

Without exception or qualification, all visitors to District campuses, including District employees who are not assigned to the particular site that is the subject of the visit, must first report to the campus administrative office.

Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval. Such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

The District may prohibit entry to and provide for the removal from any District building or grounds of any person who: fails to comply with district policies or regulations; engages in disruptive conduct or otherwise unreasonably interferes with, or deprives the public of, the intended use of district property; remains on district property after having been requested to leave by a district official; refuses to identify him/herself and state a lawful purpose for his or her presence.

A person who refuses a lawful request to leave District premises may also be subject to arrest by law officers for criminal offenses, including but not limited to criminal trespass, interference with the educational process, or disorderly conduct.

**Sex Offender Database:**

A visitor who is verified to be registered sex offender shall not be allowed general access to any campus or District property, unless permitted to do so by court order or terms of release. Where the parent/guardian of a current student is a registered sex offender, to the extent permitted by court order, the parent/guardian shall be allowed access to his or her child's campus or other district property. Otherwise, access to the child's records, teacher, and campus administrators by making an appointment with the campus principal, who shall ensure that the parent/guardian is lawfully permitted on campus and/or who shall ensure that the sex offender parent/guardian is at all times supervised by a District employee while on District property. The District reserves the right to refuse entry of any registered sex offender the administration considers to be a risk to the safety of others.

When the administration determines that an exception to the requirement for verification through the sex offender database is necessary to expedite visitor check-in to special events, campus-wide events, or grade-level events, visitors may be allowed to report to the main office, sign in, and proceed directly to the location of the event. In such situations, visitors shall not be permitted to go to any other portion of the building without supervision by school personnel.

**Military Recruiters:**

Military recruiters shall be granted the same access to secondary school students as is provided generally to post-secondary educational institutions or to prospective employers of those students.

**Legal Reference:** 20 U.S.C. 7908; NMSA 1978 § 30-14-4.

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**Santa Fe Public Schools**

**Board of Education Policy Manual**