

COMMUNITY COLLEGE OF VERMONT

VISITOR POLICY

See also:

Student Code of Conduct

March 21, 2013

Updated February 6, 2025

Page 1 of 2

POLICY

The College seeks to provide a safe, friendly, and disruption-free environment for all who work and learn here. CCV recognizes the need to balance an open and welcoming atmosphere with the need to safeguard against disruption of the educational process, and to ensure the security of the school. For the purpose of this policy, visitors are defined as members of the public and/or guests of CCV students or employees, including children. Non-public areas are defined as spaces outside the lobby or entrance, including physical and virtual classrooms, lounges, learning centers, computer labs, and staff offices. Visitors are welcome at CCV academic centers and college events when and where appropriate.

PROCEDURES

1. Visitors may be required to sign in at the front desk and wear a visitor's pass while on campus. Visitors may also have limited access to non-public areas as directed by staff.
2. All visitors are expected to adhere to CCV policies and meet the behavioral expectations established in the Student Code of Conduct. A visitor may be required to leave the premises and/or college event if their presence is unsuitable for the circumstance or causes an undue disruption. Visitors may also be required to leave if they present a health, safety or liability risk to themselves or others or to College property.
3. Visitors under the age of 16 must be supervised at all times by a parent or responsible adult. The supervising adult is responsible for taking reasonable steps to safeguard the health and safety of children in their care while on College properties.
4. Children and visitors are not allowed to accompany students or faculty in the physical or virtual classroom. No visitors are allowed in areas where their presence changes the learning environment or their health or safety may be at risk. This includes classrooms, learning centers, computer labs and areas that may contain hazardous chemicals, machinery and/or equipment.
5. Persons who attempt to attend class without first having registered for the course will be asked to leave and, at the discretion of the College, will have the seat forfeited.

6. When the actions of visitors and guests rise to the level of criminal behavior, or when they fail to respond to a directive from College personnel, law enforcement may be contacted and a subsequent Letter of No Trespass may be issued.