

# Randolph College Policy Proposal/Revision Cover Sheet

(Text will re-size as you type)

<div>POLICY NAME</div> <div>Visitor Policy</div>	<div>PROPOSAL TYPE</div> <div><input checked="" type="checkbox"/> New policy</div> <div><input type="checkbox"/> Revision to existing policy</div> <div><input type="checkbox"/> Retirement of existing policy</div> <div>POLICY TYPE</div> <div><input checked="" type="checkbox"/> Standalone</div> <div><input type="checkbox"/> Part of Larger Policy Document:</div> <div>RESPONSIBLE DEPARTMENT OR OFFICE</div> <div>Dean of Students /</div> <div>Campus Safety</div>	<div>NAME OF LEAD POLICY DRAFTER</div> <div>Bill Breedlove</div> <div>OTHER INDIVIDUALS INVOLVED</div> <div>Chris Lemasters</div> <div>ORIGINAL SUBMISSION DATE</div> <div>9/23/24</div> <div>DESIRED IMPLEMENTATION DATE</div> <div>Immediately</div>
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BRIEF RATIONALE FOR POLICY

Include any external mandates, regulations, accreditation factors, reporting, etc.

Policy to establish rules and regulations to be followed by visitors to Randolph College.

DEPARTMENTS OR OFFICES OF THE COLLEGE IMPACTED

Campus Safety

EXISTING COLLEGE POLICIES IMPACTED BY OR OVERLAPPING THIS ONE

In conjunction with Student Handbook Visitor Policy (overnight guests)

OFFICES RESPONSIBLE FOR FIVE-YEAR POLICY REVIEW

Include brief description of how five-year policy review will be conducted.

Dean of Students / Campus Safety

ASSUMING PASSAGE, YEAR AND TERM OF FIRST FIVE-YEAR REVIEW:

RESOURCES NECESSARY FOR IMPLEMENTATION

Include necessary training as well as operational costs.

N/A

NEW COMMITTEES OR GROUPS NECESSARY FOR IMPLEMENTATION

Describe the composition of necessary committees.

N/A

APPROVAL TIMELINE

Entering a name and approval date below signifies that written approval has been communicated.

Approval Stage	Name	Approval Date
(1) Direct Supervisor of Lead Policy Drafter (if applicable)	Lemasters	9/16/2024
(2) Appropriate President’s Leadership Team (PLT) Member (if other than policy drafter)	Same	Same
(3) First PLT Approval (prior to Public Comment Period)	Keener	9/23/2024
(4) Second PLT Approval (following Public Comment Period)	Keener	11/4/2024
(5) Board of Trustees (if applicable)		

BEFORE SUBMISSION TO THE PLT, ENSURE THAT ● THIS FORM IS FULLY COMPLETED (I.E., IF A QUESTION IS NOT APPLICABLE, PLEASE INDICATE THAT); ● THE APPROVAL TIMELINE DIRECTLY ABOVE IS COMPLETED THROUGH STEP 2; ● IN THE POLICY ITSELF, (A) ALL SPECIALIZED TERMS ARE CLEARLY DEFINED AND (2) AN APPEALS PROCESS IS ADDRESSED AS APPROPRIATE.

VPIE COMPLETES UPON FINAL APPROVAL

Date of final approval	11/4/2024
Date policy goes into effect	11/5/2024
Individual responsible for implementation	Lemasters

## **Visitor Policy**

### **PURPOSE**

To fulfill Randolph College's goal of creating a safe campus environment that is conducive to educational opportunities and nurturing student learning, the following visitor policy has been established.

A visitor is anyone who is not enrolled as a student or employed at the college.

### **AUTHORITY**

The safe operation of the campus is delegated to Campus Safety by the Dean of Students.

### **APPLICABILITY**

This policy applies to all Randolph College employees, dependents, students, guests, visitors, and contracted service representatives, and to all property owned, leased, operated, or controlled by Randolph College. This policy is not intended to replace the visitation/guest policy for students in the student handbook. As such, the visitation/guest policy for students should still be followed.

### **POLICY**

Visitors are welcome at Randolph College and may enter the campus from sunrise to sunset daily. However, persons who do not have legitimate reasons for being on the campus are not allowed to use the campus facilities, including parking lots and commons areas. Legitimate reasons include, but are not limited to: to learn about the campus and College programs; attending an official college program or event; visiting the Randolph College Campus Store; using the Library; visiting the Museum; making deliveries of goods and/or services ordered by Randolph College employees, dependents, students, guests, visitors and contracted service representatives; attending meetings, functions, or seminars; or walking dogs.

