

**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
REGULATION NO. – AR 6.6**

TITLE: Access to College Property

DEFINITION:

Eastern West Virginia is a publicly-support institution of higher education that welcomes visitors to campus. To protect the safety of visitors, personnel and facilitates certain restrictions apply. A visitor to campus is defined as one who is not currently enrolled as a student of Eastern WV CTC or currently employed by EVWCTC.

EFFECTIVE DATE: 03-12-2013

Revised Date: 04-30-2014

Procedure for Visitors:

- Visitors may access only the following public areas for the limited time needed to obtain their intended business related service: Resource Center; lobby areas; and restrooms.
- Visitors to campus who are accompanied by minor children are expected to provide direct supervision for the minor(s) at all times. In order to ensure the safety and security of children and to safeguard the educational and work environment of the college, no employee, student or visitor may leave a child unattended. This includes campus buildings, campus grounds, or in vehicles in the college parking lot. Nor shall a child be left with a college employee, unless that employee is supervising the child in an authorized capacity for a program or activity in which the child is enrolled. As a general rule, children are not permitted to be visitors in the college classes.
- Persons on campus who are found to be engaged in activities which are potentially harmful or disruptive may be directed to leave campus. Repetitive unauthorized presence or activities may result in further action, including notification that such activities are considered trespassing and subject to legal action.

Procedure for Students:

- Student access to employee offices is for college business only. Guest(s) of students, including family and friends, are not permitted to loiter in offices, lounges or other areas of the college.
- The presence of children in the college is prohibited except for participation in college-sponsored events. During college sponsored events, students who are accompanied by minor children are expected to provide direct supervision for the minor(s) at all times. In order to ensure the safety and security of children and to safeguard the educational and work environment of the college, no employee, student or visitor may leave a child unattended. This includes campus buildings, campus grounds, or in vehicles in the college parking lot. Nor shall a child be left with a college employee, unless the employee is supervising the child in an authorized capacity for a program or activity in which the child is enrolled. Children are not permitted to be visitors in the college classes.
- Only Service animals are allowed access to campus facilities, all other animals are not permitted.
- Students may access only the following public areas for the limited time needed to obtain their intended business related service: Resource Center; lobby areas; classrooms and restrooms.
- Students on campus who are found to be engaged in activities which are potentially harmful or disruptive may be directed to leave campus. Repetitive unauthorized presence or activities may result in further action, including notification that such activities are considered trespassing and subject to legal action.

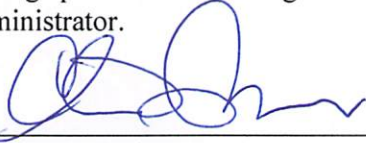
03-28-14 Updated and approved by ILOT

04-30-14 Approved by President's Cabinet

Procedures for Faculty and Staff:

- Employee offices are for college business only. Guest of employees, including family and friends, are not permitted to loiter in offices, lounges or other areas of the college.
- The presence of children in the workplace with faculty and staff during the employee's workday is inappropriate except in unavoidable situations or for participation in college-sponsored events.
- If bringing a child to work with the employee is unavoidable, the employee must contact his/her supervisor as soon as possible to discuss the situation and obtain permission to have the child accompany the employee. Factors the supervisor will consider are the age of the child, how long the child needs to be present, the work environment in the employee's area, and any possible disruption to the employee's and /or co-worker's activities.
- A child brought to the workplace in unavoidable situations will be the responsibility of the employee and must be accompanied and be under the direct supervision of the employee at all times.
- Only Service animals are allowed access to campus facilities and college vehicles, all other animals are not permitted.

College personnel observing unauthorized occupancy or activities should be report to a senior administrator.



President Charles Terrell

4-30-14

Date Approved