

# Rock Valley College

## Standard of Conduct for Visitors, Guests and Volunteers

### RVC Administrative Procedure (2:20.110)

#### Contents

RVC Administrative Procedure (2:20.110).....	1
A. Purpose .....	1
B. Department and Primary Point of Contact .....	1
C. Definitions .....	1
D. Procedures .....	2
Examples of prohibited behaviors include, but are not limited to:.....	2
Sanctions:.....	3
E. Related Documents .....	3

#### A. Purpose

The purpose of this administrative procedure is to promote and preserve a safe environment for all who attend or participate in Rock Valley College-sponsored virtual or in-person events. This includes the use of College services or premises. Visitors, guests, and volunteers are subject to federal and state laws, county and municipal ordinances, and applicable policies, procedures, and regulations of the College.

#### B. Department and Primary Point of Contact

Department: Rock Valley College Police

Point of Contact: Chief of Police

#### C. Definitions

**College community:** trustees, students, and all employees of the College as well as any independent contractors or other third parties to the extent articulated under contractual agreements.

**College:** Rock Valley College and those responsible for its control and operation and applies to all sites at which the College conducts classes and/or activities

**Student:** an individual registered at the College, either full or part-time, in a credit or non-credit course or courses

**Visitors and guests:** persons who are not a member of the College community who are on college premises.

# Rock Valley College

**College-sponsored activity:** any activity initiated, authorized, or supervised by the College or involving representation of the College.

**College premises:** buildings or grounds owned, leased, operated, controlled, supervised, or temporarily used by the College.

## D. Procedures

Visitors, guests, and volunteers are expected to act responsibly and respect the rights of all members of the College community. Rock Valley College expressly prohibits discrimination and harassment based upon age, ancestry, citizenship status, color, creed, ethnicity, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, sex, sexual orientation, or any other legally protected category.

As part of Rock Valley College's mission to provide excellent, accessible, and comprehensive learning experiences to students, the College expects all individuals to conduct themselves appropriately and civilly while on college property and at college-sponsored events. Nor shall they interfere with the College's educational process, facilities, or the rights of those who wish to participate in any of the College's instructional, personal, administrative, and community services.

All campus community members are expected to refrain from any conduct that may adversely affect the College's educational function or disrupt or interfere with the rights of others to pursue their education, conduct their college duties and responsibilities, or participate in College activities.

### **Examples of prohibited behaviors include, but are not limited to:**

- Engaging in discriminatory or harassing conduct
- Possessing or consuming alcohol on college property without authorization
- Engaging in illegal use, possession, or distribution of any controlled substance, illegal drug, or alcohol
- Consuming tobacco inside college buildings or outside of designated smoking areas on campus
- Engaging in disorderly conduct or conduct that causes, or is likely to cause, a substantial and material disruption to college operations
- Making threats, intimidating, whether physical, verbal; including the use of profanities or racial/ethnic slurs, or written, to the personal safety of students, employees, or visitors or committing violent acts
- Engaging in sexual offenses, including indecent exposure, inappropriate sexual advances (physical or verbal), or contributing to a sexually harassing environment
- Stealing, defacing, or damaging College property or the property of students, employees, or other visitors
- Engaging in conduct that causes or is likely to cause physical harm to any person or to the property of others, including that of the College

# Rock Valley College

- Distributing or attempting to distribute campaign literature, sign students or employees up for products or in support of campaigns or to sell or promote products or services. Individuals or groups/agencies/business are encouraged to contact the Rock Valley College Facilities, Plant, Operations, and Maintenance Department (POM) to obtain a Facility Usage Application to reserve a table or space
- Interfering with any person's freedom of expression, movement, or activity
- Committing theft of property or services, possessing property known to be stolen, or damaging the property of others, including the College
- Failing to comply with the directions of college officials, including those of campus public safety officers, when performing their duties
- Refusing to leave the campus or site of a college-sponsored event when requested to do so by a college official for having committed, or threatening to commit, or inciting others to commit, any act which would disrupt, interfere with or obstruct the processes, procedures or functions of the College
- Engaging in the use, possession, or storage of any weapon or dangerous material that can be used to inflict bodily harm or damage to property, without express authorization by the College or under applicable law
- Misusing College computing resources by making or receiving, accessing, altering, using, providing, or in any way tampering with files, programs, passwords, or hardware belonging to other computer users or the College without prior authorization
- Violating the terms of any sanction imposed in accordance with this Code
- Violating any other College policy or procedure or local, state, or federal law

## Sanctions:

A person who engages in conduct prohibited by this Standard of Conduct, other College policies or procedures, or applicable law may be subject to consequences, including but not limited to a warning (verbal or written), denial of access to the College or other Rock Valley College-sponsored events, arrest, removal, and/or issuance of a campus no-trespass order, and/or possible restrictions with respect to future employment or admission.

In the event that a campus no-trespass order is issued, the visitor shall leave College property immediately, or campus police and/or local law enforcement may be contacted.

## E. Related Documents

Campus Trespass Policy 2:20.110

Facilities and Grounds Rental 2:40.010

**Reference:** Board Report #7673

**Revised:** June 9, 2025