

Sex Offenders

LETTER TO PARENTS REGARDING VISITS TO SCHOOL  
BY CONVICTED SEX OFFENDERS

Dear Parents/Guardians:

The purpose of this letter is to help the school comply with State law placing restrictions on sex offenders access to school children and school property.

If you would like to obtain information regarding convicted sex offenders in your area, you can contact the Idaho State Police or your local Sheriff's Department. The Idaho State Police has a website available to provide this information.

Currently, that website is: [http://isp.idaho.gov/sor\\_id/](http://isp.idaho.gov/sor_id/)

State law prohibits a sex offender from:

1. Being on or remaining on the premises of a school building or school grounds, or upon other properties posted with a notice that they are used by a school, when the person believes children under the age of eighteen (18) years are present and involved in a school activity or when children are present with thirty (30) minutes before or after a scheduled school activity.
2. Loitering on a public way within five hundred (500) feet of the property line of school grounds or a school building when children under the age of eighteen (18) years are present for a school activity, or when students are present thirty (30) minutes before or after such activity.
3. 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.
4. Residing within five hundred (500) feet of a school, measured from the nearest point of the exterior wall of the offender's dwelling unit to the school property line, unless the person's residence was established prior to July 1, 2006.

The following applies if you are a parent/guardian who is a convicted sex offender:

You need to immediately return this letter with the blanks completed to the principal's office where your child is enrolled. This letter must be completed and returned to the school at least ten (10) days before your first anticipated visit to the school. If you have children attending more than one school, you must complete this form for each school. The Charter School will crosscheck responses with the list the Charter School 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 school's secretary that you need to make an entry on your record of school visits. This record will be kept on file in the principal's office where your child is enrolled.

The following must be completed by a convicted sex offender who is a parent or guardian of a student enrolled in the school.

**TO BE COMPLETED ONLY IF YOU ARE A PARENT/GUARDIAN AND ARE A CONVICTED SEX OFFENDER**

\_\_\_\_\_  
Student's Name (please print)

\_\_\_\_\_  
School

\_\_\_\_\_  
Name of Parent/Guardian (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- At least once annually you need to obtain advance written permission to visit school property. Once written permission is obtained for the year, you will not need to obtain advance written permission for each individual visit, though you must comply with the procedures outlined in this letter, Charter School policy, and with state and federal law.
- You must provide the information requested below for the times you anticipate visiting the school, such as, after school to pick-up your child, during specific sporting events, and during parent-teacher conferences.
- For all other visits, you must go immediately and directly to the principal'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 principal'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 |
|------|--------------------|--------------------------|---------|----------|
|      |                    |                          |         |          |
|      |                    |                          |         |          |
|      |                    |                          |         |          |
|      |                    |                          |         |          |
|      |                    |                          |         |          |
|      |                    |                          |         |          |

The following applies if you know someone who is a convicted sex offender who would like to visit school property:

If you know a convicted sex offender who is not a parent/guardian of a student enrolled in the school, but who would like to visit school property, please refer them to the Principal's office to request permission. A sex offender who is not a parent/guardian of a student enrolled in the school must complete a form in order to be granted permission to visit school property. This form must be completed at least once annually.

If permission is granted, the Principal, or designee, who is a certified employee, will supervise the sex offender whenever the sex offender is in a student's vicinity.

**TO BE COMPLETED IF YOU ARE A CONVICTED SEX OFFENDER AND ARE  
REQUESTING PERMISSION TO VISIT SCHOOL PROPERTY**

A convicted sex offender who is not a parent/guardian of a student enrolled in the Charter School must complete this form in order to seek permission to visit school property whenever students are present. This form must be provided to the Charter School at least ten (10) days prior to the anticipated visit. After a decision is made whether to grant or deny permission to visit, a copy will be returned to you. This information will be kept in the Administration office as well as in the principal's office where you are seeking permission to visit. Please be specific in completing this form.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Residence Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Residence City, State, Zip Code

\_\_\_\_\_  
Date

**Visit Request**

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

**The following is to be completed by Charter School personnel only:**

Permission Granted

Permission Denied

\_\_\_\_\_  
Signature  
(Principal, Designee, or Board Chair)

\_\_\_\_\_  
Date

**Visit Supervision:**

Time In: \_\_\_\_\_

Time Out: \_\_\_\_\_

\_\_\_\_\_  
Signature of Supervisor  
(Principal or other certified employee)

\_\_\_\_\_  
Date

Policy History:

Adopted on: 12/11/2013

Revised on: