

SCHOOL VISITORS

Sec. 1. PROCEDURES FOR SCHOOL VISITORS

Notices shall be posted at each IDEA Greater Cincinnati, Inc. (“IDEA Cincinnati”) campus requiring all visitors to first report to the campus administrative office. This policy shall apply to parents, board members, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by IDEA Greater Cincinnati, Inc., vendors, representatives of the news media, former students, and any other campus visitors.

A visit by visitors to individual classrooms during instructional time requires prior approval of both the campus Principal and teacher whose class is to be visited. Such visits may not be approved or may be terminated where their duration or frequency interferes with the delivery of instruction or in any other way disrupts the educational environment.

IDEA Greater Cincinnati, Inc. or the Principal shall:

1. Require a visitor requesting entry onto a campus to show a driver’s license or other form of identification issued by a governmental entity displaying the visitor’s photograph.
2. Establish an electronic or paper database for storing campus visitor information. Information stored in the campus databases may be used only for purposes of IDEA Greater Cincinnati, Inc. security, and may not be sold or otherwise disseminated to third parties.
3. Verify whether the visitor is a registered sex offender as identified in the computerized central database maintained by the State of Ohio, or in any other database accessible by IDEA Greater Cincinnati, Inc.

The Superintendent or designee, in conjunction with campus administrators, shall develop and implement procedures addressing campus visitors identified as registered sex offenders. These procedures shall include but are not limited to provisions dealing with:

1. Parental rights to visit;
2. Escorts by IDEA Greater Cincinnati, Inc. personnel;
3. Access to common areas of the campus;
4. Access to classrooms;
5. Drop off and release of students; and
6. Eligibility to serve as volunteers.

Sec. 2. NOTICE OF ENTRY BY REGISTERED SEX OFFENDERS

A registered sex offender who enters IDEA Greater Cincinnati, Inc. premises (meaning a building or portion of a building and the grounds on which the building is located, including

any public or private driveway, street, sidewalk or walkway, parking lot, or parking garage on the grounds) during standard operating hours of the school shall immediately notify the administrative office of the school of the person's presence on the premises of the school and the person's registration status. The office may provide a chaperone to accompany the person while the person is on the premises of the school.

These requirements do not apply to:

1. A student enrolled in IDEA Greater Cincinnati, Inc.;
2. A student from another school participating in an event at IDEA Greater Cincinnati, Inc.; or
3. A person who has entered into a written agreement with IDEA Greater Cincinnati, Inc. that exempts the person from these requirements.

Sec. 3. VISITOR CONDUCT

IDEA Greater Cincinnati, Inc. invites and welcomes parents and other members of the public to its schools. IDEA Greater Cincinnati, Inc. is committed to treating parents and other community members with respect and expects the same in return. To that end, IDEA Greater Cincinnati, Inc. must keep schools and administrative offices free from disruptions and prevent unauthorized persons from entering the schools and school grounds.

Accordingly, this policy promotes mutual respect, civility, and orderly conduct among IDEA Greater Cincinnati, Inc. employees, parents, students, volunteers and the public. IDEA Greater Cincinnati, Inc. seeks to maintain to the extent possible and reasonable, a safe, harassment-free workplace for students and staff. In the interest of presenting teachers and other employees as positive role models, IDEA Greater Cincinnati, Inc. encourages positive communication and discourages volatile, hostile, or aggressive actions. IDEA Greater Cincinnati, Inc. seeks and encourages patrons to cooperate with this endeavor.

IDEA Greater Cincinnati, Inc. recognizes the importance of employees, students, and parents engaging, collaborating, and sharing in digital environments. Accordingly, the use of technology on IDEA Greater Cincinnati, Inc. property and at school-sponsored events shall be appropriate, not disruptive to the educational environment, and not detrimental to the safety of employees and students. It must also be in compliance with other applicable IDEA Greater Cincinnati, Inc. policies.

An individual engaging in disruptive behavior shall be required to leave IDEA Greater Cincinnati, Inc. property. Any individual who disrupts or threatens to disrupt school or office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language that could provoke a violent reaction, or who has otherwise established a pattern of unauthorized entry on IDEA Greater Cincinnati, Inc. property shall be directed to leave IDEA Greater Cincinnati, Inc. property by the Principal or other administrator. In certain circumstances, a criminal trespass warning may also be issued or law enforcement contacted.

Sec. 4. ACCESS TO STUDENTS BY MILITARY RECRUITERS

To the extent IDEA Greater Cincinnati, Inc. receives assistance under the ESEA, IDEA Greater Cincinnati, Inc. shall provide military recruiters the same access to secondary students as is generally provided to institutions of higher education or to prospective employers of those students. *20 U.S.C. § 7908(a)(3)*.

Sec. 5. VOLUNTEERS

All volunteers (both new and current) having unsupervised access to students on a regular basis are hereby notified that the School may at any time require a set of fingerprints for purposes of making a criminal records check. If a criminal records check is conducted on a volunteer, and the records check reveals one of the prohibited violations, the School may no longer utilize the volunteer in a position involving unsupervised access to children on a regular basis, unless a notice is sent out to the parent or guardian of each child served by the School. The notice must be in writing, name the volunteer and indicate that the volunteer has been convicted of or entered a guilty plea to one or more of the prohibited violations. The notice must be sent to the parent or guardian on the date the School commences providing services to the child or on the date the School decides to accept the person as a volunteer after receiving the report of the result of the criminal records check, whichever is later.

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