

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**POLICY No. 904
COMMUNITY**

SCHOOL VISITORS

The Board of Trustees recognizes the vital role families play in the academic achievement of students; therefore, the Board welcomes and encourages parents and guardians to visit the schools and classrooms in the District. Volunteers and community partners are also encouraged to visit schools in order to support the District in meeting academic goals for students. The following procedures are designed to emphasize the importance of safety for students and staff by clearly defining access to school campuses and other District facilities.

1. General
 - a. Visitors are required to report their presence on school grounds to the school principal or designee and to adhere to the rules and regulations specified in District procedures and in federal, state and local laws.
 - b. Government issued identification may be required of any person on District property.
 - c. School facilities are intended primarily for use in educational programs. Schools are not open to the general public during school hours on days when schools are in session.

2. Parents/Guardians – Meaningful Access
 - a. The District encourages parents/guardians to visit their child’s classroom.
 - b. Pursuant to the Federal Educational Right to Privacy Act (FERPA), parents/guardians must abide by laws governing confidentiality as it relates to student records.
 - c. The Civil Rights Act of 1964 prohibits any conduct that has a disproportionate effect on Limited English Proficient (LEP) persons. Such persons may be eligible to receive language assistance in order to access their child’s information and/or classroom.

3. Other Visitors
 - a. Media – the District welcomes the media to its campuses and will attempt to make reasonable accommodations for media interested in visiting a school. Confidentiality of student information must be maintained pursuant to FERPA and the Individuals with Disabilities in Education Act (IDEA).
 - b. Children not enrolled – Visits by children not enrolled and unaccompanied by adults are prohibited, and such visitors will be referred to the site administrator.

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- c. Recognized government agencies (i.e. law enforcement, child protective services) – Representatives of recognized government agencies shall contact the site administrator or his/her appointed representative prior to contacting a student.
 - d. Political Candidates and/or Public Office Holders – Visits by political candidates and holders of public office must follow procedures outlined in this policy.
4. Unlawful Acts
- a. It is unlawful for a person to engage in any kind of surreptitious electronic surveillance on any property of a public school without the knowledge of the person being observed (NRS 393.400).
 - b. It is unlawful for any person to commit any nuisance in any public school; loiter on or near the school grounds, or purposely and maliciously commit any trespass upon the grounds attached to a public school (NRS 393.410).
5. Violations
- Violators of the provisions of this policy may be subject to a Trespass Warning issued by the Carson City School District and will be reported to law enforcement authorities. Site administrators shall have authority to deny access and to ask violators to leave the premises.

Adopted: August 29, 1979
Reviewed: December 14, 2010
Revised: March 22, 2016