



INDIANA STATE UNIVERSITY

PARENT GUIDEBOOK

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INTRODUCTION TO THE YOUTH PROGRAMS ON CAMPUS

Introduction

The mission of Indiana State University is to carry out higher education instructional and research programs in service to the Terre Haute region, the state of Indiana, and the nation. Summer Youth Programs support this mission by preparing young people to engage in and take full advantage of these opportunities when they reach college age. Every moment they use the University's facilities, interact with university, student and non-student camp staff, and discuss their experiences with the friends they make is an opportunity to become convinced that Indiana State University is in their future. Summer programs, whether offered by the ISU or by client organizations using ISU facilities, should be utilized to maximize this benefit.

The day camp program focuses on the child's social, physical and cognitive development as we offer hands-on experiences that build each child's skills according to their age and ability. Our children grow through play, activities and interaction!

Definitions

Affiliated Workers: Individuals who work for the University outside of traditional employment. Some university affiliate positions are paid, and others are unpaid volunteers. Some may have an affiliated worker position in addition to another position at the University. They may be individuals who need access to university services such as the ID center or parking privileges.

Camper: A minor (under age 18) who is attending a campus program for minors (program or programs) on university premises or attending a program sponsored by the University. This definition does not include university students who are under the age of 18.

Campus Program for Minors (Program or Programs): Any program or camp held on university premises that offers recreational, athletic, religious, or educational activities to minors, or one that is University-sponsored. This excludes programs for university-enrolled students under the age of 18.

Camp Director: The university college, school, unit, or department employee who owns, operates, or supervises a campus program for minors (program or programs), regardless of profit.

Designated Individual(s): Any person involved in a campus program for minors (program or programs), who has contact with a minor. This includes programs held on campus or one which is sponsored by the University. Examples of designated individuals include but are not limited to faculty, staff, student workers, volunteers (affiliated workers), and contracted employees.

Minor: an individual under the age of 18. For purposes of this policy, this definition does not include university-enrolled students under the age of 18.

Unsupervised Access: Means either of these situations which are prohibited:

- an individual has access to a minor and there is no other designated individual present
- or, a designated individual is alone with a minor.

HOW WE PROTECT MINORS

Staff Hiring

Any University employee, student, parent/legal guardian, independent contractor, or other volunteer who will serve as a designated individual in any University-sponsored program, must first meet the following requirements.

Camp directors must ensure all designated individuals who will work with campers during the program undergo a criminal background check conducted each year of the program. The check must be conducted and successfully cleared before the start of the program. The program will use the following sources in conducting a background check:

- Criminal background check – Secure or Public Site
- Sex offender registration check
- An appropriate out-of-state check

Criminal background checks are required for all University personnel-volunteers, staff, and faculty-that are associated with the University and sponsored programs that include youth programming. Criminal background checks are required for staff with both direct and indirect responsibility for supervision of youth on campus.

Staff members and volunteers with a criminal record of sexually based offenses or crimes against children are prohibited from participation in programs that involve minors. Staff members and volunteers with a criminal record of Level 1,2, or 3 felony (or Class A, B, or C felony under a previous Indiana code) in the past 10 years are also prohibited from participation. If the criminal background check includes other offenses or felony convictions older than 10 years, the program will consult with Human Resources to determine if those offenses should preclude participation.

In addition to criminal background checks, staff members and designated individuals must complete the required Indiana State University training prior to beginning work with minor children. The Office of Risk Management has selected a third-party vendor's on-line training program for staff members and volunteers to complete. Completed training is valid for a period of two years. After that time, the training program must be completed again. Departments and programs may require addition training.

If these requirements are not met, the designated individuals cannot work in the program.

Designated Individual Orientation

Before the start of the program, each designated individual must attend an orientation. Orientation includes, but is not limited to, program-specific information, camper safety, signs of abuse and neglect, policies and procedures of the Youth Protection Program, mandatory reporting requirements, program rules, university policies, and safety protocols and procedures.

Prohibited Conduct

Designated individuals must not engage in behaviors that could cause harm or be misconstrued as possibly causing harm. The Youth Protection Program observes a 2:1 rule, which is two (2) designated individuals to every one (1) minor or two (2) minors to every one (1) designated individual. Designated individuals are not allowed to be alone with a minor outside the presence of others. Other prohibited conduct for designated individuals includes, but is not limited to:

- No one-on-one contact with minors is permitted outside the presence of others.
- Do not meet with minors outside of established times for program activities.
- Do not touch minors in a manner that a reasonable person could interpret as inappropriate.
- Do not engage in any abusive conduct of any kind toward, or in the presence of, a minor, including but not limited to verbal abuse, striking, hitting, punching, poking, spanking, or restraining.
- Do not shower, bathe, or undress with or in the presence of minors.
- Do not use, possess, or be under the influence of alcohol or illegal drugs while working a campus program for minors.
- Do not be alone in a vehicle with a minor at any time.
- Do not have direct electronic contact with minors without another designated individual included in the communication.
- Do not make sexual materials in any form available to minors participating in programs or activities, or assist them in any way in gaining access to such materials.