### **STANDARDS OF CONDUCT**

- (1) Randolph College is an institution of higher learning. Any activity detrimental to the academic mission of the College is prohibited.
- (2) Visitors on college property are required to abide by college policies and shall identify themselves upon request to College officials, Campus Safety Officers, or appropriate College employees acting in the performance of their duties.

- (3) Visitors must conduct themselves in accordance with federal, state, and local laws.
- (4) Visitors are expected to be appropriately dressed. Clothing bearing obscene, lewd, or inflammatory messages, or other apparel which may be disrespectful of or detract from the decorum, tradition, and reputation of the College is prohibited, and may subject the wearer to removal from the campus.
- (5) Visitors on Randolph College's campus shall be mindful and shall exercise only socially appropriate behavior, including the exclusion of lewd, indecent, obscene, vulgar, offensive, or threatening speech or any sex, color, ethnic, racial, minority, or religious discrimination speech, writing, or activity, or which contains sexual innuendo, metaphor, or simile or that encourages unlawful activity, discrimination, or interference with another individual's protected rights.
- (6) All weapons, knives, firearms, dangerous chemicals, or instrumentalities/articles that might be injurious to persons or property are prohibited on Randolph College's campus, except for permitted exclusions for law enforcement officers.
- (7) Visitors are prohibited from bringing alcohol products, controlled substances, and illegal drug apparatuses to Randolph College's campus.
- (8) Visitors are prohibited from loitering on campus.
- (9) Visitors walking dogs must keep their dogs on a leash at all times and pick up and dispose of their dog's feces.
- (10) The campus is generally closed to visitors during the hours of darkness except for visitors attending an official College program, event, or making food deliveries.

### **CAMPUS ENGAGEMENT & RESOURCE GUIDELINES**

- (1) **Parking:** In general, visitors to the Randolph College campus are not issued parking permits and visitors should use the reserved 'Visitor' spaces located within parking lots around the campus.
- (2) **Athletic Facilities:** Visitors are not permitted to use the WildCat Stadium, athletic fields, tennis courts, Michels Athletic Center, and the wrestling center on Bedford Avenue.
- (3) **Food Delivery:** Visitors who are employees of a food delivery business are not permitted to enter a student resident hall without an escort from the student who is purchasing the food. If a student uses the option to have food delivered directly to their residence hall, the student must always escort the delivery driver while the driver is inside of the residence hall. In the

interest of safety for both parties, food delivery drivers should meet student purchasers at the information desk in Main Hall to make a safe and secure transaction.

(4) Media Engagement: Randolph College is a private campus and respects the rights and privacy of our students, faculty, and staff. As such, the College requires photographers, videographers, reporters, and other members of the media to have prior approval from the Office of College Relations. All requests to use the campus for photo shoots or videography should be directed to the Office of College Relations.

(5) Institutional Support Services and Classrooms: Only registered students are permitted to attend College classes/labs and only registered students, or faculty and staff are to utilize certain institutional support services (i.e., computer labs, photo labs, etc.). Exceptions to this policy may be authorized by the appropriate administrative officer or department chair.

### **PROCEDURES**

The presence of visitors on campus often enriches the campus community. However, if the policy is violated, or if an appropriate Campus safety official or staff deems it necessary for the well-being of the community, they may require a visitor to leave the campus.

In cases of suspected violations of this policy by visitors to Randolph College, appropriate Campus Safety officials, or staff, are authorized to investigate sufficiently to determine whether the visitor violated any of the provisions of this policy provided that such investigation complies with applicable law. If the need should arise, Randolph College's Campus Safety staff and/or other appropriate officials of Randolph College may obtain the assistance of local law enforcement. A visitor's suspected criminal act shall be reported to the appropriate law enforcement authority.

### **RESPONSIBILITIES**

It is the responsibility of each student, employee, visitor, or contractor, to comply with this policy.

It is the responsibility of the Director of Campus Safety to periodically review this policy to assure that it is in the best interest of the entire community.

### **SANCTIONS**

Violation of rules and regulations by visitors may result in their being removed from campus and/or barred from future visits to the College.

**EXCLUSIONS**

This policy may be altered temporarily under exigent circumstances.

**INTERPRETATION**

The authority to interpret this policy rests with the Dean of Students and is delegated to the Director of Campus Safety.