

BOARD APPROVED MAY 17, 2011

EFFECTIVE AUGUST, 2011

CAMPUS VISITORS' POLICY

This policy seeks to ensure that faculty/staff are aware that visitors can make an important contribution to the life and work of the college and visitors themselves can benefit from contact with the students and staff/faculty. Bearing in mind the importance of safety and security, visitors are welcome at James Sprunt Community College.

All nonstudent visitors to the campus must abide by the following regulations:

1. Visitors may not be in shops, laboratories, or other hazardous areas (as defined by the College or individual college personnel) at any time unless they are escorted by a member of the College staff for brief business visits.
2. All visitors must have instructor approval prior to visiting classrooms.
3. Minors must be under the direct supervision of a responsible adult at all times. Under no circumstances can a minor be on campus unattended.
4. All students, faculty/staffs are expected to behave in a way that is respectful and courteous.
5. Visitors to James Sprunt Community College are required to:

Sign in at the designated reception area

State purpose of visit

One form of government issued photo identification is required in order to obtain a visitors badge

Wear a visitor badge at all times that they are issued with by reception

Sign out and return their badge to reception before they leave

Dress in a way that is appropriate for a school setting

6. Visitors will be given appropriate fire evacuation guidance on arrival.
7. Any visitors on site are expected to wear their visitor badge and those who are not recognized, or who are not wearing a badge will be politely asked their business.

8. Visitors are reminded that James Sprunt Community College does not allow smoking in any building on campus. Visitors will be provided with the location of designated smoking areas on our campus.
9. Visitors are informed that any form of discrimination based on race, religion, gender or sexual orientation or any disruptive behavior (including profanity) is unacceptable and will not be tolerated by the college.

The College is often host to prospective employers, legislators, Community College officials, and other community members. When at all possible, instructors will be informed of impending visitors and tours in order to do extra preparation that might be in order. However, the college should always be ready to receive these guests, and students should be informed at orientation that such tours should not disrupt their shop practice or interrupt classroom procedure.

In order to maintain an effective learning environment for all students, please be mindful of our policy with regard to campus visitors.