

**MIDDLETON SCHOOL DISTRICT #134
POLICY AND PROCEDURE MANUAL
SECTION 4000 – Community Relations**

**PROHIBITING REGISTERED PARENT/GUARDIAN
SEX OFFENDERS LETTERPROCEDURE 4006-P1**

To be placed on letterhead

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 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 property line, unless the person’s residence was established prior to July 1, 2006.

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

You need to immediately return this letter with the blanks completed to the building 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 District will crosscheck responses with the list the District 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 Principal’s secretary. A record of your visits will be kept on file in the building 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

Grade Level

Name of Parent/Guardian (please print)

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, District policy, and with state and federal law. This annual permission to visit school property may be revoked at any time during the respective school year, if the Principal determines it is in the best interest of the students and staff.
- 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 Secretary'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.

POLICY/PROCEDURE REFERENCE:

1006 – Prohibiting Registered Sex Offenders from Entrance to School Premises or Activities

DEVELOPED: 09/18/2006

REVISED: 05/14/2011

REVISED: 06/29/2012

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