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| NON-EMPLOYEE CLEARANCE POLICY | Policy Number: G-03 | Version Number: 2.0 |
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1. PURPOSE

It is the policy of the Governing Council of New Mexico International School to provide for the safety and well being of the students of the school. Therefore, NMIS will use the policy when checking in visitors on campus. In addition, the Council believes all NMIS volunteers must have a background free from arrest for violent crimes. The school site pledges to make every effort to ensure the safety of our students. Therefore, all persons entering the campus who are not school staff are considered either visitors or volunteers. All visitors or volunteers at the school are required to check in at the office, and wear the appropriate pass as identification at all times.

2. SCOPE

This policy applies to all individuals who are not NMIS employees who wish visit the school and/or to volunteer/work interact with the children of NMIS either on campus or during an NMIS sponsored event off campus.

3. REFERENCES/RELATED POLICIES

NMIS Non-Employee Clearance Policy
NMIS Volunteer Policy
NMIS Employee Compensation and Payroll Deductions Policy
NMSA 30-20-13
NMIS Assault and Battery of an Employee Policy
NMIS Concerns and Complaints Policy

4. RESPONSIBILITIES

- 4.1 It is the responsibility of NMIS school administration to ensure that all individuals working/volunteering on campus have the appropriate level clearance.
- 4.2 It is the responsibility of persons with clearances to renew before expiration.
- 4.3 It is the responsibility of the visitors to follow this policy for all visits on the campus.
- 4.4 It is the responsibility of all NMIS staff to ensure that all visitors have a valid Raptor Visitor badge on and all volunteers have a Raptor Volunteer badge on.



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5. DEFINITIONS

5.1 Visitor- persons wishing to enter and remain on campus outside of the front office area during NMIS office hours for any reason other than to volunteer OR are on campus for a one-time event such as Story Reading or Show and Tell. Visitors will be under constant supervision of an NMIS employee.

5.2 Volunteer- someone who may have unsupervised access to students while they are under the care of the school.

5.3 Raptor- Software utilized to check in all visitors. The Raptor system will perform a national sex offender check on every visitor every time they enter the building based on first name, last name and Date of Birth.

5.4 Acceptable forms of ID:

- Valid state issued ID or
- Valid state issued driver's license

5.5 Front office area- reception area and offices that extends to bottom of stairs and double wood doors.

5.6 Campus- includes the area within the building the school is housed in, the playground, extending to the surrounding easements.

5.7 Clearance- permission officially granted by NMIS administration to work/volunteer on or off campus

6 POLICY

6.1 Visitors

6.1.1 Only front office staff may check in visitors and will use Raptor to check in all visitors. Any exceptions must be approved by the School Head or designee.

6.1.1.1 NMIS office staff shall maintain a hard copy Sexual Offender Database in a secure area that may be accessed in the event of a loss of accessibility to Raptor.

6.1.1.2 In the event that Raptor is not available:



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6.1.1.3 Visitors will be allowed on campus only if they have a level I or II background check clearance and are not on the Sexual

6.1.1.4 In the event of a critical state of emergency, the School Head or designee and/or authorities may allow or disallow any of these policies at their discretion.

6.1.2 All visitors must present an acceptable form of ID and checked in using Raptor prior to going past the NMIS front office area.

6.1.3 If a visitor who has been entered in to Raptor and the visitor can be positively identified by a picture on their Raptor profile by front office staff, this will be sufficient to check in and enter the campus.

6.1.4 Any visitors not willing to comply with this policy will be asked to immediately leave the campus and as much information shall be recorded about them and the incident by an office staff person/s as possible in a secure file.

6.1.5 Potential matches or positive matches as a sexual offender in Raptor

6.1.5.1 If a visitor is a potential match or positive match as a sexual offender in Raptor, they will not be permitted to go past the front office area and will be asked to leave the campus if there is not a valid reason to be in the front office area.

6.1.5.2 If there is not enough information for the office staff that greeted the visitor to determine if the visitor is not a positive match, the visitor may only go past the front office area and/or remain on campus with approval of the School Head or designee.

6.1.6 The Emergency button in Raptor shall be used if a visitor is non-compliant or other school emergencies such as a necessary lockdown, fire, etc. to notify appropriate NMIS staff.

