

BOARD POLICY SEX OFFENDER NOTIFICATION POLICY

The Board of Education recognizes its duty to take all appropriate measures to protect the students and staff members while they are under the care and custody of the District. Consistent with this duty, the Board of Education acknowledges that, in accordance with the Sex Offender Registration Act, local law enforcement agencies may notify the District when certain persons convicted of certain sex offenses are released, discharged, paroled, or placed on probation into the school community.

This policy is intended to enable the District to cooperate with local law enforcement agencies in gaining timely and accurate information regarding released, discharged, paroled, or probationary sex offenders in the community and observing and identifying the presence of such offenders on school grounds or near school children.

Upon receipt of information that a convicted sex offender has been released, discharged, paroled, or placed on probation in the community the Superintendent shall take steps to insure the safety of students and staff while at school or while involved in school related events. The Superintendent of Schools shall ensure that the appropriate District employees, both instructional and non-instructional, are aware of pertinent information regarding sex offenders of whom the District has been notified by local law enforcement agencies. The Superintendent shall be notify, through the dissemination of any such information, all staff who might come into contact with an offender in the course of doing their jobs.

The District will provide general information to appropriate members of the community or community groups, as determined by the Superintendent.

In addition, the Superintendent of Schools shall work with the local law enforcement agencies to develop means by which parents and guardians of students in the District, agencies and groups which regularly use District facilities and have children in attendance, and concerned community members can request information regarding paroled sex offenders in the area.

Any information that is provided to the Superintendent of Schools regarding the presence of certain persons who may have been convicted of a sex offense and released, discharged, paroled, or placed on probation in the school community that comes to his/her attention confidentially but outside the statutorily developed dissemination plan from the local law-enforcement agencies shall not be released prior to consultation with the District's Attorney.

The Board of Education reserves the right to amend this policy regarding notification of sex offenders in the community at any time in the future by the adoption of a new policy or amendment(s) to this policy.

The Superintendent of Schools, or his/her designee, is directed to develop the appropriate administrative regulations to implement this policy,

This policy and all administrative regulations pertaining to it shall be distributed to all District employees.

ADMINISTRATIVE REGULATIONS SEX OFFENDER NOTIFICATION POLICY

To implement the District's policy on the notification of sex offenders, the following procedures are established:

1. Law Enforcement Agency Notification to District
 - A. The Superintendent shall complete an application process with the local law enforcement agency for status as an approved entity with a vulnerable population in order to seek notification through the Internet of paroled sex offenders. The Superintendent, as chief executive officer of the District or designee, shall be the individual responsible for all Internet access using the entity account.
 - B. The Sex Offender Coordinator of the local law enforcement agency shall maintain a secure Internet site that will allow the Superintendent to gain the following information on Level Two and Level Three offenders.
 - Level Three: Name, date of birth, race, sex, photograph, address, crime of conviction, modus operandi, type of victim targeted, any special condition imposed on the offender.
 - Level Two: Name, date of birth, race, sex, photograph, approximate address by zip code, crime of conviction, modus operandi, type of victim targeted, any special conditions imposed on the offender.
2. Superintendent Notification of District Employees
 - A. Once the Superintendent receives information from the local law enforcement agency regarding released, discharged, paroled, or probationary sex offenders, he/she will distribute copies of the fact sheet and photograph to all Building Principals.
 - B. The Superintendent shall be responsible for notifying employees that the District has received such information. All employees, both instructional and non-instructional, who the Superintendent or his/her designee believes may be in a position to observe the sex offender on District premises, near District students, on or near District bus routes, or at school activities, will be required to view the information, particularly the photograph.
 - C. The Superintendent or his/her designee shall ensure that all District employees who may come into contact with the aforementioned sex offender in the course of doing their jobs will view the information and photograph with a reasonable period of time. The information may be discussed at a staff meeting or may be viewed individually.
 - D. District employees are requested not to publicize any information regarding a sex offender to any person other than another District employee, unless directed to do so by the Superintendent
3. Notification of Those Other Than District Employees
 - A. Upon receipt of notification either from a local law enforcement agency or through the internet that a sex offender is residing within the District boundaries, the District may notify:
 - i. Parents or guardians of students within the District; and/ or

No Level 3 Offender or person who has committed a crime against young children will be permitted on school grounds, regardless of his or her relation to a student.

No other registered sex offender will be allowed on school grounds at any time without the permission of the Superintendent of Schools.

If a registered sex offender attends or has a family member attending the school, the Superintendent or designee may grant authorization to enter school grounds for specific purposes, in accordance with this policy.

Students

In those instances where a student is a registered sex offender the District will work with the applicable law enforcement, probation, parole or other agency to insure the safety of all the students of

Parent

In those instances when the parent of a student is a registered sex offender, the following guidelines will be applied:

1. The Superintendent will meet with local law enforcement authorities to determine the Offender Status as well as the nature of the crime committed. The Superintendent will review the parole or probation guidelines for the particular offender and will comply with same. Staff will be notified as appropriate.
2. The parent will meet with the Superintendent prior to the child attending school to discuss this protocol;

3. During the Regular School Day

- a. The parent will report to the office immediately upon entering the school and sign in. He or she will remain there until addressed by the Superintendent or his/her designee.
- b. If the parent needs to visit the classroom, he or she will be escorted to and from that room.
- c. If the parent is picking up his or her child from school, the parent will be asked to report and remain to the office to pick up their child.

4. Events Outside the Regular School Day

- a. The parent may be is entitled to attend school events, with the specific permission of the Superintendent of Schools prior to the event.
- b. The parent must report to the adult supervisor at the time of the event to inform that person of his or her presence.
- c. If it is appropriate to provide separate seating or other arrangements, this supervisor will so inform the parent.

5. Field Trips

Registered sex offender will not be entitled to act as a chaperone or to attend field trips.

Other Family Members

Cases involving a family member other than a parent will be addressed on a case by case basis.

Violation of Rules

Any person who fails to follow these procedures will be subject to removal and may be reported to law enforcement, parole or probation, where applicable.

Notice to Parents and Outside Groups

We have recently been provided notice that a convicted sex offender is living within the boundaries of the _____ School District. The District has taken steps to insure the safety and security of its students during the school day.

Due to privacy concerns, the District will not provide any details to the public in regard to this matter. If you would like further information, please contact the New York State Police Department or you may go on line at www.criminaljustice.state.ny.us.