



Minors Involved in University-Sponsored Programs, Programs Held at the University, and/or Housed in University Facilities

Minors on Campus Policy

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Policy Updates:

Policy Purpose: To provide for appropriate supervision of minors who are involved in University-sponsored programs, programs held at the University, and/or programs housed in University facilities with the exception of the Macey Family Children's Center which has its own rules for the supervision of minors. This policy also does not apply to general public events where parents/guardians are invited/expected to provide supervision of minors, or to events where parents/guardians are explicitly required to accompany their children.

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I. Policy Statement

Although the New Mexico Institute of Mining and Technology is committed to the safety of all members of its community, the University has particular concern for potentially vulnerable populations, such as minors, as defined below, who may require special attention and protection. This policy establishes general standards for minors participating in programs sponsored by the University and external organizations, and for minors visiting University workplaces and classrooms. Individual units of the University may develop more stringent standards to address their particular needs, including ethical standards and codes of conduct.

Protecting minors is a shared responsibility across the University community.

II. General Policy

A. Obligation to report or protect

All Authorized Adults have reporting obligations under university policy and state law as set forth below. Information regarding reporting obligations may also be found at:

a. Emergencies

- In case of an emergency, one should immediately call NMT Police at (575) 835-5555 or local law enforcement at 911.
- Program Leaders must develop a Minors on Campus Emergency Response Plan for responding to emergency events such as fires, medical emergencies, natural disasters, or other threats to campus. This plan should include communication procedures for Minors and parents or guardians, as well as a reunification strategy. For more information on NMT's campus safety initiatives, please visit <https://www.nmt.edu/police/>. A [template plan](#) is available in the appendix of this document. All plans will be reviewed and approved by Event Services and stored in the Office of Event Services.

b. Known or Suspected Abuse or Neglect of Individuals Under the Age of 18

- Every member of the University community has an obligation under New Mexico law to report any instances or suspected instances of the abuse or neglect of individuals under the age of eighteen. Anyone who knows, suspects, or receives information indicating that a Minor has been abused or neglected, or who has other concerns about the safety of Minors, must report the matter immediately to a local law enforcement agency, the State of New Mexico Children, Youth, and Families Department at 1-855-333-SAFE (7233), or a tribal law enforcement or social services agency for any Indian child residing in Indian country.
- To ensure safety, interactions with Minors should occur in groups or public areas. **One-on-one unsupervised contact between an Authorized Adult and a Minor is strictly prohibited except in documented emergency situations.**
- Program Leaders must take immediate steps to prevent further harm to the alleged victim or other Minors, including, where appropriate, removing the alleged abuser from the program or activity or limiting their contact with Minors pending resolution of the matter.

c. Misconduct

- Anyone can report suspected misconduct to Campus Police: Reporting Suspected Misconduct and Whistleblower Protection from Retaliation protects individuals from retaliation when they make good faith reports of suspected misconduct that may be taking place at the University.

d. Sex-Based Harassment and Discrimination

- The University is required to address sex-based harassment and discrimination, encompassing gender-based and sexual misconduct against students, faculty, staff, contractors, volunteers, and participants in NMT programs and activities. This includes, but is not limited to, sexual harassment,

sexually explicit jokes, stalking, dating and domestic violence, and discrimination against LGBTQIA+ individuals.

- All Authorized Adults are designated as Responsible Employees as defined by [Title IX Policy](#), and are required to share any knowledge, notices, or reports of sex-based harassment and/or discrimination with the Title IX Coordinator within 24 hours or as soon as reasonably practicable. This reporting can be done by contacting the Title IX Coordinator at (575) 835-5953 or online through the [Title IX & Sexual Misconduct Reporting Form](#).

e. Clery Act Reporting Obligations

- In accordance with the Jeanne Clery Campus Safety Act (Clery Act), Campus Security Authorities, or CSAs, are university officials and others who have significant responsibility for student and campus activities at NMT. CSAs are obligated to notify the Clery Coordinator and/or the NMT Police Department (NMTPD) of any crime or attempted crime they personally witness or is reported to them occurring within NMT's Clery Act geography at their earliest opportunity.

B. Code of Conduct

- Members of the campus community, particularly those working with Minors, are expected to perform their duties with the highest degree of integrity, honesty, and good judgment consistent with [Employee Handbook](#), [Student Code of Conduct](#) and consistent with [University's Mission, Vision, and Values](#). To ensure the safety and wellbeing of Minors, those who interact with Minors on campus are encouraged to meet in groups or public areas and to be aware of the impact of their words and actions.
- Program Leaders, Authorized Adults, and others working with Minors must monitor the Minors' behavior while under their care to prevent interruptions to university business or instruction. Program Leaders may impose additional behavioral or programmatic expectations or agreements based on programmatic needs, such as mentor-mentee agreements.

C. University Program Requirements

- Program Leaders must obtain from each Minor's parent or guardian a signed copy of a Minor Participant Waiver and Notice of Risk Form, and a Minor Participant Emergency Contact and Medical Release Form prior to the Minor's involvement in any University Program - examples available in the appendix of this document.
- Program Leaders should follow the [American Camp Association ratios for Authorized Adults to Minors](#).

D. Background Checks

- All Authorized Adults, as defined below, involved in University Programs must obtain satisfactory background checks prior to participation in these University Programs. Program Leaders must require all Authorized Adults to obtain satisfactory

background checks prior to participation in University Programs. Background checks must include checks of state and federal criminal records, sex offender registry, and abuse and neglect checks, at a minimum. Findings or convictions of sexual misconduct, abuse, molestation, or crimes of a violent nature will disqualify the individual from participating in the University Program. Background check information will be stored in the Program of Record.

- Only Authorized Adults who have obtained a satisfactory background check may participate in programs involving Minors.
- Satisfactory background checks should be completed no more than twenty-four (24) months prior to the start of the program involving Minors.
- Authorized adults are also required to satisfy the state or federal licensing requirements of their positions, if any.
- **Exclusion: Volunteers, mentors, and support personnel who do not have responsibility for the direct care or custody of minors and who do not have unsupervised interactions with minors.**

E. Training for Authorized Adults Participating in University Programs

- Program Leaders should identify the Authorized Adults who must complete appropriate training before working with Minors. Training should be offered to employees through the Program Leaders. The training must include:
 - i. Basic warning signs of abuse or neglect of Minors
 - ii. Guidelines for protecting Minors from emotional and physical abuse and neglect
 - iii. Requirements and procedures for reporting incidents of suspected abuse or neglect or improper conduct
 - iv. A code of conduct for interacting with Minors.
 - v. Responsibilities for Authorized Adults, and Title IX and Clery Act Reporting
- Units may offer or require additional training for Authorized Adults to meet the specific needs of individual University Programs.
- Training must be completed annually or in conjunction with the background check cycle to ensure all Authorized Adults remain current on Title IX and Clery Act reporting obligations.

F. Mandatory Camp Checklist

- Program Leaders must ensure compliance with the requirements in the Mandatory Camp Checklist, example available in the appendix of this document.

G. Transportation Requirements

- Program Leaders must ensure compliance with the University's transportation requirements regarding Minors by having Authorized Adults and External Organizations indicate their awareness and acknowledgment of the [University's requirements regarding transportation of Minors](#).

- Ensure that only authorized adults who have completed a Defensive Driving Course (DDC) Certification and background check are allowed to transport Minors.

H. Minor Pick Up and Drop Off

- Program Leaders and participants must abide by the following requirements regarding the pick-up and drop-off of Minors during any University Program involving Minors on campus:
 - i. Program Leaders must ensure that appropriate drop-off and pick-up schedules and locations are planned and shared with Minors' parents or legal guardians as listed on the Minor Participant Emergency Contact (MPEC) and Medical Release Form (examples of these are available in the appendix of this document.)
 - ii. Non-student Minors may not be released to anyone other than the person(s) listed on the MPEC and Medical Release Form or authorization for pick-up, received in writing and in advance from a parent or guardian.
 - iii. Those authorized to pick up a Minor must show valid identification matching the name on the MPEC Form.
 - iv. If the non-student Minor is not picked up at the appropriate time, the Program Leader must contact the Minor's parent or guardian. If the parent or guardian does not respond, the program Leader must contact the NMT Police Department or other local law enforcement agency.
- Program Leaders must ensure that the parent or guardian completes and returns a MPEC and Medical Release Form.

