

The Portage Community School District (“the District”) recognizes its responsibility for the health and safety of all students. Therefore, the Board is mindful of taking appropriate precautionary measures in situations where the District has been notified that a registered sex offender (“Registrant”) wishes to visit a school building or other school premises.

With limited exceptions, a Registrant may not be on any school premises unless the Registrant has followed the procedures below and has obtained prior approval from the Superintendent.

All Contractors who provide services to the District must certify to the District that they have reviewed all of their employees who will be on district property for any reason and that none of the employees appear on any sex offender registry. This certification must be renewed annually and provided to the Superintendent. Each contract will contain the requirements as stated herein.

Procedures:

1. Before visiting school premises, a Registrant shall notify the Principal in writing of the specific date, time, and place of the visit, and of the Registrant’s status as a registered sex offender.
2. The Principal shall forward the Registrant’s notice to the Superintendent or his or her designee for review and approval.
3. The Superintendent of Schools will notify the Registrant and Principal in writing of whether the Registrant’s visit is approved, and what conditions will apply to the visit, if any. Any approval by the Superintendent will only apply to the specific date, time, and place referenced in the Registrant’s notice.
4. The Principal may notify additional school personnel of the visit as necessary, including, but not limited to: appropriate administrative and teaching staff; security personnel; volunteers or paraprofessionals within the student’s classroom; counselors; coaches; advisors; nurses; bus drivers; custodians; district daycare providers; and playground supervisors.

Exceptions:

1. A Registrant who is a voter may visit school premises without providing advance notice or obtaining prior approval if: (a) an election is being held that day; (b) the Registrant’s polling place is on school premises; and (c) the Registrant is visiting school premises for the sole purpose of voting.
2. A Registrant who is the parent or guardian of a child enrolled at the school must notify the Principal of his or her status as a registered sex offender only as follows: (a) at the beginning of each school year; or (b) if the child is not enrolled at the beginning of the school year, when the child is first enrolled; or (c) if the parent/guardian is not a registered sex offender at the beginning of the school year or when the child first enrolls,

when the parent/guardian first becomes a registered sex offender.

3. A Registrant who is a student enrolled in the District must notify the Principal of his or her status as a registered sex offender upon first enrolling in the school, as long as the department, child welfare agency, or other person supervising the student under a dispositional order works with the Principal and Superintendent to ensure the safety of other students.