**West Bonner County School District No. 83**

**COMMUNITY RELATIONS** **4420F2**

Sex Offenders

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

Dear Employer/Contractor:

The purpose of this letter is to help the school and District comply with State law placing restrictions on sex offenders' access to school children and school property. 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 are involved in a school activity or when children are present within 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's property line, 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 convicted sex offender:**

You need to immediately return this letter with the blanks completed to the building principal'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 convicted sex offender **must** complete this form and return it to the building principal 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 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 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

- At least once annually you need to obtain advance written permission for you 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, 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 principal 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 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 |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |