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

BOT Approved: 6/17/2015
Revised: 11/24/2015
Revised: 7/7/2016
Revised: 8/15/2016
Revised: 12/6/2016
Revised: 7/1/2017
Revised: 6/26/2018

Table of Contents

I. Philosophy and Purpose..... 1

II. Application and Scope of Jurisdiction..... 1

III. Definitions for the Purpose of this Code..... 2

IV. Rights and Responsibilities of Visitors, Guests, and Volunteers 2

V. Prohibited Conduct and Response..... 3

VI. Procedure to Return after Issuance of a Letter of No Trespass from the College 3

Code of Conduct for Visitors, Guests, and Volunteers

I. Philosophy and Purpose

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 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.

II. Application and Scope of Jurisdiction

- 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, applicants for admission, 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 or 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 or civil action or restrictions.
- D. Sex Offender Registrants seeking to attend any College function/event or to enter any College facility are required to obtain College approval from the Vice President for Learning Support. On a case-by-case basis, the College may decide to restrict access to College facilities that are not for the sole purpose of attending classes and/or participating in any class-related activity or preparation.
- E. Sex offender registrants who are the parent or legal guardian of a student who will be participating in an event, such as commencement, program completion, sporting event, or performance, must jointly with the student seek approval from the Vice President for Learning Support or his/her designee in advance prior to attending any College function/event or entering any College facility.
- F. College jurisdiction regarding discipline under this Policy extends to conduct that occurs on College premises or at off-campus College-sponsored activities.
- G. The Vice President for Learning Support delegates authority to discipline visitors, guests, and volunteers to the Security Lead Supervisor.
- H. Visitors, guests, or volunteers whose behavior leads to subsequent action by College Security, including those who are issued a Letter of No Trespass or are escorted from

Code of Conduct for Visitors, Guests, and Volunteers

College premises, must meet certain requirements before regaining access to College-sponsored events or other College activities.

III. Definitions for the Purpose of this Code

- A. **“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.
- B. **“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.
- C. **“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.
- D. **“Visitors and guests”** refers to persons who are not members of the College community who are on College premises.
- E. **“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.
- F. **“College-sponsored activity”** refers to any activity that is initiated, authorized, or supervised by the College, or that involves representation of the College.
- G. **“College premises”** refers to buildings or grounds owned, leased, operated, controlled, supervised, or temporarily used by the College.
- H. A **“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.

IV. Rights and Responsibilities of Visitors, Guests, and Volunteers

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

- A. 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.
- B. Visitors, guests, and volunteers are responsible for exercising their right of personal expression in a manner that is not disruptive or defamatory.
- C. Visitors, guests, and volunteers are responsible for respecting the rights of others.
- D. 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

Code of Conduct for Visitors, Guests, and Volunteers

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.

V. 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.

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 College Security personnel, they are issued a written order or subsequently sent a Letter of No Trespass. In these instances, visitors, guests, and volunteers are escorted from College premises or the College-sponsored activity, and the Letter of No Trespass is sent 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 Security Lead Supervisor.

VI. 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 specific College personnel to seek permission to return. Visitors, guests, and volunteers who have been issued a Letter of No Trespass and wish to attend a College-sponsored activity or return to campus for an event must meet with the Security Lead Supervisor or his/her designee prior to the event and if the no trespass notice is withdrawn, a withdrawal letter will be issued at that time.

Visitors, guests, and volunteers who have been issued a Letter of No Trespass and wish to enroll in a credit or non-credit course or program, must meet with the Associate Vice President/Dean of Students in order to obtain permission to return to any subsequent College-sponsored event including registration and enrollment. In either instance, 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.

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.