

**PRAIRIE VIEW A&M UNIVERSITY  
UNIVERSITY RULE**



**24.01.06.P1 Programs for Minors**

Approved September 20, 2016

Next Scheduled Review: September 2021

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**Rule Statement**

This Rule establishes guidelines and standards for programs for minors, as defined in System Regulation [24.01.06 Programs for Minors](#), that are sponsored and operated by Prairie View A&M University (PVAMU) and third-party programs using PVAMU facilities.

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**Reason for Rule**

This Rule complies with requirements of System Regulation [24.01.06 Programs for Minors](#).

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**Official Procedures and Responsibilities**

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**1. GENERAL**

- 1.1 All programs for minors held on PVAMU property or utilizing the University's name or resources, in any way, must operate under the administrative auspices and authority of a University department, college, or recognized University organization.
- 1.2 For purposes of this Rule, "university sponsored" shall be understood to mean the operation of a program for minors using the name, staff, affiliation, facilities, or other resources of PVAMU.
  - 1.2.1 For guidance regarding programs for minors that do not meet the System Regulation definition, please refer to University Administrative Procedure (UAP) [24.01.06.P0.01 Programs for Minors](#).
- 1.3 For purposes of this Rule, references to a program for minors shall be construed to include third party camps and programs where minors may be involved.
- 1.4 All programs for minors must be reviewed and approved by the Office of Academic Affairs annually. Information about the application process and the necessary forms will be obtained from the Office of Academic Affairs or on the PVAMU website under Programs for Minors.
- 1.5 University Administrative Procedure (UAP) [24.01.06.P0.01 Programs for Minors](#) provides guidance on the following requirements of System Regulation [24.01.06 Programs for Minors](#):

- 1.5.1 Prohibition of communication, including by social media, between minors and counselors outside of official communications of the program for minors;
- 1.5.2 Procedures on the distribution and security of medicine;
- 1.5.3 Procedures on the retention of private personal health information;
- 1.5.4 Risk assessment procedure to review and mitigate risks associated with the operation of the program for minors;
- 1.5.5 Job description references for directors/counselors involved in the operation of the program for minors (including a documented minor/counselor ratio);
- 1.5.6 Appointment of a dedicated program director;
- 1.5.7 Provision for making reasonable accommodations for minors with special needs;
- 1.5.8 Requirement for the completion of a Waiver, Indemnification and Medical Release Form for each participant; and,
- 1.5.9 Requirement to purchase general liability and accident medical coverage through The Texas A&M System Risk Management insurance program or validation that insurance provided by third-party programs is equivalent in limits and coverage to the System program.

## **2. REPORTING NEGLECT OR ABUSE**

- 2.1 Any person having cause to believe that a minor's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report to the University Police Department who will in turn notify Child Protective Services and other law enforcement agencies as appropriate. This legal requirement will be communicated to all individuals participating in the management/supervision of a program for minors and to all employees and volunteers of third-party programs for minors utilizing PVAMU owned or controlled property/facilities.

## **3. TRAINING AND EXAMINATION PROGRAM ON WARNING SIGNS OF SEXUAL ABUSE AND CHILD MOLESTATION**

- 3.1 The director over a program for minors will certify with the Office of Academic Affairs that all individuals hired or assigned to employee or volunteer positions involving contact with minors have successfully completed a training and examination program on sexual abuse and child molestation meeting the criteria outlined in Section 4 of System Regulation [24.01.06 Programs for Minors](#).

## **4. CRIMINAL CONVICTION AND SEX OFFENDER BACKGROUND CHECKS**

- 4.1 In accordance with Section 5 of System Regulation [24.01.06 Programs for Minors](#), annually, **both** a criminal conviction **and** sex offender background check will be

conducted on all individuals hired or assigned to employee or volunteer positions involving contact with minors at a program for minors.

- 4.2 The Office of Human Resources (OHR) has been designated and given authority to review and approve/disapprove the employment or assignment of an employee or volunteer to a program for minors based on the results of the required criminal conviction and sex offender background check for the potential employee or volunteer. The OHR may seek the assistance of the University Police Department to provide additional review of returned background check(s), based on the merits of the case(s). The OHR will comply with all requirements of Section 5 of System Regulation [24.01.06 Programs for Minors](#) in making its determination.
- 4.3 The director over a program for minors is responsible for ensuring that a background screening is completed on each program for minors' employee or volunteer prior to the start of employment or volunteer service.

## **5. Records Retention**

- 5.1 A copy of the Program for Minors participant roster and employee/volunteer roster, including name and contact information, must be maintained for two years.

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## **Related Statutes, Policies, Regulations and Rules**

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[Tex. Edu. Code § 51.976](#)

[Tex. Fam. Code Ch. 261, Subchs. A and B](#)

[DSHS Approved Training and Education Programs](#)

[System Regulation 24.01.06 Programs for Minors](#)

[UAP 24.01.06.P0.01 Programs for Minors](#)

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## **Definitions**

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Unless stated otherwise, all terms used in this Rule shall have the meaning assigned by System Regulation [24.01.06](#).

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## **Contact Office**

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Office for Academic Affairs 936-261-2175

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