	Developed	9/1/1997, 12AM EST	Owner	Milford Muskett: VP Academic Affairs
HASKELL INDIAN NATIONS UNIVERSITY	Last Approved	N/A	Policy Area	Division of Academics
	Effective	N/A		
	Next Review	N/A		

Children in Classrooms, Library, and Computer Laboratories

Purpose

To ensure public safety;

To protect students and the University from liability;

To minimize distractions in the classroom.

Policy

This policy provides the University's position on and guidance for determining the circumstances in which it is appropriate for children to be in University classrooms, the library, and computer laboratories, and the conditions that apply.

Scope and Definitions

This policy applies to all faculty, students, and potential guests in the classroom, library, and, computer laboratories.

Children are defined as minors under the age of eighteen.

This policy applies to lectures, seminars, field work, library, and computer laboratories. Children are not allowed in science and art laboratories.

This policy only covers classrooms, library, and computer laboratories. Students can only bring children into the classroom of whom they are the parent/guardian.

Students may not bring children they are "babysitting" to the classroom.

Reasonable consideration will be given to requests from students to bring their children into the classroom on an occasional and short-term basis. Bringing a child/children to class should not be

considered an alternative to other child-care arrangements.

Parents and guardians will maintain ultimate responsibility for the safety of their children and are required to have continued supervision of their children at all times when they are in the classroom and on campus.

Children are not allowed in the classroom:

    A. where the University has concerns related to health and safety, of either the child/children or of others, e.g. children with a contagious illness must not be brought to campus, and

    B. in areas such as but not limited to laboratories and practicum rooms, laboratory preparation or equipment rooms, rooms with machinery, workshops, and art studios.

In addition, children are not allowed to:

    A. enter a class or workspace where their presence may disrupt the learning of other students, or the work of staff, or

    B. attend a formal examination.

The Instructor can request that a child/children be removed from the classroom where there is a concern related to health and safety of a child or the child poses a risk to others, or where the child/children is causing disruption to learning. The parent/guardian must comply with such requests.

Children are not permitted to use any University equipment including University IT systems.

Parents and guardians are permitted to take children into the Library, selected computer laboratories, or any other non-teaching area subject to any particular safety, security or other regulations or practices which may apply to the specific area.

Parents and guardians are encouraged to take their children only to the computer laboratories at the library or in the academic (non-residential) buildings.

Parents and guardians should be aware that the University deals with adult concepts in classes, and they should consider this when bringing a child/children onto University premises. It is the parent's or guardian's responsibility to remove the child if they have concerns.

Procedure

Children of Students in Class

This policy is intended to deal with occasional needs and permission should be requested on a class-by-class basis.

Students must obtain permission as soon as possible from the relevant instructor prior to bringing a child/children to each class. Where permission is granted but other students have concerns, they should raise them with the instructor, who may reconsider their decision.

If the child/children cause disruption to the class the instructor may request the child to be removed.

Often the need to bring a child/children to class occurs at short notice and an instructor may be asked for permission to do so only minutes before a class is scheduled. Alternatively, it may be difficult to contact an instructor in order to seek permission before attending. Instructors should still be sympathetic to these situations.

Where the class involves a field trip, and the instructor permits the child/children to attend, a risk assessment should also be completed and approved by the instructor's Dean. It may not be possible for an instructor to give permission to a child/children to attend a field trip if the permission is sought at short notice because of the requirement to undertake a risk assessment.

If permission is refused, and the student cannot attend the class, the instructor should discuss or make arrangements to discuss with the student an alternative method of receiving the information that the student may miss by not attending that day, e.g. referring the student to Blackboard.

Permission may be given by instructor(s) of record either verbally or in writing. Instructors will maintain a record of requests, approvals, and disapprovals each semester.

Neither the instructor nor the University accepts liability for the actions of the child/children while in the classroom even if permission has been granted. The parent or guardian assume all such liability and responsibility.

Children in the Library and Computer Laboratory

Any approval granted under this part will be on the basis that any children on University premises must be adequately supervised during that time.

The Library staff can request that a child/children be removed from the library where there is a concern related to health and safety of a child or the child poses a risk to others, or where the child/children is causing disruption to learning. The parent/guardian must comply with such requests.

A Haskell employee can request that a child/children be removed from the computer laboratory where there is a concern related to health and safety of a child or the child poses a risk to others, or where the child/children is causing disruption to learning. The parent/guardian must comply with such requests.

The University does not accept liability for the actions of the child/children while in the library or computer laboratories even if permission has been granted. The parent or guardian assume all such liability and responsibility.

Sanctions and Notifications

All instructors will include a "Children in the Classroom" section in each of their syllabi.

Appeals and Deadlines

Not Applicable

Record-Keeping Authority and Designation

Instructors will maintain a record of requests, approvals, and disapprovals of children in the classroom each semester.

Vetting Process and Final Approval

A. Faculty Senate - Academic Standards Committee

B. Vice-President for Academics and Academic Deans

C. Center for Institutional Effectiveness (quality assurance)

D. President's Executive Council

E. President

Approval Signatures

Step Description	Approver	Date
President's Executive Cabinet: review and approve vetted draft	Julia Goodfox	Pending
Faculty Senate: Academic Standards Committee.	Gabe Begaye: Professor, Mathematics	5/9/2024, 1:45PM EDT
VPA initiates new or revises existing policy in policystat	Rhonda LeValdo: Interim Vice-President of Academics	5/8/2024, 4:47PM EDT