<i>Appropriate Physical Interactions*</i>	<i>Inappropriate Physical Interactions</i>
<ul style="list-style-type: none"> • Side hugs • Shoulder-to-shoulder hugs • Pats on the shoulder or back • Handshakes • High-fives and hand slapping • Verbal praise • Pats on the head (when culturally appropriate) • Holding hands (with young children in escorting situations) 	<ul style="list-style-type: none"> • Full-frontal hugs • Kisses • Lap sitting • Wrestling • Piggyback rides • Tickling • Allowing a youth to cling to a designated individual's leg • Massaging of any kind given by or to a youth • Compliments relating to physique or body development • Touching bottom, chest, or genital areas

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<i>Appropriate Verbal Interactions*</i>	<i>Inappropriate Verbal Interactions</i>
<ul style="list-style-type: none"> • Positive reinforcement • Appropriate jokes • Encouragement • Praise 	<ul style="list-style-type: none"> • Name calling • Discussing sexual encounters • Secrets • Cursing • Off-color or sexual jokes • Shaming • Belittling • Derogatory remarks • Harsh Language that may frighten, threaten or humiliate youths • Derogatory remarks about the youth or his/her family

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Supervision

Campers are supervised at all times, and there is no unsupervised free time. Each program must establish a plan for adequate supervision in light of the number and average age of campers, the program activity, and whether overnight accommodations are involved. The supervision plan must specify the person responsible for all designated individuals serving in the program and the proposed ratio of campers to designated individuals. All programs must have rules for visitors, and overnight programs must specify curfews adequate to the camper's age.

Camp directors and designated individuals must be alert to the physical and emotional state of all children and indicate, verbally or in writing, any sign of injury or suspected child abuse.

Each program must have a minimum designated individual to camper ratio of the following:

Camper Age	Number Staff	Overnight Campers	Day-only Campers
5 years and younger	1	5	6
6-8 years	1	6	8
9-14 years	1	8	10
15-18 years	1	10	12

Bullying

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. Minors attending camp are susceptible to potential bullying situations. To prevent and target bullying tactics, designated individuals and camp directors must create a positive and caring environment.

All camp directors and designated individuals are trained in our camper behavior management and anti-bullying policy. If a behavior does arise that causes a disturbance, it is remedied immediately. The Youth Protection Program has **zero-tolerance** for bullying.

Please reiterate the following to your child(ren):

- If a bully bothers you, ask a camp director or designated individual for help.
- Report bullying when you see and hear about it. Telling is not tattling.

Peer-to-Peer Abuse

Peer-to-peer abuse occurs when a child or youth (minor) is abused by another child/ren/youth (minor). The victim and the perpetrator can be of the same sex, different sex, same age, or differing ages. Peer-to-peer abuse includes but is not limited to physical abuse, sexual abuse, emotional/verbal harm, sexual harassment, sexting, intimate partner violence, and in-person bullying or cyberbullying.

The Youth Protection Program's camper to designated individual ratio requirements, the use of engaged and zone supervision, adherence to the social media policy, the use of Remind 101, a monitored two-way communication platform, and adherence to the 'no unsupervised free time' policy helps combat the risk for peer-to-peer abuse. Camp Directors and designated individuals are expected to communicate to campers the appropriate physical and verbal interactions allowed during the program.

Social Media Policy

Designated individuals must set their social media accounts to private for the duration of the program. Personal emails, text messages, phone calls, and private social media communications with campers are not allowed.

Post Camp Communication

After the program has ended, minors may want to connect with designated individuals via their personal social media accounts. It is the policy of the Youth Protection Program that minors do not communicate with camp directors and designated individuals after the program has concluded. If a minor wants to stay in touch, please have them direct their communication to the program or its social media accounts.

This communication includes but is not limited to email, text messaging, telephone, and personal social media accounts. Designated individuals cannot "friend," "follow," etc., campers on social networking sites or communicate via internet chat rooms; they cannot send personal emails or text messages or share personal or intimate information with minors. If you believe a camp director or designated individual has contacted your child through any of these mediums, please contact the Youth Programs/Community School of the Arst Office immediately at **812-237-2528**.

