

I. GENERAL OVERVIEW AND REQUIREMENTS

A.

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

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.

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-

“Sexual abuse” is defined by The Federal Child Abuse Prevention and Treatment Act (CAPTA), (42 U.S.C.A.

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

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 al

Appendix C

PROGRAM RELEASE FORM

Please read and understand this document before initialing and/or signing. Marian University wants to ensure that program

_____ 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 att

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