I. Accommodation, Medication Management, and Treatment

- The University recognizes that Minors may require medication concurrent with their participation in programs. Program Leaders may provide opportunities for parents or legal guardians to assist Minors in dispensing medication or permit Minors to self-medicate, where deemed appropriate by a parent or guardian. Program Leaders are responsible for confirming that medications are securely stored.
- For Minors who are unaccompanied by a parent or legal guardian, Program Leaders must obtain a medical release for hospital treatment or treatment by a physician signed by one or both of the Minor's parents or guardians, to allow for treatment should injury or accident occur during the University Program.

J. External Organizations Using NMT Facilities for Events Involving Minors

- External Organizations seeking to hold events involving Minors on campus must: execute a contractual agreement with the University for the use of facilities, resources, and/or equipment. Contracts and all required documentation, including proof of insurance and background checks certifications, should be submitted to NMT Events Services for review at least four (4) weeks prior to the planned event.
- The NMT department that contracts with the External Organization to hold an event

on campus is responsible for ensuring that all required documents including but not limited to, any waivers, proof of insurance, and background checks are submitted to the University at least four (4) weeks prior to the start of the planned event.

- Failure to provide all verified compliance documentation at least fourteen (14) days prior to the event may result in the immediate cancellation of the facility lease or contract.

III. Definitions

1. Abuse or neglect of Minors means infliction of physical or mental injury, sexual abuse, or exploitation, or negligent treatment or maltreatment of a person under age 18.
2. Authorized adults means individuals 18 years and over who are responsible for the care and custody of, or who might have unsupervised interactions with Minors, including volunteers and mentors when they meet these specific standards.
3. Campus means all buildings, facilities, and properties that are owned, operated, managed, rented, or controlled by the University.
4. Campus Security Authorities, or CSAs, are individuals at NMT who, because of their role, have an obligation to notify the NMT Clery Coordinator of all alleged Clery Act-reportable crimes that are reported to them in good faith, or alleged Clery Act-reportable crimes for which they may personally witness. All Authorized Adults are designated as CSAs.
5. External organization means a third-party vendor or other non-University organization or individual that uses University facilities, resources, or equipment to conduct a program or activity involving Minors with or without an approved contract with the University.
6. Minor refers to a person who is under the age of 18, but for purposes of this policy does not include (1) students enrolled at NMT, (2) attendees at new student orientation sessions, or (3) student employees at NMT.
7. Program Leader is the individual primarily responsible for the management, oversight, and implementation of a University Program for Minors. They are responsible for ensuring all participants use the official university-approved templates for waivers and medical releases.
8. Program of Record refers to the official, centralized system or department (such as BuzzCamp, Summer STEM Experience, New Mexico MESA, Upward Bound, etc.) designated by the University to serve as the authoritative repository for compliance documentation. This includes, but is not limited to, the storage and verification of satisfactory background check results; records of completed mandatory training for individuals working with Minors; and documentation ensuring all University Program requirements have been met. For University-sponsored programs, this is typically managed by the Office of Human Resources or the Office of the Vice President of Student Affairs to ensure data privacy and administrative oversight.
9. University Program means an activity for minors (1) operated or sponsored by a university department, college, or school, (2) during which the University assumes responsibility for the care and custody of the Minors. This includes both in-person and digital/online activities hosted via University resources.
10. University Program does not mean:
 - i. Activities in which Minors are visiting campus and supervised by parents or guardians,
 - ii. Kindergarten through 12th grade student groups visiting campus as members of campus tours accompanied by parents or guardians, or school

- representatives (i.e. teacher, counselors, or other officials),
- iii. Visits by individuals under the age of 18 to campus with or without an invitation by NMT's staff or faculty, whether or not they are accompanied by parents or guardians, and
 - iv. Participants or attendees of entertainment events or activities on campus, such as events at the Macey Center or the Golf Course, whether or not they are supervised by parents or guardians.

IV. Appendices

[American Camp Association ratios for Authorized Adults to Minors.](#)

[Background Check](#)

[Employee Handbook](#)

[Assignment of Rights for Photographic, Video, Motion Pictures, and Sound Recordings](#)

[Mandatory Camp Checklist](#)

[Minors on Campus Emergency Response Plan Template](#)

[Minor Participant Waiver and Notice of Risk Form EXAMPLE](#)

[Consent to Treatment and Emergency Information of Minor Form EXAMPLE](#)

[Student Code of Conduct](#)

[Title IX Policy](#)

[Title IX & Sexual Misconduct Reporting Form](#)

[University's Mission, Vision, and Values](#)

[University Transportation Requirements](#)