



# Administrative Regulation 1506 PROTOCOLS FOR VISITORS TO DISTRICT PROPERTY

**Responsible Office:** Office of the Superintendent; School Police Department

## PURPOSE

This administrative regulation establishes the protocols related to visitors to District facilities, to include schools, in the Washoe County School District ("District" or "WCSD").

## REGULATION

1. For the purposes of this document:
  - a. A visitor is defined as an individual who is not an employee of the District or a student enrolled in that school. This includes, but is not limited to:
    - i. parents/guardians and family members;
    - ii. staff from other schools, central office personnel, and members of the Board of Trustees;
    - iii. approved volunteers;
    - iv. classroom presenters;
    - v. college/university students and faculty, to include practicum students and other colleague observations;
    - vi. WCSD independent contractors and consultants;
    - vii. Community service providers, therapists (e.g. Occupational Therapists, Physical Therapists, Speech and Language Pathologists, Board Certified Behavior Analysts, Psychologists), practitioners, and other community support professionals;
    - viii. employee association representatives;
    - ix. members of the media;
    - x. elected officials;
    - xi. social service workers, outside law enforcement, and first responders;
    - xii. vendors, maintenance and repair persons not employed by the District, and

xiii. Non-enrolled children, to include students enrolled at a different school.

- b. The provisions of this regulation include visits to schools and other District property/facilities, as may include District- and school-sponsored programs and activities at off-site locations.
- c. District property includes any building, owned or leased by the District, used for instruction, administration, support services, maintenance, parking lots or storage; the grounds and surrounding buildings; bus stops; and all District-owned, rented or leased vehicles.

## 2. Visitor Protocols

- a. School facilities are intended primarily for use in educational programs and are not open to the general public during school operating hours except as outlined herein.
- b. When possible, it is requested that visits to a school site be pre-arranged with the classroom teacher or school administrator in order to minimize disruption of instructional time.
- c. Observation of a staff member for the purpose of evaluating and determining competency is reserved to the District and site administrator.
- d. The site administrator has the right and authority to:
  - i. Limit or deny a visit, particularly from a non-parent/guardian, to avoid disruption to school operations.
    - 1. Denial of a visit may occur, but is not limited to:
      - a. During times of student assessment;
      - b. When such visitation could cause a safety concern or unreasonable distraction (e.g. science lab work);
      - c. Following a background check that finds an individual is a registered sex offender, on the active warrants list or the FBI's terrorist list.
    - 2. The interference with or interruption of a staff member in the performance of his/her duties is prohibited.
  - ii. Impose specific conditions upon visitors including, but not limited to:

1. Restricting where a visitor may be or sit within the facility or classroom;
  2. Prohibiting a visitor from speaking to students while the class or activity is in session;
  3. Limiting a visitor's movements from or within a classroom or other area while an activity is underway;
  4. Requiring that the visitor be escorted by a staff member to his/her destination within the school;
  5. Limiting the duration of a visit to particular times or length of time or prohibiting a visit if the duration or frequency will interfere with the delivery of instruction or disrupt the normal school environment, to include times of standardized or other student testing;
  6. Limiting the activities of the visitor to a particular purpose(s); and/or
  7. Designating particular routes of travel in the building or upon the school grounds.
- iii. Adapt or set aside the procedures outlined in this document in the event of special activities such as assembly programs, athletic events, or musical performances; and
  - iv. Exclude from the premises any visitor who disrupts the educational environment, acts in a disorderly manner, damages school property, or violates board policy or associated regulations or school rules, or federal, state or local law. Such exclusion may extend to events sponsored by the District. (See Administrative Regulation 1520, Trespass from District Property)
3. Visitor Management
- a. Visitor check-in procedures must be followed at all times during a facility's regular office hours. For schools, this generally begins at least 30 minutes prior to first bell and ends approximately an hour following the end of an instructional day.
  - b. All visitors must report to the office when arriving at or leaving a school or other building;
  - c. The Visitor Registry (log book or electronic system) must be signed prior to being admitted to the school, classroom or other facility and upon

leaving the building. The registry shall include the visitor's name; arrival/departure time; person, area, or room to be visited; and nature of the visit. i. A copy of the school's daily sign-in log shall be kept on file for two (2) years.

