

## DISSEMINATION OF SEX OFFENDER INFORMATION

- I. In accordance with the Sex Offender Registration Act (“Megan’s Law”), the Waterville Central School District (the District) supports the NYS Department of Criminal Justice Services and local law enforcement authorities in their effort to inform the community in certain circumstances of the presence of individuals with a history of sex offenses, particularly against children, in the school locality the Board of Education adopts this policy to minimize the possibility that Megan’s Law sex offenders will come in contact with school-age children and to help law enforcement agencies promote the safety of students. 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.
- II. The District will notify all staff members that they may receive Megan’s Law Information by forwarding a written request to a designated administrator.
- III. District employees will inform their immediate supervisor if they observe within the school building, on school grounds, at school activities, or at or near school bus routes any individual engaged in suspicious activity or any individual whose description matches the information that was provided to the District by law enforcement authorities. The Superintendent of Schools will determine whether the employee’s observations should be reported to local law enforcement officials.
- IV. If the District receives Megan’s Law Information about a sex offender from a law enforcement agency, the Superintendent will:
  - A. Automatically disseminate the information to:
    1. Building Principals
    2. Transportation Supervisors and/or persons in charge of the bus garage
    3. Athletic Director
    4. Advisors or Supervisors of school-related or non-school-related youth groups that regularly use school facilities
    5. Other district personnel, administrators of private and parochial schools in the District, designated supervisors of groups who regularly use District facilities with children in attendance or community residents who, in the opinion of the Superintendent, need the information to ensure the protection and safety of students.
  - B. Determine whether it is appropriate:
    1. To restrict the disclosure of information to the list of persons who are automatically notified or to expand the disclosure of information to other persons.

POLICY

COMMUNITY RELATIONS

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2. To provide the public with a general notice describing the public's ability to receive such information upon written request to the District.
  3. To provide the public with part or all of the information that the District received.
- V. Community members may request information about sex offenders that is not Megan's Law Information or that the District received from a source other than the Sex Offender Registry according to the procedures set forth in the District's Records-Management Policy #1029 and processed in accordance with Article 6 and 6-A of the Public Officers Law.

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Waterville Central School District

Legal Ref: NYS Corrections Law Article 6-C; NYS Public Officers Law Article 6 & 6-A

Adopted: 03/22/95

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