



**PLEASE SIGN, DETACH AND SUBMIT TO
OTIS COLLEGE EXTENSION**

I have read the attached Pre-College Policies and Procedures.

Please circle one: Parent Guardian Instructor Classroom Asst.

Print name _____

Signature _____

Date _____

If applicable:

Child's name _____ Class _____

PRE-COLLEGE PROGRAMS POLICIES AND PROCEDURES

Policy on Protecting Minors:

Otis College of Art and Design is committed to the safety and wellbeing of minors (individuals under the age of 18) entrusted to our care or participating in our outreach programs. The purpose of this policy is to describe the heightened requirements placed on administrators, faculty, staff, students, volunteers, and others working with individuals under the age of 18 – to promote protection of minors, to fulfill Otis College’s obligations as mandated by law, and to provide the best possible experience for any minor participating in any Extension or Otis College-related outreach programs. (*Faculty and Staff: Please refer to full policy for more information.*)

Information/Emergency Contact Form:

Upon a child’s enrollment in an Otis College Young Artist Workshop (YAW) or Portfolio Preparation course (PP), the parent/guardian is emailed an *Emergency Contact Form*, requesting the necessary information outlined below:

- Parental contact information
- Emergency contacts approved to pick up the child
- Physician/dentist contact information
- Emergency authorization
- Release of liability
- Parent permission: Ages 13-17 self-sign privileges

Otis College requires that parents/guardians of children ages 5-17 participating in YAW or PP, submit the *Emergency Contact Form* on or before the first day of class. Students are unable to attend class without the signed form on file.

Daily Sign-in/Sign-out:

- All YAW instructors are provided with sign-in/out sheets, as well as copies of student *Emergency Contact Forms*.
- The College requires that parents/guardians of children ages 5-12 participating in YAW, sign their child in and out of class on a daily basis.
- Parents may elect to allow their minor youth enrolled in pre-college programs ages 13-17, to sign themselves in and out of class.
- In the event that someone other than the parent/guardian arrives to pick up the child, the instructor or classroom assistant checks the person’s I.D. and cross references with the information contained on the *Emergency Contact Form*.
- A child may not be released to anyone without prior written permission from the parent/guardian. In the event that an unauthorized individual attempts to retrieve the child, the parent/guardian, departmental staff, and security and/or police if necessary, must be notified immediately.
- If a parent/guardian fails to pick up a student, s/he will be escorted by the instructor or classroom assistant to the Extension office, located 1st floor, Room 108 in Ahmanson Hall on the Goldsmith Campus. The parent will be notified to pick-up the child. If the parent does not pick up the child, an emergency contact will be notified. (If the Extension office is closed, the instructor will remain with the child until an authorized

individual arrives to pick up the child. In this event, the instructor will also notify the Director of Pre-College Programs of the situation.)

Visitor Policy:

- All visitors must check-in at the Extension office, located on the 1st floor, Room 108 in Ahmanson Hall, for an Otis College tag.
- Parents and guardians are permitted to visit their child’s classrooms/studios.
- Parents and guardians are advised to limit time spent in the classroom/studio as it can affect the course dynamics.
- Other visitors are not allowed to enter the classroom/studio without the written consent of Extension administration.

Identification Cards:

All students receive an identification card on or before the first day of classes at check-in. Identification cards are used to establish a student’s identity as a currently enrolled student at the College. Students are encouraged to treat the Student ID card as they would any important document and to take care not to lose it. Replacement cards are issued through the Extension office, 1st floor, Room 108 in Ahmanson Hall.

Bathroom Break Protocol:

Ages 5-8	No classroom assistant (CA); Instructor takes entire group on bathroom break
Ages 5-8	Classroom assistant; CA or instructor takes two or more children on bathroom break
Ages 9-12	Buddy system may be employed
Ages 13-17	Youth may go individually

Emergency Procedures:

- A first aid kit is available in the Extension office, located on the 1st floor, Room 108 in Ahmanson Hall.
- If a child becomes ill or is injured while on campus, the child will be escorted to the Extension office, where the parent or guardian will be contacted immediately. If the Extension office is closed, the instructor will remain with the child until an authorized individual arrives to pick up the child.
- The instructor must notify the Director of Pre-College Programs of all injuries or when a child becomes ill in class.
- If the child becomes seriously ill or is seriously injured, 911, as well as the child’s parent or guardian, will be called immediately.