Alcohol, Substance Abuse and Tobacco Policy

The University is committed to being a drug-free campus. Campers suspected of possessing, selling, or distributing drugs will be reported to the Indiana State University Police Department (ISUPD) and dismissed from the program.

The University prohibits the use of all forms of tobacco products on the university campus. In order to adhere to university policy, campers must refrain from using tobacco during the program session.

- Campers may not possess or use alcohol or drugs on or around the University- owned/leased property.
- Campers may not return to the university campus intoxicated or under the influence of drugs.
- The Youth Protection Program has **zero-tolerance** for drugs and alcohol.

Harassment and Discrimination Policy

In order to have a productive and caring environment, any form of harassment is prohibited. The following types of harassment are prohibited, including, but not limited to, harassment of a sexual, religious, racial, or ethnic nature or retaliation against someone who has made a complaint of harassment. All campers are expected to maintain an environment free from unlawful discrimination and harassment. The Youth Protection Program has **zero-tolerance** for harassment and discrimination.

If you or your child believe you have been subjected to harassment of any kind, you are encouraged to report it to the camp director or the Youth Protection Program director. The camp director must report an allegation of sexual harassment to the associate vice president and Title IX coordinator or designee.

Reporting Requirements

A mandated reporter is an individual who is obligated by law to report reasonable suspicions of abuse. Indiana law requires anyone with knowledge of suspected child abuse or neglect must report it immediately to the appropriate authorities. This mandatory reporting requirement applies to all camp directors and designated individuals.

If a camp director or designated individual suspects a child is being abused or neglected, they are required to report it to the Department of Family and Child Services (DCS). The University's policy prohibits retaliation against good faith reporting of suspected abuse or neglect.

In addition to notifying DCS and law enforcement, the University also requires that camp directors and designated individuals report any suspected abuse or neglect of minors on university property to the associate vice president and Title IX coordinator.

Procedures for the Release of Children

The parent or legal guardian who registers the child in the program will be considered the primary parent and will be whom the program will communicate with concerning the child and authorizations. If a parent or legal guardian is not listed on the minor's registration, they will need to provide court documentation that will prove the validity of the relationship.

CAMPER REQUIREMENTS

Required Forms

The following forms are required before participating in a program at Indiana State University. Parents/legal guardians must sign all forms. Signatures may be obtained in DocuSign.

- Consent for Treatment/Immunizations of a Minor
- Authorized Pickup Consent Form
- Transportation Form (as needed)
- Photo and Media Release

If your camper has any special medical need that requires additional training and or staff supervision, please inform the Camp Director before the start of the program to discuss further options. Additionally, the information can be added to the Consent for Treatment/Immunizations of a Minor form. Within the first 24 hours of a camper's arrival, the program staff will review the medical information for each camp and advise appropriate designated individuals of any special medical needs.

Medication Requirements

Parents/Guardians must complete, sign, and submit the Consent for Treatment/Immunization of a Minor form detailing the medication name(s), time(s) to be dispensed, and dosage(s) for the program staff to dispense any medications. The program staff will only dispense medications, prescription or non-prescription, in accordance with the label directions.

Prescription medications must be in the original containers labeled with the camper's name, date, directions, and the physician's name. Non-prescription medications are labeled with the camper's name and the date the medication was brought to the program. Non-prescription medication must be in the original container. It is the parent's responsibility to pick up all medication at the end of the program. Any medication left after the last day of the program will be discarded. Expired medication will be sent home, and parents will be notified to provide a replacement.

Wellness Policy

Your child's health is important to us. However, certain symptoms in children may suggest the presence of a contagious illness. Keeping your child(ren) at home when sick will reduce the spread of the illness to other children participating in the program.

- Children exhibiting symptoms of a contagious illness should stay home and are not allowed to attend programming.
- Children exhibiting contagious illness symptoms while attending a program must be picked up immediately. If your child(ren) is from out of state, you must make arrangements with the program to pick them up as soon as possible.

ADA Accommodations

Please notify the camp director of any modifications/adaptations that may be required to accommodate a disability-related need before the campers' arrival.

University Contacts

<i>Contact</i>	<i>Phone</i>	<i>Email</i>
Cynthia Phillips-Sabla Youth Programs on Campus, Director Community School of the Arts, Director Office Hours: 8:00am – 4:30pm EST	812-237-2528	ISU-CSA@indstate.edu
Indiana State University Police	812-237-5555	

