

POLICY TITLE: CHILDREN ON CAMPUS POLICY

I. Purpose

This policy is intended to provide a friendly and safe campus while maintaining a learning environment for LCC students and a disruption free workplace for our employees.

II. Scope

This policy applies to all College employees.

III. General

1. Employees will not bring any child with them when scheduled to work. Employees are not to ask others to take responsibility for their child while on campus. The employee's supervisor, in order to meet an emergency situation can approve a temporary exception to this policy. Exceptions are also made for LCC-sponsored events or classes that specifically suggest bringing a child. However, under no circumstances are children on campus to be left unattended at any time. Employees are not to take responsibility for another employee's child in the workplace.
2. During non-work hours, a parent or guardian must accompany children under the age of 16 while on campus. Exceptions are made only when the parent or guardian has signed a written release of responsibility.
3. If a child becomes disruptive the situation will be handled by the standard procedure used for any disruptive behavior. Parents or guardians should realize that this procedure might include being restrained and/or detained by LCC Police & Public Safety.
4. The learning environment of classrooms and labs will be free of distractions for students. Children must remain out of these areas. The employee's supervisor in order to meet an emergency situation can approve a temporary exception to this policy.
5. To prevent injury to children and to protect equipment from damage, children are not allowed in labs and classrooms where there is equipment and/or supplies that might prove dangerous. Children enrolled in LCC classes requiring these facilities will need to provide a signed release form from their parent or guardian.

IV. Responsibility

The College's Executive Director of Human Resources is responsible for the oversight of this policy.