Visitors on School Property

The District actively seeks to create a safe and welcoming environment at all campuses for all District students, staff, parents and other visitors. However, in keeping with the educational goals of the District and its learning community, its primary responsibility must be to provide a safe and undisrupted learning environment. Thus, the interests of visitors must be balanced against the needs of students and staff.

A. Authority to ensure safety of students and staff

1. The principal at each school site and the responsible administrator for other district buildings shall establish procedures aligned with the following guidelines:
   a. Balance a visitor’s need for access to the campus with potential harm to students and staff including guidelines for security at public performances and athletic events.
   b. Minimize disruptions to the learning environment.
   c. Maintain physical control of all entry points to the campus.
   d. Actively enforce visitor sign-in policies and ensure that signs are posted that explain visitor procedures.
   e. Establish procedures for removal of any visitor who demonstrates conduct which is reasonably perceived as an imminent physical threat to students, staff or school property or otherwise engages in disorderly conduct as defined in NMSA 1978 Section 30-20-1A.

2. The principal or administrator may require a person who enters District property to display his or her driver’s license or another form of identification containing the person’s photograph.

3. Campus staff is authorized to refuse entry to any visitor who poses an imminent threat to students or staff based on the visitor’s prior conduct on school property or on information obtained through law enforcement data bases, including but not limited to data bases maintained pursuant to the Sex offender Registration and Notification Act, NMSA 1978 Sections 29-11A-1, et seq.

B. Visitor sign-in requirements

Principals and other building Administrators shall designate a staff member to log visitor activity. This log should show the name of the visitor, destination, date, time in and out of the facility, and purpose of visit. Visitors (other than District employees with District ID badges) will be issued a visitor badge. Visitors may be required to submit a governmentally issued photo identification card on receipt of a visitor’s badge. The visitor shall return the badge and be returned the photo identification card when leaving the campus.

C. Campus visits by known or reported sex offenders

Principals shall take active measures to ensure the safety of students and staff including the development of procedures for reporting crimes or potential threats, following up on credible threats, developing local campus procedures for access control appropriate to the neighborhood and building design, and notifying Police and Security Services when known sex offenders are on campus.
The following procedures are designed to mitigate risk from known sex offenders or any other person that poses a threat while honoring parental and civil rights of visitors with legitimate reasons for being in a District facility:

a. Parental rights: Parents, guardians or other documented student custodians who are registered sex offenders, under court supervision or not, still retain certain parental rights. However, registered sex offenders should not be allowed on campus outside the office area unless accompanied by school personnel. Any visit to a campus by a sex offender (other than a parent or guardian) should be immediately reported to District Police and Security Services at (214) 932-5627.

b. Escort by District personnel: No known sex offender may have unsupervised access to students. Known sex offenders must always be escorted by a District staff member while on campus property. No sex offender without legitimate campus business should ever be allowed on campus during normal operations.

c. Other restrictions. Principals are authorized to establish individualized restrictions on parents, guardians or other documented student custodians who fail to sign in, fail to comply with school policies while on school property, or engage in behavior reasonably perceived as a physical threat to students, staff or other authorized persons on school property, or, after warning, continue to engage in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct which tends to disturb the peace. Such restrictions include, but are not limited to, establishing limited times of the day, dates or locations during which such persons will be allowed to visit school property or to attend school sponsored functions, including athletic or other extracurricular activities, limiting parental contact with teaching and other staff to telephonic meetings and limiting parental contact with administrators to written communication.

D. Access to areas of the campus.

1. Campus common areas must be supervised. Campus staff should have a process to randomly and periodically check areas that are not immediately visible such as bathrooms, closets, and stairwells. Campus staff must develop procedures to safeguard students during unusual activities on campus (such as voting) that require open access to parts of the campus by the public.

2. When not in use, classrooms should be secured.

3. Campus staff will take reasonable precautions to ensure the safety of students on campus to include supervision at the points of drop off and release to include bus loading zones.

E. Eligibility to serve as volunteers: Neither sex offenders nor others who pose credible threats to children or staff may volunteer in any capacity that would put students or staff at increased risk.
F. **Registered sex offenders who are students**: Students who are registered sex offenders will be served in a setting consistent with the requirements of federal and state law for a free and appropriate education and the student’s status.

G. **Criminal reporting**: Principals must ensure staff and students understand procedures for reporting crimes on school property.

Rio Rancho Public Schools
Adopted: August 22, 2994
Revised: August 9, 1999
Revised: December 10, 2012