- d. When applicable, visitors shall sign an acknowledgement that he/she understands and will adhere to the District's student record confidentiality requirements.
  - e. All visitors must wear an ID badge provided by the school office prominently displayed on their person while on the premises. The visitor's pass should be returned to the office when the visitor signs out. i. District staff members shall wear their District/school identification in a prominent location on their person at all times on District property or at a District event.
  - f. When requested by school personnel, visitors shall provide an appropriate form of government issued identification. Identification is generally defined as a driver's license or another form of government issued identification that includes a photograph. i. Identification may be used by District staff to determine whether or not the visitor is a registered sex offender.
  - g. Visitors may be given instructions regarding the visit, to include the requirement that he/she adhere to the rules and regulations specified by the District, as well as applicable federal, state and local laws.
4. Visitor types include but are not limited to:
- a. Parents/Guardians. Visits by a parent/guardian are generally limited to observation of his/her student's participation in educational programs, participation in special events, and/or conferring with staff.
  - b. Volunteers. For information about volunteer opportunities and requirements, see Administrative Regulation 1501, Volunteer Services, and Administrative Manual 1535, Volunteers.
  - c. School or Program Visits by Parents/Guardians of Prospective Students. Procedures related to granting access shall rest with the site administrator.
  - d. Tutors. Requests by parents/guardians to have a tutor or other individual in the parent/guardian's employ come to school to work with or observe a student during school hours and on school property shall be denied.
  - e. Community service providers, therapists (e.g. Occupational Therapists, Physical Therapists, Speech and Language Pathologists, Board Certified

Behavior Analysts, Psychologists), practitioners, and other community support professionals. The District may provide access to community related service providers to observe students and collaborate with District staff on how to provide a continuity of services for students between school, home, and the community. Direct services from community related service providers may not be provided to students during school hours and on District property.

- f. Military, College, and Employment Recruiters. The District may provide access to students by military recruiters, post-secondary educational institution recruiters, and/or prospective employers. As a recipient of federal funding, the District shall provide military recruiters the same access to secondary school students as is provided generally to post-secondary educational institutions or to prospective employers of those students. Parents wishing to opt-out from the release of their student's information to military recruiters are encouraged to contact their school.
- g. Media. Members of the media shall contact the District's Office of Communications and Community Engagement Department for coordination assistance prior to visiting a school site during a regular school day. All visits by media must be approved prior to their arrival on site to ensure that instruction is not disrupted. Students must have a permission slip/media release signed by his/her parent/guardian to be interviewed, photographed, or videotaped.
- h. Non-enrolled children.
  - i. Visits by non-enrolled children unaccompanied by adults are prohibited and must be referred to the principal or site administrator.
  - ii. No District staff member or volunteer may bring his/her child(ren) to the worksite or school during regular work or contract hours in lieu of childcare services. Worksite shall include school buses and other District-owned vehicles.
  - iii. A child of a staff member or volunteer is not allowed on a field or activity trip unless the child is a student in the class actually attending the field or activity trip.
- i. Social Services / Law Enforcement. The District shall cooperate with social services staff and law enforcement to the extent possible and allowable by law. For additional information, see Administrative Regulation 5010, Outside Law Enforcement and Other Government Agencies: Questioning of Students and Release of Student Records.

