



CITY SCHOOL DISTRICT OF ALBANY SEX OFFENDER NOTIFICATION POLICY REGULATIONS

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, 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. Further notification of employees and community constituents (e.g. parents) will depend on the location of the sex offender. For example, more extensive notification may be properly limited to the neighborhood served by the schools in which the sex offender resides.
 - (b) The superintendent or his/her designee (i.e. building principal) 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 requested to view the information, particularly the photograph.
 - (c) The superintendent or his/her designee shall make available to all district employees who may come into contact with the aforementioned sex offender in the course of doing their jobs the information and photograph of the sex offender and request that they review it within 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) Parents or guardians may be notified that the local law enforcement agency has provided the school district with information that a sex offender is residing within the district boundaries. All parents or guardians who request information regarding such sex offenders or whom the superintendent deems appropriate for receipt of such information shall be provided with the name(s) and telephone number(s) of the contact persons at the local law enforcement agency from which the district received the information who may be contacted for more information or, in the alternative, may be provided with the same level of information as provided to the school district.
- (b) All agencies or groups which regularly use school facilities with children in attendance shall be advised that the local law enforcement agency has provided the school district with information that a sex offender is residing within the district boundaries and provide such groups with the name(s) and telephone number(s) of the contact persons at the local law enforcement agency from which the district received the information who may be contacted for more information or, in the alternative, may be provided with the same level of information as provided to the school district

4. District Personnel Who May Observe a Sex Offender

- (a) Any district staff member, instructional or non-instructional, who believes he/she has observed a sex offender on district premises, near district students, on or near district bus routes, at school activities or believes a sex offender has come into contact with children, shall immediately notify the building principal, and/or the superintendent.
- (b) Any building principal so notified shall contact the superintendent, who will notify the appropriate authorities. If the superintendent is not available, the building principal is authorized to immediately notify the local law enforcement agency regarding the possible sighting of the sex offender in or around school facilities or school children as set forth above.
- (c) Any district staff member, instructional or non-instructional, shall notify his/her building principal whenever he/she sees any individual on district premises, near district students, on or near district bus routes, or at school activities who is acting in a suspicious manner which raises a reasonable concern as to the individual.

5. Procedural Matters

- (a) The superintendent and each building principal shall maintain a file in his/her office that includes all information received regarding the release of sex offenders into the school community.
- (b) All fact sheets and photographs shall be removed from district files and destroyed once the expiration date on the fact sheet is reached.

(c) All requests for information from persons other than district employees, such as parents, guardians, or agencies or groups regularly using district facilities shall be directed to the local law enforcement agency.