

VISITOR CODE OF CONDUCT

POLICY

Gateway Technical College (“Gateway or the College”) welcomes visitors to enjoy its campuses, services, and programs. The Visitors Code of Conduct is designed to promote and preserve a safe and welcoming environment for everyone.

SCOPE AND DEFINITIONS

Definitions for the purpose of this policy:

“Authorized College Business” means an activity which furthers the mission and purpose of the College or business that has been approved by a College Official.

“College community” includes trustees, students, and all employees of the College as well as independent contractors or other third parties under contract with the College.

“Student” means an individual who is registered at the College in a credit or non-credit course or courses, who has either paid or made arrangements for payment of tuition and/or fees.

“College premises” includes any building or grounds owned, leased, operated, controlled, or used by the College.

“College facilities” includes any campus building and structure.

“Visitors” means persons who are not members of the College community who are on College premises.

This policy applies to any visitor on College premises.

VISITORS ON GATEWAY CAMPUSES

Visitors are allowed access to College premises available to the public, during normal business hours and in accordance with Gateway policy governing the use of such facilities. Visitors are allowed access to College facilities for Authorized College Business, and are allowed to attend activities on the College campus in the designated buildings or areas when such attendance is permitted by the sponsoring organization or by Gateway.

RIGHTS AND RESPONSIBILITIES OF VISITORS

1. Visitors have the right to freedom of speech, assembly, advocacy, and inquiry.
2. Visitors are welcome on College premises during regular business hours.

3. Visitors are expected to conduct themselves in such a manner as not to interfere with the educational process at the College and respect the rights of others.
4. Visitors are expected to obey all applicable College policies and federal and state laws while on College premises. Prohibited conduct includes, but is not limited to, threats, harassment, physical or disorderly altercations, engaging in behavior that poses serious danger to the health and safety of members of the College community, and unauthorized entry into or damage to Gateway property.
5. Visitors should be prepared to identify themselves and the purpose of their visit when asked by College Security or other staff members.
6. Gateway welcomes children at many of its programs and events. Children under age 16 who are visitors must be under the direct supervision of an adult while on campus.

GATEWAY'S RESPONSE TO VIOLATIONS OF THE VISITOR CODE OF CONDUCT

Gateway's approach to most policy violations is to issue a verbal warning to remind visitors of behavioral expectations. When a visitor's behavior doesn't respond to verbal instruction, the visitor will be escorted from College premises or the College-sponsored activity and issued a Letter of No Trespass, either in person or sent to their home address, depending on the circumstances, by the Campus Dean or Security Personnel. A copy of the Letter of No Trespass will also be sent to the appropriate law enforcement agency.

The Letter of No Trespass is issued for a specific period of time or on an ongoing basis and may prohibit the visitor from engaging in certain conduct, restrict access to some or all College premises, and/or restrict participation in some or all of the College's programs or activities. The written order will include an explanation of the basis for the order. The decision whether to issue a warning or order will depend on all relevant circumstances surrounding the incident, including but not limited to the following factors: involvement of individuals under the age of 18; any prior offenses or warnings; and or ongoing safety risks.

Gateway reserved the right to take criminal and/or civil action against a visitor for misconduct where appropriate and necessary.

APPEAL

Any visitor may appeal a No Trespass order by application to the appeal officer listed below.

An ongoing no-trespass order shall be subject to automatic review by the appeal officer who shall deliver the results of the review in writing to the respondent within 30 calendar days. Campus Security will maintain a written record of warnings, which shall be considered in responding to any future offenses.

APPEALS PROCESS

- a. The respondent may request the modification or rescission of the trespass order by providing the following in writing: a description of any modification requested; the rationale for modifying or rescinding the order; and current contact information.
- b. Appeals should be directed to the appeals officer, Director of Security, Gateway Technical College, 3520 30th Ave., Kenosha, WI 53144, merlinr@gtc.edu.
- c. The rationale for modifying or rescinding the order should include steps taken by the respondent to address the safety risk to individuals or property and to ensure adherence to Gateway Technical College policy and local, federal, and state laws.

APPEALS OUTCOME

- a. That appeal officer shall determine whether to rescind the warning (and all associated records) or the trespass order based on a consideration of ongoing safety risks to individuals or property, and shall deliver its decision in writing to the individual or to the parents or guardians, if the individual is a minor, within 30 days.
- b. In addition, warnings and trespass orders issued to individuals who are under the age of 18 may be rescinded as follows: Parents or guardians of recipients of warnings or trespass orders who are under the age of 18 may request a meeting with the appeal officer described below.

Exceptions to this policy require written approval from the Director of Security and/or a Dean of Campus Affairs.

For additional details relating to visitors in classrooms, please see Administrative Policy J-160.

For additional details relating to the reasonable restrictions Gateway has placed on the distribution and posting of printed materials and the use of display tables on Gateway property, please see Administrative Policy H-170.

For additional details regarding the restrictions Gateway has placed on the use of District buildings and facilities, including commercial speech and certain special-use facilities, see Administrative Policies H-171 (Free Speech and Public Assembly) and H-170 (Distribution, Posting and Display Tables).