



Opportunity Lives Here

Southern Virginia Higher Education Center Policy

Policy # 5102

Policy Title: STUDENT GENERAL INFORMATION and POLICY

Responsible Oversight Director: Director, Student Services and Partner Relations

Date of Current Revision or Creation: August 23, 2013

A. PURPOSE

The Southern Virginia Higher Education Center (SVHEC) is committed to maintaining a safe, civil, and respectful environment for SVHEC staff, partners, and guests. To that end, the following Code of Conduct, policy and information is provided as a guide. The SVHEC considers students enrolled with our educational partners as guests and hereafter refers to them as such. As lessee of the property, the SVHEC has the authority to bar individuals found in non-compliance of the Code of conduct and SVHEC policies

B. AUTHORITY

[Virginia Code Section 23-231.24-29](#), as amended, grants authority to the Board of Trustees to establish rules and regulations for the institution. Section VIII (E) of the [Board of Trustees Bylaws](#) grants authority to the Executive Director to implement the policies and procedures of the Board relating to the SVHEC operations.

The policies of the SVHEC fall within the following framework and hierarchy and, therefore, are subject to compliance with laws and regulations instituted by higher levels of authority:

1. Federal laws and regulations
2. State laws and regulations
3. Board of Trustees policies
4. **SVHEC policies**
5. Departmental policies and procedures

In the event of a conflict between different levels in 1 through 5 above, the lower numerical heading shall take precedence over higher numerical heading.

C. DEFINITIONS

D. SCOPE

Guests of the SVHEC are to follow the SVHEC Student Information and Policy, in addition to policies governing conduct of the partner institution at which the student is enrolled. SVHEC students follow the SVHEC Student Information and Policy. The website <http://www.svhec.org/svhec-policies> is the official location of SVHEC policies.

E. POLICY STATEMENT

General Information:

1. **Hours of Operation:** Will be posted on the front door of campus buildings at the beginning of each semester.
2. **Emergency:** Guests should review the [Emergency Procedures](#) and evacuation plans posted in each classroom, office, and meeting space near the light switch. Be familiar with the location of emergency exits and fire extinguishers. In the event of an emergency call 911 and then call or contact the front desk staff at 572-5440 for 820 Bruce Street or 572-5553 for Innovation Center.
3. **Weather Related Closing:** If the SVHEC needs to close because of inclement weather, a decision will be made by 6:30am. Once a decision is made notices will go out via: SVHEC Alert System (Everbridge Mass Notification), SVHEC website www.svhec.org, Facebook (www.facebook.com/svhed), and message on SVHEC's main phone line (434-572-5440). If the SVHEC is open and needs to close early, a decision will be made and announced as quickly as possible. View the [Weather Policy](#).
4. **Computer Access:** Wireless Internet access is available throughout the SVHEC campus through the SVHEC Connect network. Full instructions are available at www.svhec.org/byod or speak with a front desk representative for assistance. In addition, open computer stations are located on the second floor of the 820 Bruce Street building. Students completing class assignments have the first priority.

SVHEC Policies:

1. **Alcoholic Beverages:** No alcoholic beverages are allowed in the SVHEC buildings, courtyards, or parking lots.
2. **Illegal Drugs:** SVHEC is a drug free zone and the possession and/or use or selling of illegal drugs is prohibited. The town of South Boston Police Department and/or the proper authorities will handle violators. If you suspect drug related behavior, please report this activity to the front desk staff.

3. **Smoking:** Per State Code, no smoking is permitted within 25 feet of any entrance to SVHEC buildings.
4. **Computer Use and Responsibility:** All SVHEC students and partner institution students have access to the SVHEC computers and will be given a computer login. All new students will be issued a computer login. All computer users must adhere to the Computer Acceptable Use Policy.
5. **Food and Drink:** No food is allowed in classrooms or computer labs. Bottled water is allowed in classrooms only. No food or beverages are allowed in computer labs. If students need to bring in food for a class project, the instructor needs to obtain pre-approval from the SVHEC Operations Manager.
6. **Children:** No children are allowed to attend classes with parents/guardians, nor are children to be left unattended while students attend classes.

F. RELATED INFORMATION

N/A

¹Procedures are not a part of the policy document. They are maintained separately.

POLICY HISTORY

Director Policy Review Committee & Policy Responsible Oversight Director - Approval to Proceed:

Patricia M. Nelson
Responsible Oversight Director's Signature

08/23/2013
Date

Executive Director – Provisional Approval of Policy:

Betty H. Akers
Executive Director's Signature

08/23/13
Date

Date of Presentation to Board of Trustees:

Date of Approval by Board of Trustees:

Default Approval Date (if necessary):

Board of Trustee – Approval of Policy:

Chairman's or Designee's Signature

Date

Policy Revision Dates: March 11, 2014

Scheduled Review Date: March 2019