



Policy Number and Title:	500.105 Code of Conduct for Visitors, Volunteers, and Guests		
Approval Authority:	BMCC Board of Regents	Date Effective:	August 16, 2019
Responsible Office:	Administration	Responsible Office Contact:	President

1. POLICY STATEMENT/REASON FOR POLICY

The purpose of this policy is to maintain a safe and orderly college campus community.

2. ENTITIES AFFECTED BY THIS POLICY

All BMCC Departments.

3. WHO SHOULD READ THIS POLICY

All BMCC personnel.

4. WEB SITE ADDRESS FOR THIS POLICY

-This policy can be found at:
<http://www.bmcc.edu/about-bmcc/governance-administration/college-policies>

5. FORMS/INSTRUCTIONS

BMCC Incident Report.

6. HISTORY

- Amended: 08/16/2019
- Next Review Date: 08/16/2022
- BMCC reserves the right to revise policies at any time.

7. THE POLICY

500.105 Code of Conduct for Visitors, Volunteers, and Guests

Bay Mills Community College (BMCC) reserves the right to maintain a safe and orderly educational environment for students and college personnel. All individuals have the right to a safe campus learning environment free from interference or disruption. The purpose of this policy is to maintain a safe and orderly college campus community.

Visitors, volunteers, and guests are expected to conduct themselves in accordance with generally accepted standards of appropriate behavior, this policy, as well as all federal, state, and local laws. When a visitor, volunteer, or guest acts in a manner that disrupts the safety of our college community, appropriate action will be taken to restore and protect the safety of the college.

1. Some examples of behavior that may result in the removal of visitors, volunteers, and guests from the premises include.
 - a. Misuse, damage, or theft of BMCC property.
 - b. The physical or verbal disruption of: instructional or student services activities; administrative activities; public service functions; authorized curricular or extra-curricular activities; the orderly operation of the campus; or, the prevention of authorized visitors from carrying out the purpose for which they are on campus.
 - c. Physical, verbal, or written intimidation or harassment of any other person.
 - d. Conduct which is rude, disrespectful, obscene, lewd, indecent, or offensive, which so incites others as to create a clear and present danger of the commission of unlawful acts, or the substantial disruption of the orderly operation of the College.
 - e. Participation in a physical altercation, or threatening violence, against another person.
 - f. Conduct of a sexual nature including but not limited to indecent exposure, voyeurism, or loitering for the purpose of soliciting or engaging in any lewd act or conduct.
 - g. Sexual assault or physical abuse including but not limited to rape, sexual assault, domestic violence, dating violence, or stalking as defined by local, state, and federal law.
 - h. Any conduct that threatens the health or safety of any person, including oneself.
 - i. Possession or use of weapons, explosives, incendiary devices, unlicensed dangerous chemicals or objects which may be used as weapons or to threaten bodily harm with them thereof.
 - j. Failure to comply with directions of College personnel who are acting within the scope of their employment.
 - l. Smoking in College buildings, in areas where prohibited, or in college vehicles.
 - m. Drug and alcohol use, possession, distribution, or sale of on campus.

- n. Returning to the college community while a particular incident involving that individual is currently under review by BMCC administration.

2. Implementation

- a. A visitor, volunteer, or guest who violates this policy may be removed from campus immediately and not allowed to return pending review of the matter by the college administration.
- b. The BMCC Administration and Faculty are authorized to immediately expel any visitor, volunteer, or guest who engages in conduct that is prohibited by federal, state, or local laws or this policy by requesting that the individual leave the college property.
- c. If the visitor, volunteer, or guest does not leave the premises upon request by an administrator or faculty member, the responding administrator or faculty member shall then contact Bay Mills Law Enforcement.
- d. In the event any BMCC employee witnesses circumstances that he or she believes involves the threat of imminent harm to BMCC property or to any individual, that employee may contact the Bay Mills Law Enforcement.
- e. In the event an employee asks a visitor, volunteer, or guest to leave the BMCC campus, the individual shall prepare an incident report upon conclusion of the matter. The report should be delivered as soon as feasible to the College Administration Department.
- f. The BMCC Administrative Department will review incidents related to purported violations of this Policy to determine whether the individual is allowed to reenter the college community or whether the individual should be temporarily or permanently prohibited from entering the college property. The individual who is the subject of that review will then be informed of the decision, to the extent that his or her location can reasonably be determined.
- g. If the visitor, volunteer or guest has grounds to believe that the action is unjust, they may appeal in writing to the President within 5 business days of the decision. The President may then arrange a meeting with the individual to discuss the matter and revisit the prior determination, which may be revised.