- Records are to be kept of all incidents, claims, or injuries. Instructors and CAs must file an *Incident/Injury Report* at http://www.otis.edu/life_otis/staff_life/human_resources/incident_injury_report.html
- In the event of an emergency, children cannot be released to any person not included on the emergency contacts list.
- In a major emergency, students will be kept on campus until the parent, guardian, or approved emergency contact arrives to pick up the child. Extension staff follow Otis College Emergency Response Team guidelines.

Anti-Bullying Policy:

Otis College of Art and Design does not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Otis College expects students and/or staff to immediately report incidents of bullying to the Director of Pre-College Programs or designee. Faculty and staff who witness such acts are required to take immediate steps to intervene when safe to do so. Each complaint of bullying will be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, and during the lunch period.

The College follows guidelines recommended by the California Department of Education, which can be found at <http://www.cde.ca.gov/ls/ss/se/samplepolicy.asp>

Discipline:

- If a student is disruptive or causing an unsafe learning environment, the instructor will speak with the student.
- If the behavior persists, the parent or guardian will be notified by the instructor.
- If the behavior continues and further action is needed, the instructor will contact the Director of Pre-College Programs who will also contact the parent or guardian.
- In consultation with the Dean of Extension (and /or Dean of Students Affairs) a decision will be made regarding further action.
- No form of physical discipline is used or tolerated.

Disclaimer:

Otis College reserves the right, in its sole discretion, to deny any person's registration or enrollment in, or admittance to, any Pre-College course.

Child Sexual Abuse Prevention Policy:

Otis College of Art and Design strives to create a safe environment for children and youth so that they can grow, learn, and have fun. Part of creating a safe environment is making sure that youth are not harmed in any way while participating in course or campus activities. Otis College is actively working to create a culture where child sexual abuse is addressed and prevented.

Our goal is to hire the best qualified and most appropriate instructors and classroom assistants to work with children. Prospective employees, who will be working with children, go through an application and hiring process including background check prior to their employment. Faculty and classroom assistants are trained on what constitutes appropriate vs. inappropriate interactions with pre-college students. Program development staff members maintain strong relationships with and monitor faculty, classroom assistants, and the classroom/studios to ensure a safe environment. Otis College is committed to preventing sexual abuse and trains staff members to respond to inappropriate behavior, breaches in policy, and allegations and suspicions of child sexual abuse.

Anyone with knowledge about an incident of sexual abuse or neglect should contact the Dean of Extension at 310.665.6850 or security at 310.665.6965.

In the event that there is an allegation of abuse or neglect, the alleged offender will be removed from further duties involving contact with students/others unless and until the allegations have been thoroughly investigated and appropriate action taken.

Definitions:

Children and youth: Anyone between the ages of zero and 17 years.
Child sexual abuse: “Child sexual abuse involves any sexual activity with a child where consent is not or can-not be given. This includes sexual contact that is accomplished by force or threat of force, regardless of the age of the participants, and all sexual contact between an adult and a child, regardless of whether there is deception or the child understands the sexual nature of the activity. Sexual contact between an older and a younger child also can be abusive if there is a significant disparity in age, development, or size, rendering the younger child incapable of giving informed consent...” California state guidelines are available at the Child Welfare Information Gateway www.childwelfare.gov/systemwide/laws_policies/search/index.cfm

The six key components of child sexual abuse prevention developed by the Centers for Disease Control and Prevention (CDC) in conjunction with experts are:

1. Screening and selecting employees
2. Guidelines on interactions between individuals
3. Monitoring behavior
4. Ensuring safe environments
5. Responding to inappropriate behavior, breaches in policy, and allegations and suspicions of child sexual abuse
6. Training about child sexual abuse prevention.

Otis College's *Child Sexual Abuse Prevention Policy* was developed based on above guidelines from the United States Department of Health and Human Services Centers for Disease and Control Prevention's *Preventing Child Sexual Abuse Within Youth-Serving Organizations: Getting Started on Policies and Procedures*
<http://www.cdc.gov/violenceprevention/pub/preventingchildabuse.html>

Mandatory Reporting Requirements:

Standards for Making a Report of Child Abuse or Neglect (California Penal Code 11166; 11165.7)

“A report is required when:

A mandated reporter, in his or her professional capacity, or within the scope of his or her employment, has knowledge of or observes a child whom the reporter knows or reasonably suspects is the victim of abuse or neglect...”

Mandated Reporters:

All teachers, teacher's aides, administrators, and classified employees of any public or private school

California County Emergency Response Child Abuse Reporting Telephone Numbers:

Los Angeles County: 800-540-4000 – within CA / 800-272-6699 – TDD