

SIERRA COLLEGE

ADMINISTRATIVE PROCEDURE No. AP 3900

Visitors on Campus

Date Adopted:	5/14/1985
Date Revised:	9/7/2004
Date Reviewed:	9/7/2004
References:	Penal Code Sections 626, 627

All persons visiting the campus are expected to conduct themselves in accordance with standards of the District which are designed to perpetuate its educational purposes, and to comply with campus rules, city and county ordinances, appropriate educational code sections, and state laws.

Visitors are welcome at all public meetings held at District facilities. However, unsupervised visitors may not attend classes, meetings or convocations intended only for faculty, staff and/or students unless permission has been obtained from the Dean, Director, Supervisor or Faculty responsible for the area being visited. Each area Dean, Director or Supervisor will develop, in collaboration with faculty and staff, visitation guidelines for:

- Restricted areas where safety is the primary consideration (example, chemistry labs, ceramics lab). Permission for visitors prearranged by faculty member responsible for area in consultation with Division Dean.
- Visitation areas where designated faculty and staff are responsible for supervising the visitor(s).

No person, including but not limited to children, relatives or friends of students or employees, shall attend any class, laboratory, field trip or any other instructional or educational activity for which they are not registered or enrolled without verifiable permission from the Dean, Director or Supervisor or Instructor of Record.

No person under 18 years of age shall be on District properties unless enrolled in an authorized program (e.g., Academic Enrichment Program) or accompanied and supervised by an adult who is 21 years of age or older.

No person, including but not limited to children, relatives, or friends of any employee, contractor, or person performing work for the Sierra College District, shall be at the workplace without verifiable permission from the Dean, Director or Supervisor or Instructor of Record.

Visitor Parking Procedure: Visitors shall follow rules and procedures as posted on campus, set out in current class schedules, and parking brochures.

Use of Facilities: Visitor use of facilities shall conform to rules stated in Board Policy/Administrative Procedure 6700.

Activities which are or may be prohibited by State and Federal Law, Education Code, County/City ordinances, or District Policy on the Sierra College Campus include, but are not limited to, the following:

- Explosives and fireworks
- Weapons, including firearms, crossbows, and knives
- Alcoholic beverages and drugs
- Overnight parking
- RVs (trailers, mobile home trailers, and any form of vehicle in tandem whose overall length exceeds 20 feet)
- Skate boards/roller skates/roller blades
- Animals, with the exception of special assistance dogs (PCC CH. 03)
- Trespassing or loitering (PC 554, PC 626.4)
- Littering

See Board Policy 3900.