

## College Procedure: 500.7 – Minor Children on Campus

Policy Reference: 500 – Student Conduct and Expectations  
Responsible Department: Student Services  
Approval Authority: Cabinet  
Procedure Owner: Vice President, Student Services  
Effective Date: 04/11/2014

Version Number: 2  
Legal Counsel Reviewed (yes/no): No  
Scope: College-wide

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### Reason for Procedure

Kirkwood Community College is a diverse environment of classrooms, offices, laboratories, recreation and other common areas. Visitors to campus are welcome and encouraged. However, the College has an obligation to its students, faculty, staff and visitors to conduct its operations and maintain its facilities in a manner consistent with its mission as an institution of higher education. Appropriate precautions and limitations on visitations are necessary to protect health and safety and to maintain productivity and regulatory compliance. There may be occasions when brief visits by minor children of students may be necessary. Kirkwood assumes no responsibility or liability for children, or for any accidents or injuries to children.

### The Procedure

#### Filler Student Guidelines

Children may visit certain College offices and facilities for limited periods of time when their parent or guardian is conducting routine business at the College. However, regular repeated visits by children are not permitted. Under no circumstances are children permitted in:

- Labs, shops, construction/repair sites, other areas where potential hazards exist or recreation facilities, unless those facilities are being used for activities intended to include children (e.g. family hours, sports camps, etc.).
- Testing centers.
- Computer classrooms.
- Classrooms: except when the child's presence is necessary for classroom activities.
- A child should never be left unattended while the parent or guardian is attending class, conducting other business or attending a public event on campus.

- Line of sight supervision by the parent or guardian is required at all times; should a child become disruptive, the student and child may be asked to leave.

### Visitor Guidelines

The following guidelines apply to bringing children to the campus by visitors:

- Line of sight supervision by the parent or guardian is required at all times.
- Parent or guardian must assure that children are not disruptive.
- Parent or guardian must not leave children unattended while on campus, including athletic or other Kirkwood activities.

### Definitions

**Child:** ANY YOUTH UNDER THE AGE OF 18 WHO IS NOT OFFICIALLY REGISTERED IN A KIRKWOOD COMMUNITY COLLEGE CLASS.

### Revision Log

*Table 1 Revision Log*

Version Number	Date Approved	Approved by	Description of Change
1	04/11/2014	Jon Buse, Vice President, Student Services	New procedure
2	10/01/2019	Cabinet	Procedure template