

POLICY NO. 314

Area: General Administration

Date Adopted: November 8, 2013

Certified By: _____
Vice President for Administration, and
Chief Financial Officer

Revisions Approved: _____

Subject: VISITORS IN THE CLASSROOM

Effective Immediately

STATEMENT OF POLICY

In order to ensure a proper environment for learning at Central State University, no individual will be permitted to bring any non-enrolled adult or child into any active classroom unless the visitor is a scheduled part of the curriculum.

DEFINITIONS

“Child” is any person 17 years old or younger not currently enrolled at Central State University.

“Visitor” is any person not currently enrolled in a specific CSU course.

“Classroom” is any room or place where a group of students meet at a regularly scheduled time to study or where classes are conducted. For the purpose of this policy, a classroom may be a lecture, laboratory or community service setting.

PROCEDURE

Visitors, including children, are not allowed in classrooms unless they are enrolled participants in the class and meet all CSU admissions requirements. An exception is permitted for classes or courses which expressly utilize children as a part of the instructional process, or where there is express permission of an administrator or teaching faculty to visit. Only registered students and authorized University staff/volunteers may participate in field trips, retreats, or other University authorized travel activities. All volunteers for these activities must be approved by the Office of Student Affairs to serve in a volunteer capacity.

Any child that is on campus for other than educational purposes must be under the direct parental/guardian supervision and control at all times. All visitors are subject to all other University policies regarding the presence of children/minors and visitors on campus.