

**SCHOOL-COMMUNITY RELATIONS
SERIES 900**

902.2

TITLE: VISITATION ON SCHOOL PROPERTY

Purpose:

The safety and security of the students is a priority of the Wilder School District

For purposes of this policy:

School Facility or School Building	Any school property that is used for educational purposes and for which students are or may be present. Such definition includes but is not limited to: Holmes Elementary School, Wilder Middle-High School, Mercer Hall, District's Administrative Offices.
School Property	Any building owned or operated by the school, including buildings not currently being used as a school and/or for educational purpose. Any vehicles used for school purposes, any location being utilized during a school athletic event or other school-sponsored event, and school grounds.

Definitions:

Parent	A parent or legal guardian of a student
Visitors/Guests	Any non-District employee present on District property for any legitimate educational or business purpose.

Entry to School Facilities

All parents, visitors and guests **must** sign-in at the school office before visiting a classroom or school facility.

Prior to their actual visit to the school, all visitors and guests **must** secure permission from the school principal or his/her designee.

Parents may be requested to produce a picture identification card prior to accessing school facilities.

All other visitors and guests will be required to produce a picture identification card and proof of affiliation (as determined by the school principal) with the organization that they are representing prior to entry into a classroom or any other school facility.

Visitors and guests, who do not have a legitimate educational purpose, as determined by the school principal, may be refused access to visit the school facilities.

All parents, visitors and guests will be issued a "visitor" tag, which will be displayed in a clearly visible manner when visiting the school. The "visitor" tag will be returned to the school office when the visitor has concluded his/her visit. All parents, visitors and guests will "sign out" when the visitation has concluded.

Staff is required to report any unauthorized individuals who are in the school facility to the school office.

Conduct while on School Property and while in School Facilities

The District expects mutual respect, civility and orderly conduct among all individuals on school property, in a school facility or at any school event.

No person on school property, school facility or at a school event shall:

- Injure, threaten, harass or intimidate a staff member, a school board member, student, sports official or coach, parent or legal guardian or any other person (whether verbally or physically);
- Damage or threaten to damage/deface another's property;
- Damage or threaten to damage/deface District property;
- Violate any Federal Law, Idaho law, or city or county ordinance;
- Enter onto school grounds within a distance of school children in violation of any restraining order or term of probation;
- Smoke or otherwise use tobacco products;
- Consume, possess, distribute or be under the influence of alcoholic beverages or illegal drugs;
- Possess dangerous devices or weapons in violation of Federal Law, Idaho Law or town or country ordinance;

- Impede, delay, disrupt or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
- Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the school board;
- Operate a motor vehicle: (a) in a manner which is dangerous to other individuals on school property, (b) in excess of posted speed limit, or (c) in violation of an authorized District employee's directive;
- Engage in any risky behavior, including rollerblading, roller-skating or skateboarding;
- Violate other District policies or regulations, or an authorized District employee's directive;
- Engage in any conduct, which in the opinion of the District, is detrimental to the morals, health, safety, academic learning or discipline of any pupil.

Convicted Sex Offenders

The Wilder School District recognizes the danger sex offenders may pose to student safety. Therefore, to protect students while they ride on any school bus, attend school or at school-related activities, the District is implementing this policy with necessary forms for registered sex offenders to complete and obtain approval in order to be on school grounds and/or in school facilities.

State law prohibits a person who is currently registered or is required to register under the sex offender registration act to:

- Be on or remain on the premises of a school building or school grounds when the person believes children under the age of eighteen (18) years are present.
- Loiter on a public way within five hundred (500) feet of school grounds or a school building when children under the age of eighteen (18) years are present.
- Be in any vehicle owned, leased or contracted by a school to transport students to or from school or school-related activities when children under the age of eighteen (18) years are present in the vehicle.
- Reside within five hundred (500) feet of a school, unless the person's residence was established prior to July 1, 2006.

The School District expects all members of the public to whom the above limitations apply to comply with legal prohibitions against their presence on school property. The district will post

applicable state law regarding registered sex offenders in all school property.