## 5. Safety and Security Measures

- a. School staff who observe visitors without proper identification are to report that information immediately to the school office or school police.
- b. The District may establish an electronic database for the purpose of storing information concerning visitors to District campuses. Information stored in the electronic database may be used only for the purpose of District security and may not be sold or otherwise disseminated to a third party for any purpose.
- c. Staff shall be reminded on an annual basis of these procedures, to include the expectation that staff will question visitors without a badge and escort them to the office.
- d. Students shall be educated on the importance of reporting visitors without visible identification to the office or staff member. Students should not approach such individuals themselves.
- e. Safety procedures will be followed to identify any person, to include a parent/guardian, who requests to visit a student on campus.
- f. No student will be permitted to accompany a person away from the campus, except with documented permission from the parent/guardian. If a person other than a parent/guardian implies permission to visit a student on campus, he/she must provide appropriate court documentation that establishes and defines the relationship to the student and/or approval for the visit. In cases of guardianship or custody orders, school personnel will follow the court order that defines the custodial relationship with the student. Administrators may contact the Office of the General Counsel for assistance as needed.

## 6. Prohibited Behaviors

- a. Permission to visit a school or other facility may be rescinded if the visitor does not comply with the stated purpose of the visit, creates a substantial disruption to the education environment, impacts the teacher's ability to teach and supervise his/her classroom, or violates any District policy, regulation, or procedure. If a visitor is directed to leave District property, the principal or site administrator shall inform the visitor that if he/she returns, school police or other law enforcement entities, as appropriate, will be contacted for further assistance. Wherever possible, the Administrator shall specifically indicate the circumstances under which a parent/guardian may return.

- i. Refer to Administrative Regulation 1520, Trespass from District Property, for further information to include the appeal process.
- b. A visitor shall not be disruptive or cause disruption to the educational program, disturb students or staff, or show intent to or commit an illegal act.
- c. A visitor shall not be permitted to interrupt a staff member in the performance of duties whether that interruption be for conversation or observation. To minimize interruption to the instructional program and to ensure safety, no visitor may confer with a teacher or student without the approval of the Administrator.
- d. Parents/guardians or other visitors who engage in verbal abuse or offensive physical contact directed towards District staff or students at a specific school or at a District/school-sponsored event will be banned from that school for a specified time period designated by the principal and/or school police. For additional information, to include the appeal process, see Administrative Regulation 1520, Trespass from District Property.
- e. No visitor shall go directly to a classroom to deliver or "pick-up" students or speak to teachers unless such visits have been approved previously by the principal. Approval for taking a student from school shall be granted only to a parent/guardian having custody unless that parent/guardian gives explicit permission in writing to release the student to a designated family member or adult.
- f. No person may engage in surreptitious or secret electronic surveillance, to include video and/or audio recording, of other persons on any property of the District. A parent/guardian who wishes to record a staff conference involving his/her student may do so only with the permission of the other individuals present in the meeting.
- g. No person may commit any nuisance in a school, loiter on or near school grounds, or purposely and maliciously commit any trespass upon the grounds attached to a school.
- h. Alcohol and Controlled Substances prohibited. The District prohibits the possession, use, sale, and/or distribution of alcohol, controlled substances, and/or paraphernalia by any individual on District property or at school- or District-sponsored activities and events.
- i. Tobacco and E-Cigarettes prohibited. The District prohibits the smoking, use, sale, and/or distribution of tobacco, tobacco products, or paraphernalia by any individual while on District property or at school- or District-sponsored activities and events. This includes carrying lit tobacco

products and the use of smokeless tobacco products, to include "herbal" or "fake" chew, or any device which simulates smoking such as an electronic cigarette, cigar or pipe, personal vaporizer, e-hookah, or electronic nicotine delivery system.

- j. Weapons prohibited. The District prohibits the possession of a weapon on District property. This prohibition extends to individuals in possession of a permit to carry a concealed weapon. An exception to this prohibition may only be issued by the Superintendent. In accordance with state law, the term weapon includes: An explosive or incendiary device; a dirk, dagger or switchblade knife; a nunchaku or trefoil; a blackjack or billy club or metal knuckles; a pistol, revolver or other firearm; and/or any device used to mark any part of a person with paint or any other substance.