6.1.7 If an NMIS staff member sees a person on campus without a valid Raptor badge, the NMIS staff member must immediately escort the person to the



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front office area. Escorting may not be delegated to students or visitors.
A valid Raptor badge has:

6.1.7.1 A picture that matches the visitor

6.1.7.2 The current day's date;

6.1.8 Visitor Conduct While on Campus

6.1.8.1 Visitors are expected to allow the school to carry out its mission of creating a safe and effective learning environment for its students and employees.

6.1.8.2 The head of school may restrict access to the campus and/or its employees at his/her discretion for anyone who, in the opinion of the head of school, interferes with or disrupts or entices others to interfere with or disrupt the educational process or functioning of the school.

6.1.8.2.1 Examples of behaviors that would be considered disruptive to or interfering with the educational process or function of the school include, but are not limited to:

6.1.8.2.1.1 Attempting to intimidate a school employee.

6.1.8.2.1.2 Behaving in way that a school employee feels threatened.

6.1.8.2.1.3 Possession of materials on campus prohibited by law or other NMIS policy.

6.1.8.2.1.4 Disrupting the classroom environment via the visitor's presence or actions.

6.1.8.2.1.5 Disrupting the functioning of the school administrative office via the visitor's presence or actions.

6.1.8.2.1.6 Behaving in a disruptive way in the hallways or non-classroom areas of campus.

6.1.8.2.1.7 Not leaving campus or a classroom within campus at the request of a school employee.

6.1.8.2.1.8 Disrupting a student performance.



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6.1.8.2.1.9 Interfering with the safety of students on campus or during a field trip.

6.1.8.2.1.10 Interfering with the safety of employees on campus or during a field trip.

6.1.8.2.1.11 Not following established logistics, such as traffic flow and building access routes.

6.1.8.2.1.12 Failing to complete an agreed upon voluntary task on behalf of the school.

6.1.8.2.2 Examples of restrictions to access of campus or its employees include, but are not limited to:

6.1.8.2.2.1 Not being permitted to meet with an employee without advance appointment.

6.1.8.2.2.2 Not being permitted to meet with an employee without school administration present.

6.1.8.2.2.3 Not being permitted to participate in school activities and/or performances.

6.1.8.2.2.4 Not being permitted to accompany a class on field trips.

6.1.8.2.2.5 Having volunteer clearance revoked.

6.1.8.2.2.6 Not being allowed on campus without an employee as an escort.

6.1.8.2.2.7 Not being allowed on campus.

6.1.8.2.2.8 Not being allowed to bring a vehicle onto school parking lot or drive through lane.

6.1.8.2.3 Nothing in this policy shall be construed to prevent lawful assembly and peaceful and orderly petition for the redress of grievances, including any NMIS-related labor dispute.

6.2 Volunteers

6.2.1 A background check is required for individuals who are on working/volunteering on campus.

6.2.1.1 Persons shall undergo a background check prior to receiving clearance to be on campus. This background check shall meet the following requisites.



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6.2.1.1.1 National database search based upon an individual's Social Security Number

6.2.1.2 Previously completed background FBI fingerprinted background check results from other locations and online background check results done at other New Mexico school districts within the last calendar year may be accepted and are subject to approval from NMIS administration.

6.2.1.3 The School Director will review the results from the background check described in 6.1.1 and will determine whether to grant the individual a Level 1 Clearance.

6.2.1.3.1 Appeals to the School Director's decision may be made in accordance with the school's Concerns and Complaints Policy

6.2.1.4 Clearance from non-updating background checks shall be valid for three years from date of issuance.

7. ATTACHMENTS

| Forms | |
|--------------|-------------|
| Form Number | Form Titles |
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| Other Attachments | |
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| Type | Title of Attachment |
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8. REVISION HISTORY



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| Version Number | Effective Date | Description of Document Revision |
|-------------------|--------------------|---|
| 1.0 | CURRENT | New |
| 2.0 | 23 October 2017 | Clarification of badging process; removal of level 1 and 2 clearance levels. Clarification of "visitor" vs. "volunteer" |

STATEMENT OF ACCEPTANCE

This document was approved by the Governing Council of the New Mexico International School on April 26, 2012. The effective date of this Policy is April 27, 2012. This Policy is effective and enforceable immediately.

Any future additions, deletions, or amendments of this Policy are to be recorded on the REVISION HISTORY of this policy. These revisions will state the date of revision, section revised, and authorization of the revision. A copy of the complete revision will become a permanent part of this Policy.