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|  | REDWOODS COMMUNITY COLLEGE DISTRICT AP 3501  Administrative Procedure |

**CAMPUS SECURITY AND ACCESS**

During business hours, the District, excluding residence halls, will be open to students, parents, employees, contractors, guests, visitors and invitees. If a student, parent, employee, contractor, guest, visitor or invitee enters a campus facility of the District and is committing an act which interferes with the peaceful conduct of the activities of the campus or facility or has entered the campus or facility for the purpose of committing such an act, the President/Superintendent or designee may direct the person to leave such campus or facility. If the person fails to do so, or if the person willfully and knowingly reenters the campus or facility within 72 hours after being directed to leave, he/she is guilty of a misdemeanor. *Reference Penal Code sections 626.6, 626.7, 626.8*

**ACCESS:**

Most campus buildings are open from 7:00 a.m. until 10:00 p.m. during periods that classes are in session. Individual rooms may be locked due to sensitive contents such as computers, medical equipment, etc., until the arrival of the specific instructor. Campus buildings are normally locked from 5:30 p.m. Friday until 7:00 a.m. Monday. College Public Safety Officers will unlock doors for weekend classes and other events as published in the Facilities Use Schedules which are prepared by Maintenance and Operations. Some facilities may have individual hours, which may vary at different times of the year.

Individuals who need to be in campus buildings or areas other than during regularly scheduled work hours should notify their director, dean, or supervisor as well as the campus Public Safety Officer on duty so that they can be checked on for their safety. Several campus rooms are protected by intrusion alarms. Before entering such areas, individuals should call the Public Safety Department.

Keys are provided to individual staff members and students on a need-to-enter basis as determined by the appropriate supervisor. Keys are issued by Maintenance and Operations. Lost keys should be immediately reported to the employee’s supervisor, Maintenance and Operations, and the Public Safety Department. Keys should never be loaned to other staff members or students. Public Safety Officers will confiscate any keys which have not been specifically issued to a particular individual. Duplication of District keys is a misdemeanor.

It is the responsibility of those who use rooms, offices and areas to lock access doors, turn off lights, and close windows when the room is not in use.

Residence halls are secured 24 hours a day. Residents may invite non-resident guests to the residence halls under the terms set forth in the Residence Hall Community Guidelines.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic will have regular periodic security surveys. The Manager or Director of Public Safety, the Vice President, Instruction and Student Development, and other administrators as appropriate will review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Such security considerations will be used in the maintenance of campus facilities. Additionally, during the academic year, the Manager or Director of Public Safety, the Facilities and IT Director, Maintenance and Operations Director and the Director of Residential Life shall meet to discuss campus security and access issues of pressing concern.

**CHILDREN AND ADULT VISITORS IN THE CLASSROOM AND WORK AREAS**:

**College of the Redwoods wishes to foster a positive relationship with children and adult visitors to the campus, especially on those occasions when special events and programs are planned and supervised for them.**

**This procedure addresses occasional visitors only.  In courses that allow auditing, anyone attending a class regularly without having enrolled must pay a fee to audit the course.**

**Visitors to all District facilities and events are subject to all relevant District policies, the Education Code, and law.**

**Child Visitors**

**1.   Children who occasionally accompany District employees or students to a classroom or work area may enter the classroom or work area with the express prior permission of the instructor or supervisor. The instructor or supervisor is not obligated to grant permission.**

**2.   Even after granting prior permission for children to visit, the instructor or supervisor retains the right to ask that children be removed from the classroom or work area should the instructor or supervisor deem it necessary.**

**3.   Children visiting classrooms and other work areas must not detract from the educational environment of the classroom, the efficiency of the work environment, and the safety of all.**

**4.   Children shall not be brought to classrooms or work areas if they are ill.**

**5.   Under no circumstances are children to be admitted to activity or lab areas where dangerous substances or equipment are stored or in use unless the children are enrolled or participating in a supervised class or program in that area.**

**6.   Should children accompany an adult to a work area or District site for a brief visit, they must remain under the continuous supervision of the adult responsible for them.  Children may at no time be left unattended or unsupervised. It is not appropriate to request that District employees supervise the children of students or co-workers.**

**7.   Children may not accompany parents or other guardians/adults on field trips unless they are enrolled in the class.**

**Adult Visitors**

**1.   The occasional adult visitor to the campus may enter a class only with the permission of the instructor, acquired in advance of the class session.**

**2.   Visitor participation in activity classes, laboratory sessions or studio work is not allowed unless, in rare circumstances, when the Vice President of Academic Affairs and the instructor approve.**

**3.   Visitors may not accompany enrolled students or faculty on field trips unless they are serving as registered volunteers needed for extracurricular assistance (exceptions can be agreed upon between the faculty and the Vice President of Academic Affairs).**

**4.   A supervisor may request that any visitor leave the work area should it be deemed necessary or appropriate by the supervisor.**

Reference: 34 CFR § 668.46(b)(3)

Approved: January 13, 2015

Amended: June 7, 2016