

Students

MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT**SUBJECT: NOTIFICATION OF SEX OFFENDERS**

When the Mount Pleasant Cottage School Union Free School District receives information from local police authorities in accordance with New York State's Sex Offender Registration Act ("Megan's Law") regarding the presence of sex offenders in our school community, it will be District regulation to inform those designated staff members who may have contact with the sex offender in the course of their School District responsibilities of data received regarding such offenders. To ensure uniformity in complying with this regulation, the following guidelines will apply:

- 1) Each School Principal/Supervisor shall make certain designated staff members aware of the information provided by local police authorities to the School District in accordance with the Sex Offender Registration Act. Such staff members may include, but are not limited to, teachers, office personnel, custodians, bus drivers, coaches, security personnel, and other staff as deemed appropriate by the applicable Building Principal/Supervisor.
- 2) Such designated staff members will be allowed to view all information provided.
- 3) All other Mount Pleasant Cottage School Union Free School District employees will be notified of the availability of this information, and requests for information received by the District pursuant to "Megan's Law" are to be directed to the appropriate Building Principal/Supervisor.
- 4) Information may be disseminated to the Mount Pleasant Cottage School Union Free School District from local law enforcement agencies as enumerated in Regulation #7560R.1 -- State Sex Offender Registry Community Notification Process.
- 5) Each Principal/Supervisor shall maintain a file in his/her office that includes all information received from local law enforcement agencies regarding the presence of such sex offenders in the school community.
- 6) If an employee believes that he/she has seen such an offender within the school building, on school property, at school activities, on or near District bus routes, or believes the offender has come in contact with children, the employee is required to report such sightings to his/her Building Principal/Supervisor. The Building Principal/Supervisor shall then immediately inform the Superintendent who will contact local law enforcement authorities.
- 7) If for some reason the Building Principal/Supervisor is not able to immediately contact the Superintendent, the Building Principal/Supervisor shall be authorized to then inform the local law enforcement agency regarding this possible sighting of such paroled/released sex offender.

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Students

SUBJECT: NOTIFICATION OF SEX OFFENDERS (Cont'd.)

- 8) Employees will not be allowed to automatically make personal copies of such information disseminated by local police. If an employee wants a personal copy of this information, he/she must file a written request with his/her Building Principal/Supervisor.
- 9)
 - a. All non-school groups which regularly use District facilities and have children in attendance shall be identified by the administration, and the notification information shall be disseminated to the adult who has been identified as the supervisor of each such group. District administration will also forward such notification information to the Chief School Officer of each private and parochial school within the geographic boundaries of the Mount Pleasant Cottage School Union Free School District; or, in the alternative,
 - b. Mount Pleasant Cottage School Union Free School District administration may, in their discretion, provide applicable law enforcement officials with a list of the names and addresses of all non-school groups which regularly use District facilities and have children in attendance, and request that such law enforcement officials disseminate to such groups the information that has been released to the District in accordance with Megan's Law.
- 10) *Parents/guardians of District students and other community residents will also be notified by administration of the availability of information provided by law enforcement officials to the District, pursuant to Megan's Law, concerning the presence of a sex offender in the school community. Community residents who desire such information are to direct their written requests to the District Office. District residents may also choose to contact the appropriate local law enforcement agency if they wish to learn additional information.
- 11) Administration shall refer all questions for further specifics concerning information on the paroled/released sex offender to the appropriate law enforcement agency and/or parole officer.

Special Circumstances Whereby Sex Offenders May Enter Upon School Grounds

As a mandatory condition of the sentence for sex offenders placed on probation or conditional discharge whose victim was under the age of eighteen (18) or who has been designated a Level 3 sex offender, the court requires that such sentenced offender refrain from knowingly entering into or upon school grounds or any other facility or institution primarily used for the care or treatment of persons under the age of eighteen (18) while one or more of such persons are present.

(Continued)

Students

SUBJECT: NOTIFICATION OF SEX OFFENDERS (Cont'd.)

However, by exception, a sex offender may enter school grounds or facility with the written authorization of his/her parole officer and the Superintendent for limited authorized purposes. Entrance upon the premises is subject to the following conditions:

- 1) The offender is a registered student, participant or employee of the facility;
- 2) The offender is an employee of an entity contracted by the facility;
- 3) The offender has a family member enrolled in the facility; or
- 4) If the school is the offender's designated polling place and he/she enters solely to vote.

Dissemination of Information to the Public

In addition to the guidelines enumerated in this Regulation, all information contained within the Sex Offender Registry that is disseminated to the District pursuant to Megan's Law *may be disclosed by the District in its discretion*. Records acquired by the District from a source other than the Registry are subject to the provisions of the Freedom of Information Law, and written requests for such information are to be directed to the District Records Access Officer.