

**ROGUE COMMUNITY COLLEGE
GENERAL INFORMATION AND
ADMINISTRATIVE PROCEDURES**

Procedure: **CHILDREN ON CAMPUS (AP-005)**

Contact: President's Office, Ext. 7087

Only students who are enrolled in classes or labs may sit in on the classes or labs unless the individual instructor and/or department head makes an exception.

Children under high school age (14 years or younger) are not permitted on campus unless directly supervised by a responsible adult. The responsible adult may be asked to remove any child or children who are being disruptive.

Exceptions to the above include students at RCC by invitation for special events or class field trips.

Guidelines for Employees' Children on Campus

Rogue Community College values and supports employees and their families. Employees of RCC, whether faculty, classified, management, or student worker, face multiple pressures in balancing work, classes, employment, and family. The following guidelines are provided to employees and supervisors to assist in making decisions about having children on campus during the workday.

It is inappropriate to bring minor children to a college facility on a regular and on-going basis while working for the college or during class time. Employees and students are expected to make arrangements for the care of their minor children. Rogue makes a sincere effort to support employees with families through alternatives such as flex scheduling, contract leave, and on campus daycare facilities, as appropriate.

There may be occasions where emergency circumstances arise that create difficult choices of either missing work (by possibly taking contract or sick leave) to care for a child, or seeking supervisor approval to temporarily bring a child with the employee to the college. Such emergency, short term arrangement may be approved by a supervisor in lieu of the employee missing work, if the worksite would not be disrupted or service impaired. Such an arrangement should be viewed as a cooperative temporary agreement between supervisor and employee, not an entitlement, and would be based on:

1. the needs of the job, the department, and the college
2. the work performed by the employee and his/her child's ability to fit within the work environment

This procedure is not intended to forbid meeting family members at college facilities, in an employee's office, or to prevent family members from making appropriate use of college resources generally available to the public. RCC also supports such events as "bring your child to work day," visits to the college by students from area schools, and other events designed to bring young people to the college. The college workplace cannot be viewed, however, as an alternative to appropriate childcare on a regular and ongoing basis.

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AP-005