



## SEX OFFENDER VISITATION REQUEST

If you are a registered sex offender, you must seek permission to visit a campus premises by completing this form and submitting it to the Superintendent's office for approval. After a decision is made to grant or deny permission to visit, a copy of the form will be returned to you. This information will be kept in the District main office, and provided to the appropriate campus administrator at the campus you wish to visit. Unless an exception has been granted and a written agreement entered into providing an exemption, you are required by law to immediately notify the campus main office of your presence on the campus premises and your registration status.

**Notice:** Until written permission is received, you may not visit District property except under the limited circumstances described in GKC(LOCAL) and (REGULATION).

Name *(print)*: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Today's date: \_\_\_\_\_

Campus or visit location: \_\_\_\_\_

Date of requested visit: \_\_\_\_\_

I request permission to be on campus premises for the following reasons *(please be specific)*:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**For Office Use Only** *(check appropriate box)*

- Permission is granted for the above individual, who is a registered sex offender, to have access to the school campus for the following purpose(s): *(check all appropriate boxes)*
  - Transporting his or her child to or from school;
  - Picking up his or her child's assignments from the campus administrative office;
  - Attending scheduled meetings or conferences with school personnel to discuss matters related to his or her child;
  - Attending ceremonies, competitions, or performances in which his or her child is participating; and
  - Serving as a volunteer in his or her child's classroom under constant, direct supervision by District personnel.
- Permission is denied.

Superintendent's signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **REGISTERED SEX OFFENDER CAMPUS PROTOCOL**

### **Request to Visit District Property**

Unless present for the purpose of voting or attending Board meetings outside the standard operating hours of the school, a registered sex offender, including a parent, wishing to visit school property must submit a written request to the Superintendent for permission to visit District property and must not visit District property until and unless written permission is returned by the Superintendent.

If permission is granted, the Superintendent will provide to the appropriate campus administrator written notification that includes the reason and expected duration of the visit.

### **Notification Requirement**

As required by law, the individual must immediately notify the campus administrative office of the person's presence on the premises and registration status.

### **Exemption to Notification Requirements**

A written agreement and exemption to notification requirements may be granted by the Superintendent in accordance with law. Contact the Superintendent's office to request the exemption agreement form.

### **Identification at Registration**

When any visitor, including a parent, is identified as a registered sex offender during visitor registration, the office staff will:

1. Ask the visitor to remain in the office;
2. Notify a campus administrator immediately; and
3. Ensure that the visitor does not leave the office without being escorted by school personnel.

### **Confirmation**

When a campus administrator is notified that an identified sex of-fender is on campus, he or she will:

1. Contact law enforcement, if necessary, to confirm that the visitor is a registered sex offender.
2. Determine whether the visitor has received written permission from the Superintendent to be on school property.
3. Determine if the visitor is the parent of a child enrolled at the school.
4. Determine, if possible, whether parental rights have been terminated.
5. Determine whether the visitor has received a written exemption to notification requirements.



### **Parent as Registered Sex Offender**

Unless present for the purpose of voting or attending Board meetings, a registered sex offender who is a parent will only be given access to a school campus for the purpose of:

1. Transporting his or her child to or from school;
2. Picking up his or her child's assignments from the campus administrative office;
3. Attending scheduled meetings or conferences with school personnel to discuss matters related to his or her child;
4. Attending ceremonies, competitions, or performances in which his or her child is participating; and
5. Serving as a volunteer in his or her child's classroom under constant, direct supervision by District personnel.

A parent who is a registered sex offender will not be permitted on school property if:

1. The person's parental rights have been terminated.
2. The person is prohibited by court order or conditions of probation from being present at school.

### **Registered Sex Offender Permitted on District Property**

When a registered sex offender has written permission to visit District property, he or she must:

1. Go directly to the campus main office for visitor registration and immediately notify the staff of the individual's registration status unless the individual has a written agreement exempting him or her from the requirement to notify staff of registration status;
2. Complete a form at registration indicating that he or she is aware of the rules and agrees to abide by them;
3. Be escorted and directly supervised by school personnel for the duration of the visit; and
4. Sign out at the campus main office upon departure.

School personnel will ensure that the registered sex offender leaves school property immediately after signing out.

### **Registered Sex Offender Not Permitted on District Property**

If the campus administrator determines that a registered sex offender is on District property without written permission, he or she may:

1. Escort the person off school property; and/or
2. Notify law enforcement of the incident.



### **School Board Meetings**

A registered sex offender is permitted to attend any Board meeting outside the standard operating hours of the school if he or she goes directly to the meeting site posted on the Board agenda, remains at the meeting site, and leaves District property immediately after the meeting. As required by law, if the Board meeting is on the premises of a school and during the standard operating hours of the school, the individual must immediately notify the campus administrative office of the person's presence on the premises and registration status.

### **Elections**

A qualified voter who is a registered sex offender is permitted to vote during voting hours outside the standard operating hours of the school at an official polling place on District property if he or she goes directly to the polling place and then leaves school property immediately after voting. As required by law, if the polling place is on the premises of a school and the individual is on the premises during the standard operating hours of the school, the individual must immediately notify the campus main office of the person's presence on the premises and registration status.

### **Appeal**

Any person seeking review of these procedures may pursue a grievance through FNG(LOCAL) or GF(LOCAL), as applicable.

Prominent notices shall be posted at each campus requiring all visitors to first report to the campus main office. This shall apply to parents, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the District, vendors, representatives of the news media, former students, and any other visitors. Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal classroom environment.

[See BBE(LOCAL) for visits to District facilities by Board members.]

**Registered Sex  
Offender on a School  
Campus**

The Superintendent and campus administrators shall develop and implement procedures regarding a campus visitor who is registered as a sex offender. These procedures shall address:

1. Parental rights;
2. Escort by District personnel;
3. Access to common areas of the campus;
4. Access to classrooms;
5. Drop off and release of students;
6. Eligibility to serve as volunteers; and
7. Any other relevant issues.