



Policy # 5102

Policy Title:

SVHEC PARTNER-ENROLLED STUDENT & SVHEC TRAINING PROGRAM PARTICIPANT/TRAINEE GENERAL POLICY INFORMATION

Responsible Oversight Director: Chief Finance & Operations Officer

Date of Current Revision: February, 2019

A. PURPOSE

The Southern Virginia Higher Education Center (SVHEC) is committed to maintaining a safe, civil, and respectful environment for the SVHEC community (SVHEC Board members, SVHEC staff and instructors, SVHEC education and training partner staff and instructors, SVHEC partner-enrolled students, SVHEC training program participant/trainee, and visitors). The following general rules provide a framework for the conduct of members of the SVHEC community, in conjunction with the SVHEC Code of Conduct.

B. AUTHORITY

Virginia Code [Section 23.1-3122](#), 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

SVHEC Community - The community, by definition, includes but is not limited to, SVHEC Board members, SVHEC staff and instructors, SVHEC education and training partner staff and instructors, SVHEC partner-enrolled students, SVHEC training program participants/trainees, visitors, and others who are impacted by the policy under consideration.

SVHEC Education Partner - An entity with whom the SVHEC has a relationship to provide for- credit higher education and/or workforce training at or through the SVHEC.

SVHEC Partner-Enrolled Student - An individual who enrolls with one or more SVHEC education partners and takes classes at the SVHEC through his/her respective partner(s). SVHEC partner-enrolled students are subject to the policies of their own institutions as well as those of the SVHEC.

SVHEC Training Program - Any workforce training course, class, workshop or set of multiple courses, classes, and workshops for which SVHEC training program participants/trainees enroll with the Southern Virginia Higher Education Center. This does not include programs, classes, courses, or workshops for which SVHEC training program participants/trainees are enrolled via an SVHEC education or training partner.

SVHEC Training Program Participant/Trainee - Individual who enrolls in an SVHEC training program.

Visitor - Member of the SVHEC Community not falling into the classification of SVHEC Board member, SVHEC staff or instructor, SVHEC education or training partner staff or instructor, SVHEC partner-enrolled student, or SVHEC training program participant/trainee; member of the general public accessing the SVHEC facilities.

D. SCOPE

This policy applies generally to all members of the SVHEC Community. The website <http://www.svhec.org/svhec-policies> is the official location of SVHEC policies.

E. POLICY STATEMENT

General Information:

1. **Hours of Operation** - The SVHEC hours of operation are generally Monday through Friday, 8:00 a.m. – 9:00 p.m. and Saturday, 8:00 – 5:00 p.m., with business hours Monday through Friday 8:00 a.m. – 5:00 p.m. The SVHEC may be open at other times for classes or special events. Hours of operation are listed on the SVHEC website (www.svhec.org) and are provided in the recorded message on the main SVHEC number (434) 572-5440. In the event of a change to normal SVHEC operating hours, notices will be posted on the front door of campus buildings at the beginning of each semester.

2. **Emergency** - SVHEC partner-enrolled students and SVHEC training program participants/trainees should review the Emergency Procedures and evacuation plans posted near the light switch at the entrance to each classroom, office, restroom, meeting space, and public space, and be familiar with the locations of emergency exits and fire extinguishers. In the event of an emergency, call 911 and then contact the front desk staff at 434-572-5440 for Bruce Street or 434-572-5553 for the Innovation Center
3. **Weather Related Closing** - If the SVHEC will not open because of inclement weather, a decision will be made by 6:30 a.m. of the day in question. If the SVHEC is open and weather warrants early closure, the closure announcement will be made as quickly as possible. Once a closure decision is made, notices will go out via the following: SVHEC Alert System (Everbridge Mass Notification), SVHEC website (www.svhec.org), Facebook (www.facebook.com/svhed), and a message on the SVHEC's main phone line (434-572-5440). See also SVHEC Policy #1104, Inclement Weather and Emergency Closing (www.svhec.org/svhec-policies). Announcements regarding SVHEC closure will also be made via the local radio station, WHLF and the local television station, Channel 13.
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 through a front desk representative. In addition, open computer stations are located on the second floor of the Bruce Street building. SVHEC partner-enrolled students and SVHEC training program participants/trainees completing class assignments have first priority for access to the SVHEC open computer stations.

F. SVHEC General Policies

1. **Alcoholic Beverages** - No alcoholic beverages are allowed in the SVHEC buildings, courtyards, or parking lots.
2. **Illegal Drugs** - The SVHEC is a drug-free zone. Possession, use and/or sale of illegal drugs on the SVHEC campus is strictly prohibited. Anyone found to have violated this policy will be reported to the Town of South Boston Police Department and/or other law enforcement authorities. If any member of the SVHEC Community suspects drug-related behavior, he/she should promptly notify the SVHEC front desk staff at the respective building (Bruce Street or the Innovation Center).
3. **Smoking** - Smoking is not permitted inside any SVHEC building or within 25 feet of any entrance to SVHEC buildings.
4. **Computer Use and Responsibility** - All SVHEC partner-enrolled students and SVHEC training program participants/trainees have access to the SVHEC computers and will be issued a computer login at the beginning of their first semester (partner-enrolled students) or beginning of their program (SVHEC training program participants/trainees). All computer users must adhere to SVHEC Policy #4001, *Use of SVHEC Information Technology Resources and Systems* ("Computer Acceptable Use" Policy).

5. **Food and Drink** - No food may be consumed in classrooms; bottled water only may be consumed in classrooms. No food or beverages are allowed in computer labs. If food is necessary for a class project, the instructor must obtain prior approval from the SVHEC Operations Manager.
6. **Children** - No children under the age of 18 are to be left unattended while parents/guardians attend class. No children under the age of 18 or other dependents are allowed to attend classes with parents/guardians.

Violations of SVHEC General Policy may result in the loss of privileges, up to, and including being temporarily or permanently banned from the SVHEC campus, and suspension or dismissal from SVHEC training programs.

Individuals who wish to appeal a disciplinary action may complete and submit the SVHEC Complaint/Grievance form to have the appeal heard by the SVHEC Complaint/Grievance Committee in accordance with the SVHEC Complaint/Grievance Process.

F. RELATED INFORMATION

SVHEC Complaint/Grievance Process (www.svhec.org/svhec-policies/complaintgrievance-process).
Note: Procedures 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

8/23/2013
Date

Executive Director – Provisional Approval of Policy:

Betty A. Adams
Executive Director's Signature

8/23/2013
Date

Executive Director – Provisional Approval of REVISED Policy:

Betty A. Adams
Executive Director's Signature

10/1/2016
Date

Date of Presentation to Board of Trustees: December 6, 2017

Board Action: Approve the Policy

Reject the Policy

Matthe M. Cowan
Chairman's or Designee's Signature

12/6/2017
Date

Policy Creation Date: August 23, 2013

Last Revision Date: October 1, 2016

Scheduled Review Date: October 1, 2021

POLICY HISTORY (Revision of Policy)

Nellie S. Simon-Owens
Revisions Author's Signature

2/21-2019
Date

Brenda Jemy
Responsible Oversight Director's Signature

2/21-2019
Date

Executive Director – Provisional Approval of REVISED Policy:

Patricia Adams
Executive Director's Signature

April 19, 2019
Date

Does this policy need to go before the Board for this 2019 revision approval?

Yes

No

Brenda Jemy
CFOO Signature

4/19/19
Date

Policy Creation Date: August 23, 2013

This Revision Date: February 2019

Scheduled Review Date: February 2024