

SUPERINTENDENT'S REGULATION 5-2.4 SEX OFFENDER REGISTRY NOTIFICATION

The Poquoson City School Board recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school and while they attend school or school-related activities, the School Board shall request automatic electronic notification of registered sex offenders in the same or contiguous zip codes as any school within the school division. Such request and notification shall be made according to the procedure established by the Virginia Department of State Police (State Police). The division superintendent shall serve as the contact person with the State Police for receipt of the registered sex offender information.

Annual Notification

At the beginning of each school year, the School Board shall notify parents and employees of the School Board's policy on the dissemination and use of sex offender registry information.

Receipt and Dissemination of Sex Offender Registry Information

Once notified that a registered sex offender resides in the same or contiguous zip codes as a school within the school division, the division superintendent shall notify the principals of those schools and determine which central office and other school employees should be provided the registry information. Sex offender registry information should be provided to employees who are most likely to observe unauthorized persons on or near school property, including but not limited to:

1. school bus drivers;
2. employees responsible for visitor registration;
3. employees responsible for bus duty;
4. security staff;
5. coaches;
6. playground supervisors; and
7. maintenance personnel.

When registry information is disseminated by the division superintendent, it shall include a notice that such information should not be shared with others and may only be used for the purposes discussed below. Employees who inappropriately share registry information with others may be disciplined.

The School Board recognizes that it is the responsibility of local law enforcement units to notify the community of potential public danger. Therefore, the school division will not disseminate registry information to parents. However, the division superintendent will work closely with local law enforcement officers to determine when and under what circumstances local law enforcement officials notify the community about the presence of a registered sex offender.

Use of Sex Offender Registry Information

Registry Information shall be used only for the purposes of the administration of law enforcement, screening current or prospective school division employees or volunteers and for the protection of school division students and employees. Registry information shall not be used to intimidate or harass others.

Registered Sex Offender Sighted

If a notified employee sees a registered sex offender on or near school property, around any school division student, or attending any school division activity, the division superintendent or his/her designee shall be notified immediately. The division superintendent or his designee may, in his or her discretion, notify local law enforcement officials.

School Volunteers and Student Teachers

Each staff member shall submit to the principal the name and address of each volunteer the staff member is or may be using as soon as the person is identified. The principal shall screen each student teacher's and volunteer's name and address against the registry information. If a match is found, the principal shall notify the division superintendent, who shall confirm the match. If the match is confirmed, the division superintendent shall inform the individual in writing by mail that he or she may not be on school property without permission of the division superintendent. The notice shall provide the reason with reference to this policy and regulation. The division superintendent shall also inform the principal and employees that the individual may not be used as a volunteer.

Contractors' Employees

The division superintendent shall include the following language in all division contracts that may involve an employee of the contractor having any contact with a student:

"The contractor shall not send any employee or agent who is a registered sex offender to any school building or school property. Quarterly, the contractor shall check the registry to determine if any of his employees are registered."

School Division Employees

Each time sex offender registry information is received, the division superintendent shall review it to determine if a school division employee is registered. If a match is found, the division superintendent shall confirm or disprove the match with local law enforcement officials. If the match is confirmed, the division superintendent shall notify the School Board. The School Board will take the appropriate action to comply with state law, which may include termination of employment.

Applicants for Employment

Before hiring any person, the division superintendent shall determine whether the prospective employee is a registered sex offender. If the prospective employee is a registered sex offender, he shall not be hired by the School Board.

Students and Parents of Students

A sex offender registrant who is the parent or guardian of a student shall be permitted to participate in appropriate parent or guardian activities, unless prohibited by court order. Students who are registered sex offenders may not be precluded from attending school.

Precautions to Protect Students

When the division superintendent determines it is necessary to protect students because of the presence of a registered sex offender, alternative arrangements may be made for bus and walking routes to and from school, recess and physical education periods, or any other school activity.

Requests for Registry Information

Anyone requesting registry information from the school division shall be referred to the Virginia State Police.