However, the district recognizes individuals described under the following unique circumstances:

- Student is in attendance at the school; or
- Individual is attending an academic conference with school officials as a parent or legal guardian of a child who is enrolled in the school and is participating in the conference; or
- Individual is attending a scheduled school event with school officials as a parent or legal guardian of a child who is enrolled in the school and is participating in the school event; or
- Individual resides at a state licensed or certified facility for incarceration, health care or convalescent care; or
- Individual is picking up a child or children or dropping off a child or children and the person is the child or children's parent or legal guardian; or
- Individual is temporarily on school grounds, during school hours, for the purposes of making necessary deliveries for district operations or providing contractual services for district purposes.
- Individual is temporarily on school grounds doing business with the post office, arriving and departing to "D" avenue on the north side of the post office and staying within the designated fenced area. If possible, the district expects the registered sex offender to make other arrangements with the post office for post office business and not come on to school grounds. If not possible, district forms must be completed and permission obtained to be on school grounds.

Sex Offender Registry Notification

The Superintendent or his/her designee shall from time to time request notification of registered sex offenders in the same or contiguous zip codes as any school within the District. The request can be made of the Idaho State Police, the local Sheriff's Department, or the Idaho State Superintendent of Public Instruction. Such request and notification shall be made in accordance with Idaho Codes 18-8323 and 18-8324. The information in the sex offender registries is for purposes of protecting the public. It is not to be used for the purpose of harassing or intimidating anyone. See Idaho Code 18-8326.

Staff Notification

When sex offender registry information is disseminated by the principal, it shall include a notice that

such information should not be shared with others and may only be used for the purposes discussed in this policy and in accordance with Idaho Code 18-8326. Employees who share registry information with others may be disciplined.

Enforcement

In accordance with this Policy, all parents, visitors or guests should display their visitor tag. Any staff member may request identification from any person on school property including a request to see their visitor tag.

Should any staff member come upon any non-employee individual, who does not have a visitor tag, the staff member shall escort the individual to the school's office and/or shall seek the immediate removal of any person who refuses to provide requested identification.

As circumstances warrant, the District's administrators shall take appropriate action to enforce this policy. Violations will be handled as follows:

- Anyone observing a parent/guardian or other person violating this policy shall immediately notify the building principal or designee. The principal or designee will request that the person act civilly or otherwise refrain from the prohibited conduct. If the person persists with uncivil or prohibited behavior, the principal shall request that the person immediately leave school property and may contact law enforcement, if appropriate.
- If a registered sex offender violates this policy, school officials shall immediately contact law enforcement.

Legal Reference:

I.C. § 18-8323
Public Access to Sexual Offender Registry Information
I.C. § 18-8324
Dissemination of Registry Information
I.C. § 18-8326
Penalties for Vigilantism or Other Misuse of Information
I.C. § 18-916
Abuse of School Teachers
I.C. § 33-512(11)
Governance of Schools

DATE OF REVIEW: May 12, 2003

Date of Revision: August 13, 2007

PARENTS/LEGAL GUARDIANS THAT ARE REGISTERED SEX OFFENDERS

VISITATION FORM

Parents/Legal Guardians

You need to immediately return this visitation form with the blanks completed to the building principal's office where your child is enrolled. If you have children attending more than one school, you must complete this form for each school. The district will crosscheck responses with the list the District receives from law enforcement identifying sex offenders living within its jurisdiction.

When you visit your child at school or a school event that you have not already described on the form below, you must inform the principal's secretary that you need to make an entry on your record of school visits. This record will be kept on file in the building principal's office where your child is enrolled.

Student's Name (please print) School

Name of Parent/Guardian Date
(please print)

Signature

Date

- You do need advance permission for you to visit school property.
- You must provide the information requested below for the times you anticipate visiting the school. Activities include but not limited to after school to pick-up your child, during specific sporting events, student performance, during parent-teacher conferences, etc.

