



ADMINISTRATIVE PROCEDURES

No. 319.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

Procedures for Visitors and Children on Campus

Visitors

Visitors are welcome on all campuses at any time during business hours, so long as they do not interfere in any way with the conduct of classes, student or campus activities, and/or school business. Visitors may be required to leave the premises if their presence is deemed to interfere with the peaceful conduct of the activities of the College. (Also see Board Policy 509 and Administrative Procedure 509.1 Freedom of Speech)

Visitors may observe, but not take part in, classes and must have the permission of the instructor conducting the class.

Minor Children Under the Age of 16

Students, faculty, and staff are not permitted to bring minor children to the Ukiah campus or the Lake and Willits Centers or other District facilities except as follows:

- Minor children accompanying an adult accessing student services, library facilities, or other services district-wide
- Minor children enrolled in classes
- Minor children enrolled in the Child Development Center
- Minor children attending public events
- Minor children on brief visits to District staff

With the permission of the immediate supervisor, minor children may occasionally accompany an employee of the District while the employee is working. This is not intended to be a regular occurrence. The children must remain under the continuous supervision of the adult responsible for them and their presence should in no way obstruct or diffuse services or work duties in the area.

Guidelines

- No minor child under the age of 16 may be left alone on campus at any time for any reason. Campus Security will call the police if any child is found left alone in a car or wandering alone on the campus.
- Children may not be left on campus when the reason for the child's presence is to take the place of child care services while the accompanying adult is in class.
- Children shall not be unattended in public areas such as the library, the food service area, or left to wait or play outside a classroom while the accompanying adult is in class.
- Children may not be present in classrooms or labs and may not attend class activities such as field trips.
- Under no circumstances are children to be admitted where dangerous substances or equipment are in use.

Staff or students who observe children who appear to be unattended should contact Campus Security. College staff, faculty and administrators have the responsibility to direct the removal of a child in accordance with this policy.

Reference: Welfare Institutions Code 625, Education Code 32211 (A), Vehicle Code 15620