

## **NOTIFICATION OF RELEASE OF CONVICTED SEX OFFENDERS**

The Board of Education acknowledges the efforts of local law enforcement to notify the district when a person with a history of sex offenses against a child is being paroled, released into the Patchogue-Medford School District or relocating into the Patchogue-Medford School District, in accordance with the provisions of the Sex Offender Registration Act, commonly known, in New York State, as Megan's Law. The district will use the New York State Division of Criminal Justice Services Sex Offender Registry to track level 2 and 3 sex offenders in the community. In as much as the Division of Criminal Justice Services does not provide location data on level 1 offenders, the district will not disseminate information regarding level 1 offenders to those specified in this policy.

This policy is enacted in order to minimize the possibility that the sex offender will come in contact with school-age children, and to assist law enforcement agencies in preventing further criminal activity from occurring. Furthermore, the district shall cooperate with local police authorities and the local community in promoting and protecting the safety and well-being of its students.

It is the policy of the Board of Education to disseminate all information which the district receives from the local police and governmental authorities in conjunction with Megan's Law to designated staff members who might have possible contact with such individuals during the normal course of their school duties. In event the district receives such notice, the superintendent or designee shall promptly disseminate all information to district administrators and lead building secretaries. Building administrators will notify leaders of organizations utilizing school facilities in accordance with the New York State Division of Criminal Justice Services Sex Offender Registry and E-Mail Alert System and the regulations promulgated herein. Additionally, the superintendent or designee shall make notification information available upon request and shall inform parents/guardians/residents of the availability of the New York State Division of Criminal Justice Services Sex Offender Registry and E-Mail Alert System the annual back-to-school notification, at new student registration and via postings in the district website. Further, the superintendent or designee reserves the right to further disseminate such information to individuals or groups who, in the opinion of the superintendent, have a legitimate need to be notified of such information.

The superintendent or designee shall take reasonable steps to ensure that the information is conveyed in a lawful and appropriate manner consistent with the best interests of the students of the district and the community.

**Notification of Release of Convicted Sex Offenders (Continued)**

These steps are as follows:

The Superintendent or designee will examine the Registered Sex Offender listing on a regular basis and the information shall be disseminated in accordance with the New York State Sex Offender Registration Act or other applicable laws/agencies. To ensure uniformity in complying with this regulation, the following guidelines will apply.

1. The information shall be disseminated to school board members, building principals, administrators and lead building secretaries. It shall be the responsibility of each school building's administration to apprise all instructional and non-instructional staff, including teachers and support staff, custodians, bus drivers, coaches, leaders of groups utilizing school facilities, security personnel, individuals who issue school building "visitor passes," local PTA/PTO and joint council presidents, the superintendent of BOCES, and the school's site-based team of the names of those offenders thought to be living in the Patchogue-Medford community. The superintendent or designee reserves the right to further disseminate such information to such other individuals or groups, who, in the opinion of the superintendent, have a legitimate need to be notified of such information in order to protect the health, safety or welfare of school district students and personnel.
2. Staff members shall be advised that they are receiving such information in their official capacity as employees of the school district and that such data should not be released to other individuals, except as authorized by administrative regulation.
3. Each principal shall maintain a file in his/her office that includes all information received from local law enforcement agencies regarding the probation, parole or release of such convicted sex offenders into the school community. Prior notifications shall be maintained in the principal's file until the district is notified that the offender is no longer a resident. These files are not available for public viewing. Public viewing shall be at the district administration office, in the Office of the District Clerk, where an exact copy will be made available upon request.
4. District greeters in the school building shall require identification from all visitors upon their entrance into school buildings and check their identities against the database provided in the visitors' pass process. If an individual who wishes to enter a school district building is identified as being on the New York State Sex Offender Registry, the building principal should be notified immediately to determine whether the individual should be granted access to the school building within the parameters established by the New York State Sex Offender Registration Act.

### **Notification of Release of Convicted Sex Offenders (Continued)**

5. All groups, which regularly use district facilities and have children in attendance, shall be identified by the school building administration, and the notification information shall be disseminated to the designated supervisor of each such group by the building principal.
6. The district shall post, on the district website, information about how to subscribe to the New York State Division of Criminal Justice Services Sex Offender Relocation and E-Mail Alert System.
7. Upon new student registration, the district shall inform all parents when registering new students and offer them information about the New York State Division of Criminal Justice Services Sex Offender Registry.
8. Upon request, to the Office of the District Clerk, information provided by the applicable law enforcement agency shall be made available. The information shall include all information provided by law enforcement.
9. If an employee believes that he/she has seen any individual whose description matches that of a released sex offender provided to the district by local police or authorities 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 the building principal or his/her designated representative. The building principal will immediately notify the Superintendent of Schools or their designee, who will notify the local law enforcement agency, if appropriate.
10. Disclosure of sex offender information received by the school district from a source other than a local law enforcement agency shall be subject to the board policy governing the filing of a Freedom of Information Law request.

The administration shall refer all questions for further specifics concerning information on the notification to the appropriate law enforcement agency and New York State Division of Criminal Justice Services Sex Offender Relocation and E-Mail Alert.

Policy Adopted:

February 28, 2011

Policy Revised:

December 20, 2021