



Frederick Community College Procedure

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| Section 6.00 General Procedures | Procedure Number | 6.32c |
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| Procedures for Visitors and Children on Campus | Policy Number | 6.32 |
| | Approved Re-Approved | 03/09/05 4/20/05 |

A. Purpose and Application

1. Frederick Community College is a valuable cultural resource for Frederick County, and the community is invited to attend events, use facilities such as the library, and enjoy other College activities and amenities. Visitors who are not attending classes, activities and events are encouraged to sign in at the reception desk on the first floor of the Administration Building. This enables staff to contact visitors, should the need arise.
2. College facilities and catering are available to outside organizations on a rental basis. To lease College facilities or conduct business on campus, contact the Risk Management and Public Services office (See also Use of College Facilities Policy 6.20.)
3. The College has a responsibility to enforce standards of conduct, which are considered essential to its function as an educational institution. Visitors are expected to obey the law, show respect for properly constituted authority, and observe a standard of conduct appropriate for the College. Proper conduct is expected while on campus, off-campus at College-leased or owned facilities, attending College-sponsored activities or any activities which are initiated, authorized, or supervised by Frederick Community College.
4. Action may be taken when any visitor: (1) fails to observe the general standards of conduct or any specific policy, rule, regulation, or College procedure adopted by the College; or (2) interferes with the educational or operational environment of the College. Steps taken by the College could include disciplinary or criminal action, or letters of no trespass.

B. Considerations for Children

1. Frederick Community College is a family-friendly institution that welcomes children to participate in a number of programs and activities. In addition, the College recognizes that visitors must bring children (defined as persons under the age of 16 who are not students at the College) to campus for other reasons. However, in order for the College to conduct its operations and maintain its facilities as an institution of higher education, arrangements must be made for children to be under the direct supervision of a parent or guardian at all times. Children must observe all Standards of Visitor Conduct.
2. Students may need to bring children to campus and to class in unusual circumstances, with the understanding that this is a temporary occurrence. Students should first obtain permission from faculty, to assure that the child's

- presence in the classroom will not interfere with the learning atmosphere.
3. There are many instances where both supervised and unsupervised children are discouraged from being on campus, due to possible disruption of normal College operations. Examples include visiting classrooms, the library, the fitness center, laboratories, the gymnasium, or any other area where their presence may constitute a danger to themselves or others. Additionally, for their own safety and out of consideration for other testers, under no circumstances are children permitted in the Testing Center or to be left unattended during testing. The Testing Center staff cannot be responsible for children who require care and supervision.
 4. The College respects and understands its employees' child-care needs. Children are welcome to participate in their parents' work lives with brief visits. Employees should not, however, bring children to campus frequently or for long periods of time. In the case of sick children, employees must make arrangements for home care, including taking leave. Supervisor approval is needed if extenuating circumstances require an employee to bring a child to work.
 5. The College does not accept any responsibility or liability for injuries for children who are on College premises in violation of the above procedural guidelines.

C. Standards of Visitor Conduct

1. Individuals violating acceptable standards of conduct are subject to disciplinary or legal action where appropriate. The following shall constitute unacceptable behavior on campus, off-campus at College-leased or owned facilities, and when attending College-sponsored activities or any activities which are initiated, authorized, or supervised by Frederick Community College:
 - a. Disruption, obstruction of, or interference with College or College-sponsored activities, including, but not limited to teaching, research, studying, administration, sporting events, cultural events, fire, police, or emergency services, or other College functions.
 - b. Unlawful use, possession, manufacture, sale, or distribution of any illegal or controlled substance, the abuse of alcohol, and the use of alcohol by anyone under 21 years of age.
 - c. Drinking or possession of alcoholic beverages except as expressly permitted by the President.
 - d. Unauthorized entry to or use of College property, including the failure to leave any of the College buildings or grounds after being requested to do so by an authorized employee of the College.
 - e. Molestation, assault and battery, physical and/or psychological abuse, threat, or harassment of any member of the College community or visitor to the College, or conduct which threatens or endangers the health or safety of any such person.
 - f. Theft or attempted theft of College or personal property of a member of the College community or campus visitor, or knowingly possessing such stolen property.

- g. Illegal gambling; disorderly, lewd, indecent, or obscene conduct or expression.
 - h. Forging, unauthorized altering, falsifying or unauthorized use of any College documents, records, keys, or instruments of identification.
 - i. Failure to comply with the reasonable directions of authorized College officials, including campus security personnel, acting in the performance of their duties, including refusing to furnish identification upon request.
 - j. Using, possessing, or storing illegal or unauthorized arms classified as weapons, fireworks, explosives, or dangerous chemicals.
 - k. Smoking in unauthorized areas.
 - l. Acts of harassment, written, verbal or physical, that stigmatize or victimize an individual on the basis of, but not limited to, the following: race, ethnicity, religion, sex, sexual orientation, creed, national origin, ancestry, age, mental status, or disabilities.
 - m. Engaging in any form of forcible or non-forcible sexual offense.
 - n. Damaging, defacing, destroying, or misusing College property or property under its jurisdiction or the property of a member of the College community or campus visitor.
 - o. Furnishing false information to the College or to members of the College community who are acting in the exercise of their official duties.
 - p. Unauthorized or fraudulent use of the College's facilities and/or equipment, including, but not limited to, the telephone system, mail system, computer system, transportation system, and/or equipment, or use of any of the above for any illegal act.
 - q. Using sound amplification equipment, systems or devices, except as permitted by the College.
 - r. Abuse of computer usage and network access (see Use of Computer and Electronic Information Resources by Employees and Students Policy, Section 6.26.B).
 - s. Violating fire or safety regulations, including the misuse or damage of fire safety equipment.
- D. The College may take any appropriate measures it feels necessary for violations that can include arrest by proper authorities and/or removal and banishment from campus.