

**Code of Conduct for  
Visitors, Guests, and Volunteers**

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# **Code of Conduct for Visitors, Guests, and Volunteers**

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## **I. Philosophy and Scope**

The Code of Conduct for Visitors, Guests, and Volunteers at Frederick Community College (“FCC” or the “College”) is designed to promote and preserve a safe environment for all who attend and participate in College-sponsored virtual and in-person events or use College services. Visitors, guests, and volunteers are subject to federal and state laws, county and municipal ordinances, and applicable policies, procedures, rules, and regulations of the College. Visitors, guests, and volunteers are expected to act responsibly and respect the rights of the College community regardless of age, ancestry, citizenship status, color, creed, ethnicity, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, sex, sexual orientation, or veteran status and any other category protected by federal, state or local law.

- A. This Policy and Procedures extends to all individuals who do not meet the definition of a member of the College community. This would include visitors to the College, prospective students, approved volunteers, and former students who are not currently registered or those who have registered for a subsequent term but have not yet paid or made arrangement to pay tuition and/or fees.
- B. Persons who, by their actions on College premises, violate their status as invited visitors, guests, or volunteers are subject to disciplinary action by the College and/or law enforcement.
- C. Certain criminal, civil offenses, or other behavior may by their very nature pose a serious and substantial danger to the College community. Violations of laws, ordinances, policies, rules, procedures, and regulations will subject the violator to appropriate criminal, civil action, or restrictions.
- D. Registered Sex Offenders seeking to attend any College function/event or to enter any College facility are required to obtain approval, in writing prior to attending, from the Chief of Operations or their designee. On a case-by-case basis, the College may decide to restrict access to College facilities when not attending for the sole purpose of an official College event. The Chief of Operations or their designee must respond to the request within five (5) workdays of the request.
- E. College jurisdiction regarding discipline under this Policy extends to conduct that occurs on College premises or at off-campus College-sponsored activities.
- F. The Vice President for Student Affairs authorizes Public Safety to take the appropriate action with visitors, guests, and volunteers.
- G. Visitors, guests, or volunteers whose behavior leads to subsequent action by Public Safety including those who are issued a Letter of No Trespass or are escorted from College premises, must meet certain requirements before regaining access to College-sponsored events or other College activities.

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## **II. Definitions for the Purpose of this Code**

- A. **“College”** refers to Frederick Community College and, collectively, those responsible for its control and operation and applies to all sites at which the College conducts classes and/or activities.
- B. **“College community”** refers to trustees, students, and all employees of the College as well as any independent contractors or other third parties to the extent articulated under contractual agreements.
- C. **“College premises”** refers to buildings or grounds and online platforms owned, leased, operated, controlled, supervised, or temporarily used by the College.
- D. **“College-sponsored activity”** refers to any activity that is initiated, authorized, or supervised by the College, or that involves representation of the College.
- E. **Letter of No Trespass”** refers to an order given to a visitor or guest indicating they have violated a College policy or procedure and that they are prohibited from participating in a College-sponsored activity or being present on College premises. A Letter of No Trespass prohibits the recipient from returning to any College-sponsored event or location until rescinded, as noted in letter.
- G. **“Student”** refers to an individual who is registered at the College, either full or part-time, in a credit or continuing education class or classes, who has either paid or made arrangement for payment of tuition and/or fees.
- H. **“Visitors and guests”** refers to any person who is not a member of the College community who is on College premises. This would include visitors to the College, prospective students, approved vendors, and former students who are not currently registered or those who have registered for a subsequent term but have not yet paid or made arrangement to pay tuition and/or fees.
- I. **“Volunteers”** refers to individuals who are not members of the College community but have had background checks and have been officially approved to serve as volunteers at the College.

## **III. Responsible Senior Leader and Responsible Office**

Vice President for Finance and Administration  
Office of Public Safety

## **IV. Entities Affected by this Policy and Procedures**

Visitors, guests, and volunteers.

## **V. Procedures**

### **A. Rights and Responsibilities of Visitors, Guests, and Volunteers**

Visitors, guests, and volunteers to the College have certain rights and also bear certain responsibilities.

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1. Visitors, guests, and volunteers have the right to freedom of speech, assembly, advocacy, and inquiry. They are responsible for complying with applicable College policies, procedures, rules, and regulations.
2. Visitors, guests, and volunteers are responsible for exercising their right of personal expression in a manner that is not disruptive or defamatory.
3. Visitors, guests, and volunteers are responsible for respecting the rights of others.
4. Frederick Community College is a family-friendly institution that welcomes children to participate in a number of programs and activities. The College recognizes that visitors and guests often need to bring children (defined as persons under the age of 16 who are not students at the College) to the College. Children must at all times be under the direct supervision of a parent, guardian, or an adult. Children must observe the Code of Conduct for Visitors, Guests, and Volunteers. Volunteers should not bring their children to the College when serving in that role.

### **B. Prohibited Conduct and Response**

The Code of Conduct for Visitors, Guests, and Volunteers addresses behavioral actions. The College reserves the right to take criminal and civil action against visitors, guests, and volunteers for misconduct not specifically identified in this Code.

The College adheres to the [National Junior College Athletic Association \(NJCAA\) guidelines](#) related to the behavior of visitors, guests, and volunteers at athletic events.

When the actions of visitors, guests, and volunteers rise to the level of criminal behavior, or when they fail to respond to a directive issued by Public Safety personnel, they are issued a written order or subsequently sent a Letter of No Trespass. In these instances, visitors, guests, and volunteers are escorted by Public Safety or the Frederick Police Department from College premises or the College-sponsored activity if applicable. A copy of the Letter of No Trespass is then sent by Public Safety to the Frederick Police Department. Letters of No Trespass are in effect for a period of no less than one year from the moment they are ordered unless otherwise specified by the Director of Public Safety.

### **C. Procedure to Return after Issuance of a Letter of No Trespass from the College**

Any visitor, guest, or volunteer who is issued a Letter of No Trespass must meet with the Chief of Operations through a virtual, telephone, or in-person appointment to seek permission to return.

The visitor or guest may be placed on probationary status, denied access, or issued a warning depending upon the circumstance of the Letter of No Trespass.

Visitors, guests, and volunteers who have been issued a Letter of No Trespass will not be able to attend a College-sponsored activity or return to campus until the date of expiration as issued in the Letter of No Trespass.

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Volunteers who have been issued a Letter of No Trespass and wish to seek reinstatement as a volunteer must seek approval from Human Resources to obtain permission to return to active status as a volunteer. The volunteer may be placed on probationary status, denied access, or be granted limited access, depending on the circumstance of the Letter of No Trespass.

### **VI. Related Policies and Procedures**

[Code of Student Conduct](#)

[Weapons](#)

[Admissions Policy and Procedures](#)

[Volunteer Form for Non-exempt FCC Employees](#)

[Form for Volunteers Who Are Not FCC Employees](#)