

Campus Access Policy



Developmental Research School
at the University of Florida

Purpose

This policy is intended to control access to the P.K. Yonge campus during school hours.

Scope

This policy applies to all P.K. Yonge students, faculty, staff, and visitors.

Procedures

Employees

All school employees are required to wear P.K. Yonge-issued ID badges with the photo side visible in plain view for others to see while in any school buildings or on school grounds. Full-time, part-time, and substitute employees will be issued an ID badge at the beginning of their tenure with the school. There is no charge to the employee for the badge. Employees who fail or refuse to wear an ID badge may be subject to disciplinary action.

Faculty and Staff IDs must be worn on a P.K. Yonge lanyard around the neck and visible at all times.

Visitors

All visitors to the P.K. Yonge campus are required to stop at the front gate, and are directed to register at the Front Office before proceeding further on the campus.

- Visitors must provide photo identification such as a driver's license, passport, or state issued ID card.
- The receptionist provides a visitor's yellow name tag to indicate a visitor has registered at the Front Office. This must be worn at all times.
- School-aged friends and relatives are not allowed as visitors on the campus. Faculty should not allow such visitors in class.
- Do not hesitate to question strangers on the campus. Part of our supervisory responsibility includes ensuring that only people with legitimate school business are on the grounds. Refer visitors without a badge to the Front Office or call administration.
- Report vehicles not properly parked or parked in an unauthorized area to the Front Office or the SRO.
- Individuals found on campus without proper ID will not be granted access to any building and considered trespassers. All trespassing will be reported immediately to UFPD or the SRO. No exceptions.
- Use the 20-10 rule. Make eye contact at 20 feet, ensuring they are wearing an ID, at 10 feet greet them. If they seem suspicious and/or are not wearing an ID, question/challenge the person, if necessary contact the SRO immediately.

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Deliveries

- All commercial deliveries must be handled through the Front Office. Delivery people may not move about freely on the P.K. Yonge campus.
- Regular deliveries and garbage pick-up may proceed directly to their regular routes.
- Faculty/staff expecting a delivery notify the receptionist in the Front Office. No class will be interrupted for deliveries.
- Students are prohibited from receiving any commercial deliveries on campus.
- Deliveries for students such as flowers, balloons, pizza, etc. will be turned away at the front gate.
- Emergency deliveries of students' lunches, books, etc. will be handled through the Front Office.
- Teachers will be notified of deliveries and can pick them up at the Front Office.

Contractors and Vendors

All contractors and vendors are required to sign in at the Front Office to ensure proper identification is obtained. Contractors and vendors must sign out at the Front Office and return the visitor badge if applicable when leaving P.K. Yonge.

Pursuant to Florida Statute 1012.468, a district school board shall exempt from the criminal background screening requirements the following non-instructional contractors:

- Non-instructional contractors who are under the “direct supervision” of a school district employee or contractor who has passed a criminal history check.
 - “Direct supervision” means a school district employee or a screened contractor is physically present and remains in line of sight at all times with an exempted non-instructional contractor when students are present and accessible.
- Non-instructional contractors at a site where students are present but the site is separated from the remainder of the school grounds by a single chain-link fence of at least 6 feet in height and where students are not permitted.
- A non-instructional contractor who provides pick-up or delivery services and those services involve brief visits on school grounds when students are present.

The law requires that non-instructional employees or “non-instructional contractual personnel” must meet criminal background screening requirements as described in § 1012.32 and s. 1012.465, except as provided in s. 1012.467, s. 1012.468 and s. 1012.321 of the Florida Statutes.

- Non-instructional contractor means any vendor, individual, or entity under contract with a school or with the school board who receives remuneration for services performed for the school district or a school, but who is not otherwise considered an employee of the school district. The term also includes any employee of a contractor who performs services for the

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school district or school under contract and any subcontractor and its employees. Sports Officials are considered non-instructional contractors.

- If a non-instructional contractor does business with the school board (i.e. under contractual agreement and receives remuneration), then its employees and agents, including sub contractual personnel, must meet the criminal background screening requirements if they:
 - are permitted access on school grounds when students are present, who have direct contact with students, and for whom
 - any unanticipated contact would be infrequent and incidental or have access to or control of school funds

P.K. Yonge issued ID badges are property of P.K. Yonge and the responsibility of individual contractors to safeguard. ID badges are not to be defaced, modified or duplicated in any way. P.K. Yonge ID badges are not to be loaned or transferred to any other person. Missing, lost or stolen P.K. Yonge ID badges or keys must be reported to P.K. Yonge immediately.

In the event that any ID badge is lost, stolen or destroyed, the first replacement badge will be \$10. ID badges that are no longer usable due to wear shall be replaced for the cost of \$10.

P.K. Yonge ID badges must be returned to the business office upon completion of the contract and/or project. If contractors or vendors fail or refuse to wear an ID badge on P.K. Yonge property, their contracts or agreements will be subject to review and possible termination, and subject to penalties under FS 1012.467.