may not use inappropriate language (e.g., "cuss" words, negative statements about other participants). Participants must refrain from physical violence, bullying, or other aggressive behaviors. Participants should never misuse internet privileges; attempting to access unauthorized sites is not allowed.
5. Participants must obey all applicable Marian University and program rules and guidelines as well as all rules set by the program director and staff for each program activity.
6. Any participant found tampering with any fire equipment (i.e. fire extinguishers, fire alarms, smoke detectors, etc.) will be dismissed from program immediately. Participants may not interfere with any security system or tamper with locks in other areas.
7. Destruction of property and pranks are not allowed. All furniture must remain unchanged and kept in place. Any damages caused in rooms or common areas will be charged to the responsible party. Replacement cost will be charged to anyone who removes or damages University or site property.
8. Any vehicles parked on campus must have a Parking Permit. Parking permits will be issued during on-site registration, and clear instructions will be given as to where parking is authorized. It will be the responsibility of the participant or his/her parent or guardian to secure a permit, properly place the permit in the vehicle and park the vehicle in an authorized space. Neither Marian University, nor the program staff, will be responsible for damage to vehicles or for any parking tickets, fines, or towing charges that result from violations. Parking permits are not required to pick up or drop off program participants.
9. Valuables, including jewelry, iPods, cell phones, radios, cd players, etc., may be brought to the program, but only at a participant's own risk. Participants should leave excess money and valuables at home. Neither Marian University, nor the program staff, is responsible for lost or stolen items.
10. MEDICAL: In cases where medical attention is necessary, parents will be contacted for approval when possible. Marian University requires completion of a medical release form signed by the parent or guardian in order that we may react responsibly in an emergency situation.

Your signature below verifies that you have read and/or understand the program rules and guidelines set forth above and that you agree to abide by them.

Participant Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Appendix C



PROGRAM RELEASE FORM

Please read and understand this document before initialing and/or signing. Marian University wants to ensure that program participants have a rewarding experience. Marian University staff wish to inform participants and their parent(s) or legal guardian(s) that program activities are not risk free. The same elements that contribute to the unique character and fun of program activities such as physical exertion can cause loss or damage to equipment, injury, illness, or in very extreme cases, permanent injury or death. Each program is different and poses a different level of risk to each participant. If you are concerned about the risk posed by a particular program to your child, please contact the program director. The intent of this warning is not to heighten or reduce enthusiasm for the experience, but it is important that participants and their parent(s) or legal guardian(s) know, in advance, what to expect and to be informed of the potential risks. It is required that the parent or legal guardian read, sign and return this document. This document is required on an annual basis for participation in Marian University programs.

ACKNOWLEDGEMENT OF RISK

_____ I (we) acknowledge that all physical activities present certain inherent risks and hazards, including but not limited to temporary or permanent muscle soreness, sprains, strains, cuts, abrasions, bruises, ligament and/or cartilage damage, head, neck or spinal injuries, broken bones, paralysis or even in extreme cases, death. I (we) also recognize that there are both foreseeable and unforeseeable risks of injury or death that may occur as a result of my minor child's participation in the programs, facilities and equipment that cannot be specifically listed.

CONTRACT, WAIVER, RELEASE & INDEMNIFICATION

_____ I am aware that a minor (name) _____ under my legal custody desires to participate in the _____ program sponsored by Marian University, and I certify that s/he is fully capable of participating.

_____ I state that I have read the above statement on some of the possible risks involved in my child's participation in this program and therefore assume full responsibility for myself and my minor, for any bodily injury, death and loss of personal property and any expenses as a result of my negligence, negligence of my minor or family, negligence of other participants or third parties.

_____ I understand that Marian University reserves the right to refuse any person it judges to be incapable of meeting the rigors and requirements of participating in the program. I affirm that there are no health-related reasons or problems which preclude or restrict my minor's participation in program activities, and s/he has adequate health insurance necessary to provide for and pay any medical costs that may be attendant as a result of injury to my minor child(ren).

_____ I agree to indemnify, release, waive, forever discharge and covenant not to sue Marian University and its governing board, officers, agents, employees, any students acting as employees, and volunteers ("Releasees") from and against any and all liability for any harm, injury, damages, claims, demands, actions, causes of action, costs, and expenses of any nature that may be sustained by my minor or by any property belonging to her/him. This includes transportation to or from the program activities, or any supplemental travel being conducted in conjunction with the program. It is my expressed intent that this release and hold harmless agreement shall bind my minor, myself, the members of my family and spouse, if I am alive, and my estate, family, heirs, administrators, personal representatives, or assigns, if I am deceased, and shall be deemed as a "Release, Waiver, Discharge, and Covenant Not to Sue" the Releasees.

_____ As liquidated damages, I hereby agree that if Marian University is forced to defend any action, lawsuit or litigation by myself, my executors, or my heirs, on my family's or my behalf, my heirs or executors and I agree to pay Marian University's costs and attorney fees if they successfully defend such action, lawsuits or litigation.

_____ I hereby give Releasees permission for transportation to any medical facility or hospital and I authorize for any qualified guide or medical personnel to render necessary emergency medical care for my minor. I understand and agree that Releasees assume no responsibility for any injury or damage which might arise out of or in connection with such authorized emergency medical treatment.

_____ In signing this Release, I acknowledge and represent that I have carefully read this agreement and understand its contents and that I sign this document on my own free act and deed. I further state that I am at least eighteen (18) years of age and fully competent to sign this Agreement; and that I execute this release for full, adequate and complete consideration fully intending to be bound by the same.

_____ I also agree that this Release shall be construed in accordance with the laws of the State of Indiana and agree to the site of any lawsuit and the law governing any such lawsuit shall be Indiana and governed by Indiana state law. Should any part of this Release be declared unenforceable by a court of competent jurisdiction, the remaining parts or paragraphs shall remain in full force and effect. A copy of this Release can be used as if it was an original.

_____ I authorize and release Marian University for the use of my minor's photograph or video recording for any purposes within the scope of the program. I consent to the taking and use of any slides, photographs (including but not limited to digital, video and/or interview) of my child during the program for advertising, promotion, publicity and any other lawful purpose by Marian University now and in the future, whether that use be known to me or unknown, for the purpose of illustration or publication in any form. I understand that the scope of this waiver DOES NOT include any uses contrary to law. I waive any right to inspect or approve the photographs or electronic matter and waive any right to royalties or other compensation arising from or related to the use of the photographs.

_____ I understand that Marian University reserves the right to dismiss any participant whose behavior is disruptive to the program. Disruptive behavior is described but not limited to conduct that prevents the execution of activities or endangers program participants and/or staff. I further understand that the failure of the parent/guardian or the participant to abide by the rules and regulations will result in immediate dismissal from program without a refund.

THIS IS A RELEASE OF LEGAL RIGHTS. READ AND BE CERTAIN YOU UNDERSTAND IT BEFORE SIGNING:

I, (guardian) of my own free will, for my family, minor children, heirs, executors and myself, have read, understand and acknowledge the risks and liability for myself and my family this _____ day of _____ 20 _____.

This form must be signed by a parent or guardian before a child can participate.

(Print) Parent or Guardian

Signature

Appendix D



PROGRAM MEDICAL RELEASE FORM

Complete and return **before** your child's program begins. One form per child is required to participate in program.

The information on this form is not part of the acceptance process but is gathered to assist us in identifying appropriate care. Provide complete information so that the staff can be aware of your child's needs. Any changes to this form should be submitted to program personnel upon participant's arrival in program. The information provided on this form will be kept confidential and used only to provide appropriate care to a program participant.

Participant's First Name _____ Last Name _____

Birth date _____ Grade Entering _____ Male _____ Female _____

Address _____

City _____ State _____ Zip Code _____

Parent/Guardian First Name _____ Last Name _____

Address _____ Cell # _____

(If different from above)

Email _____ Home # _____

Parent/Guardian/Emergency contact First Name _____ Last Name _____

Address _____ Cell # _____

(If different from above)

Email _____ Home # _____

Emergency contact First Name _____ Last Name _____

Address _____ Cell # _____

(If different from above)

Relationship _____ Home # _____

Special needs– List any which the staff should be aware of (medical, emotional, learning)

Allergies- Include medication, food and others (insect stings, hay fever, asthma, animal dander, etc.); List all known; Describe reaction and management of the reaction.

Restrictions (The following restrictions apply to this individual). _____ Kosher _____ Vegetarian

Does not eat: _____ Meat _____ Pork _____ Dairy products _____ Wheat _____ Peanuts _____ Eggs _____ Other _____

Explain any restrictions to activity (e.g., what cannot be done, what adaptations or limitations are necessary)

Medications

Please list ALL medications (including over-the counter or nonprescription drugs) taken routinely. Bring enough medication to last the entire program. Keep it in the original packaging/bottle that identifies the prescribing physician (if a prescription drug), the name of the medication, the dosage, and the frequency of administration.

_____ This person **takes NO medications** on a routine basis. OR This person **takes medications** as follows:

Med #1 _____ Dosage _____ Specific times taken each day _____

Reason for taking _____

Med #2 _____ Dosage _____ Specific times taken each day _____

Reason for taking _____

(Attach additional pages for more medications.)

Identify any medications taken during the school year that participant does/may not take during the summer:

Health History (Explain “yes” answers below)

Has/does the participant: **Yes/ No**

- | | |
|--|---|
| 1.Had any recent injury, illness or infectious disease? Y / N | 12.Ever had seizures?..... Y / N |
| 2.Have a chronic or recurring illness/condition?..... Y / N | 13.Ever had chest pain during or after exercise?..... Y / N |
| 3.Ever been hospitalized?..... Y / N | 14.Ever had high blood pressure? Y / N |
| 4.Ever had surgery?..... Y / N | 15.Ever been diagnosed with a heart murmur?..... Y / N |
| 5.Have frequent headaches?..... Y / N | 16.Ever had back problems?..... Y / N |
| 6.Ever had a head injury?..... Y / N | 17.Ever had problems with joints (e.g., knees, ankles)?..... Y / N |
| 7.Ever been knocked unconscious?..... Y / N | 18.Have an orthodontic appliance being brought to program Y / N |
| 8.Wear glasses, contacts or protective eye wear?..... Y / N | 19.Have and skin problems (e.g., itching, rash, acne)?..... Y / N |
| 9.Ever had frequent ear infections?..... Y / N | 20.Have diabetes?..... Y / N |
| 10.Ever passed out during or after exercise?..... Y / N | 21.Have asthma?..... Y / N |
| 11.Ever been dizzy during or after exercise? Y / N | 22. Had mononucleosis in the past 12 months? Y / N |

Please explain “yes” answers, noting the number of questions _____

Which of the following has the participant had?

_____ Measles _____ Chicken pox _____ German measles _____ Mumps _____ Hepatitis A _____ Hepatitis B _____ Hepatitis C

Immunization dates

Vaccine	Month/Year	Month/Year	Month/Year	Month/Year	Month/Year	Month/Year
DTP						
TD (Tetanus/Diphtheria)						

Tetanus						
Polio						
MMR						
or Measles						
or Mumps						
or Rubella						
Haemophilus influenza B						
Hepatitis B						
Varicella (Chicken pox)						

TB Mantoux Test Date of last test: _____ Result: _____ Positive _____ Negative

Participant's physician _____ Phone _____

Address _____

Participant's dentist/orthodontist _____ Phone _____

Address _____

Parent/Guardian Authorizations: This health history and any attached forms are correct and complete as far as I know, and the person herein described has permission to engage in all program activities except as noted.

I hereby give permission to Marian University, Indianapolis, to provide routine health care, administer prescribed medications, and seek emergency medical treatment including ordering x-rays or routine tests. I agree to the release of any records necessary for insurance purposes. I give permission to the staff to arrange necessary related transportation for me/my child. In the event I cannot be reached in an emergency. I hereby give permission to the physician selected by the staff to secure and administer treatment, including hospitalization, for the participant named above. This completed form may be photocopied.

Signature of parent or guardian

Printed Name

Date