



Policies and Procedures

TITLE: CHILDREN AND NON-STUDENTS ON CAMPUS

POLICY NO: 4-31

EFFECTIVE DATE: 05/07/97

VCCS POLICY NO: N/A

REVISED DATE: 04/01/08

I. Purpose:

The college is committed to maintaining an environment that is conducive to teaching and learning. In compliance with this commitment, the college prohibits children in classrooms and laboratories. This policy focuses on the responsibility of adults to control the behavior of children on campus.

II. Definitions:

Non-student: Any individual who is not officially enrolled at the college.

Children: Any child under the age of 18 who is not enrolled at the college.

III. Policy:

Children are not permitted on campus without parental/adult supervision. If children are disruptive or left unattended, both the adult and the child will be instructed to leave immediately.

Children are not permitted in classrooms, laboratories, and testing centers unless they are participating in a pre-approved activity.

Individuals who are displaying disruptive behavior will be instructed to leave the campus by Police and Security Services.

Violations of this policy by a registered student may result in student conduct disciplinary measures as outlined in [JSRCC Policy No. 1-35](#), Student Conduct.

This policy applies to all campuses as well as all college owned or leased facilities.

IV. Procedures:

A. Children unattended on campus

1. Students, faculty or staff who witness children on campus without parental/adult supervision should immediately notify Police and Security Services at 804-523-5911.
2. Children that are on campus without parental/adult supervision shall be immediately taken into custody by Police and Security Services who will file a written report. They shall be held in custody pending notification of a parent or legal guardian. The child shall be released to that individual's custody upon his/her arrival and after proper identification is given. Subsequent violations may result in criminal prosecution for trespassing in accordance with state law.
3. Police and Security Services will submit a [JSRCC Form No. 75-0005](#), Student Misconduct Report, for any student that leaves his/her child/children unattended or unsupervised. The student will be adjudicated using [JSRCC Policy No. 1-35](#), Student Conduct.

B. Disruptive children unattended

1. Children who have been left unattended and are being disruptive shall be immediately taken into custody by security personnel and a written report will be filed in the Police and Security Services office. They shall be held in custody pending notification of a parent or legal guardian. The child shall be released to that individual's custody upon his/her arrival and after proper identification is given.
2. A "Trespass Notice" may be issued by the security officer to the individual prohibiting him/her from returning to college property.
3. Police and Security Services will submit [JSRCC Form No. 75-0005](#), Student Misconduct Report, for any student that leaves his/her child/children unattended or unsupervised. The student will be adjudicated using [JSRCC Policy 1-35](#), Student Conduct.

C. Non-students

1. Students, faculty, and staff are strongly encouraged to contact Police and Security Services at 804-523-5911 if they witness any behavior of non-students that is unusual, suspicious, disruptive, or threatening.
2. Police and Security Services will investigate whether a non-student has legitimate reasons for being on-campus.
3. Security personnel have the authority and will make a decision whether or not to remove a non-student student from campus if he/she does not have a legitimate reason for being on campus.
4. Security personnel will immediately remove from campus any non-student who they have determined is displaying disruptive or threatening behavior. A "Trespass Notice" may be issued to this individual prohibiting him/her from returning to college property.

V. Other Information:

[JSRCC Policy 1-35](#), Student Conduct
[JSRCC Form No. 75-0005](#), Student Misconduct Report