Visit Request

Date and Time Requested	Location of Visit	Purpose of Visit

Date and Time Requested	Location of Visit	Purpose of Visit
Date and Time Requested	Location of Visit	Purpose of Visit
Date and Time Requested	Location of Visit	Purpose of Visit
Date and Time Requested	Location of Visit	Purpose of Visit
Date and Time Requested	Location of Visit	Purpose of Visit

The following is to be completed by District personnel only:

Permission Granted

Permission Denied

 Signature
 (Superintendent, Designee, or Board President)

 Date

Record of Visits

Date	Location & Purpose	School Official Assigned	Time In	Time Out

business with the post office, you must complete this form and obtain permission from the Superintendent's office.

The Superintendent, or designee, will supervise the sex offender whenever the sex offender is in a student's vicinity.

Name (please print)

Residence Address

Signature

Residence City, State, Zip Code

Date

Visit Request

Date and Time Requested	Location of Visit	Purpose of Visit
Date and Time Requested	Location of Visit	Purpose of Visit

Date and Time Requested	Location of Visit	Purpose of Visit
Date and Time Requested	Location of Visit	Purpose of Visit
Date and Time Requested	Location of Visit	Purpose of Visit
Date and Time Requested	Location of Visit	Purpose of Visit
Date and Time Requested	Location of Visit	Purpose of Visit
Date and Time Requested	Location of Visit	Purpose of Visit

The following is to be completed by District personnel only:

Permission Granted

Permission Denied

Signature
(Superintendent, Designee, or Board President)

Date

Time In: _____

Time Out: _____

***LETTER TO EMPLOYERS & CONTRACTORS
REGARDING ACCESS TO SCHOOL PROPERTY BY
REGISTERED SEX OFFENDERS***

Dear Employer/Contractor:

The purpose of this letter is to help the school and District comply with State law placing restrictions on registered sex offender's access to school children and school property. State law prohibits a sex offender from:

- Being on or remaining on the premises of a school building or school grounds when the person believes children under the age of eighteen (18) years are present.
- Loitering on a public way within five hundred (500) feet of school grounds or a school building when children under the age of eighteen (18) years are present.
- Being in any vehicle owned, leased or contracted by a school to transport students to or from school or school-related activities when children under the age of eighteen (18) years are present in the vehicle.
- Residing within five hundred (500) feet of a school, unless the person's residence was established prior to July 1, 2006.

The following applies if you and/or your employee(s), subcontractor(s), delivery personnel, etc. are a registered sex offender:

You need to immediately return this letter with the blanks completed to the superintendent's office where you, your employee(s), subcontractor(s), delivery personnel, etc. may be providing any form of work or visitation onto any school grounds.

It is your responsibility to inform your employee(s), subcontractor(s), delivery personnel, etc. of this requirement. Anyone who is a registered sex offender must complete this form and return it to the superintendent prior to accessing school grounds.

When you and/or your employee(s), subcontractor(s), delivery personnel, etc. access school grounds that you have not already described on the form below, you must inform the superintendent that you need to make an entry on your record of school visits. This record will be kept on file in the superintendent's office where you are performing work or accessing school grounds.

The following must be completed by a convicted sex offender who is accessing school grounds for the purposes of maintenance, deliveries, contract work, etc.

Name of School that the Convicted Sex Offender Will Be Accessing

Name of Convicted Sex Offender
(please print)

Date

Signature

Date

- You do need advance permission for you to visit school property, however, the work that you are to perform, reason for visit, or deliveries that you will complete must be known and approved of by the superintendent prior to you accessing school grounds.
- You must provide the information requested below for the times you anticipate visiting the school, such as, when work will be performed, when deliveries will be made, etc.
- For all other visits, you must go immediately and directly to the superintendent's office and provide the information on your record of visits.
- You must remain under the direct supervision of the assigned school official.
- When you are to leave, you must go immediately and directly to the superintendent's office and provide the time that you are leaving. You must then immediately leave the school grounds.

Record of Visits

Date	Location & Purpose	School Official Assigned	Time In	Time Out