



MOST RECENT CHANGES

Version #2:

- 1. Reformatted according to GEN 1.2
- 2. Added Purpose Statement and Clarified Exceptions
- 3. Updated terminology

I. POLICY PURPOSE

The purpose of this policy is to provide guidelines for the presence of minor children at CSN.

II. POLICY STATEMENT

The primary mission of CSN is to educate students. To that end, CSN has the responsibility to provide a place of instruction that is free from distractions and conducive to learning. The presence of minor children is often a disruptive factor, not just because a child can be noisy or active, but because even inadvertently, attention is centered on the child rather than on the teaching and learning process. The presence of minor children on campus and in its facilities also raises safety and liability issues. Therefore, appropriate restrictions must be placed on bringing minor children to CSN's campus, sites, and facilities.

- A. First and foremost, CSN and its facilities (classrooms, offices, public areas, common areas and grounds) cannot be viewed at any time as a substitute for child care arrangements. Second, at no time may minor children be unattended or unsupervised on campus for even a short period of time. Third, only currently enrolled students should be present in classrooms or lab facilities. Fourth, minor children should not be brought into work locations during an employee's work time.
- B. Children under the age of eighteen, unless otherwise exempt as listed below, are not allowed in classrooms, labs, college grounds, or other college facilities except for visits while supervised by an adult. Employees and students must not allow minor children to be left unattended on campus. Minor children may not be left unattended in public areas such as the library or be left to wait or play outside a classroom or in the cafeteria while the adult is in class. Minor children may not attend class, or class activities such as field trips, along with enrolled students except on very rare occasions at the discretion of instructors. Minor children may not be present at the employee's work site during the employee's assigned work hours.
- C. This Policy does not preclude short visits when the minor child is accompanied by another responsible adult.
- D. Individuals under the age of 18 who enroll in classes at CSN are exempt from this policy.

III. PROCEDURE

- A. Staff or students who observe minor children who appear to be unattended should contact the CSN Police Department. The CSN Police Department will handle the matter in accordance with appropriate city, county, and state law.
- B. Exceptions
 - 1. Exceptions to this Policy are activities which, by their very nature, might be attended by children. It is required, however, that children in these situations that are attending these activities are under the supervision of an instructor or adult, or are enrolled in a fee-based program.

Examples of such activities would be athletic events, performing arts performances, day care centers, and other activities organized for minor children. This also includes minor children who are checked in by their parent or guardian at the Boys & Girls Club; the authorized area where these children can be are within the confines of the designated club area. This also includes minor children who are checked in by their parent or guardian at the CSN daycare facility.

2. Minors who are enrolled in credit classes through a special or high school program are considered CSN students.
3. Certain campus services are open to the public or community: for example, the cafeteria, the library and the Cheyenne swimming pool. Minor children may be in and use these facilities as long as an adult or guardian is actively supervising the minor child. However, if the minor child becomes disruptive or the presence of the minor child interferes with the peaceful conduct of the activities of the campus, the adult may be asked to remove the minor child.

IV. AUTHORITY AND CROSS REFERENCE LINKS

N/A

V. DISCLAIMER

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s). The President shall notify appropriate CSN personnel, including the Administrative Code Officer and Faculty Senate Chair, of the suspension or rescission.

Questions about this policy should be referred to the CSN Administrative Code Officer (general.counsel@csn.edu, 702.651.7488) and/or the Faculty Senate Chair (office.facultysenate@csn.edu, 702.651.7330).

VI. SIGNATURES

Recommended by:

/s/ Chalres P. Milne, Jr.
Faculty Senate Chair

4/17/13
Date

Reviewed for Legal Sufficiency:

/s/ Richard L. Hinckley
General Counsel

4/17/13
Date

Approved by:

/s/ Michael D. Richards
CSN President

4/18/13
Date

VII. ATTACHMENTS

- A. History
- B. Glossary

ATTACHMENT "A"
HISTORY

Version 2:

04/18/2013: Approved by CSN President Mike Richards

04/17/2013: Reviewed by General Counsel (R. Hinckley)

04/16/2013: Recommended by Faculty Senate Executive Committee (C. Milne)

11/5/2012: Revision Submitted by Policy Review Committee (J. Matovina)

1. Reformatted according to GEN 1.2
2. Added Purpose Statement and Clarified Exceptions
3. Updated terminology

Version 1:

02/23/2009: Approved by CSN President (M. Richards)

02/20/2009: Reviewed by General Counsel (R. Hinckley)

02/18/2009: Approved by Faculty Senate (S. Cosgrove)

**Attachment “B”
Glossary**

1. **Minor Child/ren** is any person under the age of eighteen years of age. Emancipated minors are considered adults.

2. **Unattended/Unsupervised** refers to situations in which the minor child is on campus or in a campus facility and is not under the immediate physical control of an adult or an instructor