#### 7. Registered Sex Offenders

- a. The District may verify whether a visitor, to include volunteers, to a District campus is a sex offender registered with the Nevada Sex Offender Registry, the National Sex Offender Public Website, or any other database accessible by the District.
- b. Any individual found to be a registered sex offender will be denied access to school property in the absence of an assertion of parental rights.
- c. A registered sex offender asserting parental rights must produce certified copies of court records concerning his/her registration and any restrictions imposed on him/her if he/she is seeking access to the campus.
- d. Restrictions may be placed on the visit to include, but not limited to:
  - i. The individual will be escorted at all times while on school property by a staff member;
  - ii. Access may be limited to:
    - 1. Drop off and release of the students
    - 2. Common areas of the campus
  - iii. Eligibility to serve as a school volunteer shall be denied.

#### 8. General

- a. The procedures related to visitors shall be included in the Parent Student Handbook and made available during the annual student online registration process.



- b. Prominent notices shall be posted at each school and other facilities directing visitors to report to the main office.
- c. The procedures contained herein do not apply to visitors to meetings of the Board of Trustees or District committees that are subject to Nevada's Open Meeting Law.
- d. No visitor pass will be required for a voter proceeding only to and from the polling station. However, school personnel will monitor and assist the flow of voters.
- e. Events, Programs, Assemblies. Any visitor attending an event during the school day (e.g. assembly, music program, etc.) shall sign-in as normal. Visitors must go directly to the event area, unless issued a pass to visit another area of the campus. School personnel should direct visitors to the designated assembly area, gymnasium or other room. Schools are advised to:
  - i. Remind potential visitors to such events of the requirements to check-in and receive a visitor pass prior to entry to the event. This includes the potential delay to entry to the school.
  - ii. Post appropriate signage directing visitors to the event.
- f. Student Pickup. A person authorized for student pick-up may wait in any regularly designated student pick-up area without registering as a visitor and receiving a pass. No person may enter other areas of the building without signing-in as a visitor in the main office or other designated area.

## **DESIRED OUTCOMES**

1. This regulation shall set establish protocols related to visitors to the District, thereby providing an enhanced level of security on District properties.

## **IMPLEMENTATION GUIDELINES**

1. This regulation reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
  - a. Board Policy 1505, Visitors to District Property
  - b. Board Policy 5200, Family Engagement
  - c. Board Policy 7120, Community Use of School Facilities, and its accompanying Administrative Regulation
2. This regulation complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:

- a. Chapter 207, Miscellaneous Crimes
    - i. NRS 207.200, Unlawful trespass upon land; warning against trespassing
    - ii. NRS 207.270, Loitering about school or public place where children congregate
  - b. Chapter 393, School Property, to include:
    - i. NRS 393.400, Surreptitious electronic surveillance; exceptions.
    - ii. NRS 393.410, Damage to school property; nuisance; loitering; trespass; penalties
3. This regulation complies with the following federal laws and regulations:
- a. Elementary and Secondary Education Act as reauthorized by the Every Student Succeeds Act
  - b. Family Educational Right to Privacy Act ("FERPA")
  - c. Individuals with Disabilities in Education Act ("IDEA")

## REVIEW AND REPORTING

1. This administrative regulation shall be reviewed as part of the bi-annual review and reporting process, following each regular session of the Nevada Legislature. The Board of Trustees shall receive notification of any required changes to the guiding policy as well as an audit of the accompanying governing documents.
2. Additional administrative regulations and/or other associated documents may be developed as necessary to implement and support this administrative regulation.
3. This regulation will be reviewed in conjunction with changes to Board Policy 1505, Visitors to District Property.

## REGULATION HISTORY

Date	Revision	Modification
11/13/2017	1.0	Adopted
10/24/2018	2.0	Revised: Added language related to community service providers, therapists, etc.