

## SCHOOL COMMUNITY RELATIONS

File: KN

### SEX OFFENDER REGISTRY NOTIFICATION

Charlottesville City Schools recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school or are at school-related activities, each school in the Charlottesville City school division shall request electronic notification of the registration or reregistration of any sex offender in the same or contiguous zip codes as the school. Such requests and notifications shall be made according to the procedure established by the Virginia Department of State Police (State Police).

#### Annual Notification

At the beginning of each school year, the school division shall notify parents and employees of this policy. The school board will also annually notify the parent of each student enrolled in the school division of the availability of information in the Sex Offender and Crimes Against Minors Registry and the location of the Internet website (<http://sex-offender.vsp.state.va.us/cool-ICE/>).

#### Dissemination of Sex Offender 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:

- school bus drivers
- employees responsible for visitor registration
- employees responsible for bus duty
- security staff
- coaches
- playground supervisors, and
- maintenance personnel.

When registry information is disseminated, 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 share registry information with others may be disciplined.

The Charlottesville City school division recognizes that it is the responsibility of local law enforcement to notify the community of potential public danger. Therefore, the division will not disseminate registry information to parents.

## SCHOOL COMMUNITY RELATIONS

File: KN

Page 2

### Use of Sex Offender Registry Information

Registry Information shall only be used 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.

1. 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 Superintendent or designee shall be notified immediately. The Superintendent or his designee may, in his or her discretion, notify local law-enforcement.
2. 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 and volunteer's name and address against the registry information. If a match is found, the Principal shall notify the Superintendent, who shall confirm the match. If the match is confirmed, the Superintendent shall inform the individual, in writing, that he or she may not be on school property without permission of the Superintendent. The notice shall provide the reason with reference to this policy. The Superintendent shall also inform the Principal and employees that the individual may not be used as a volunteer.
3. Contractors' Employees. The 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. Monthly, the contractor shall check the registry to determine if any employee is registered.
4. School Division Employees. Each time sex offender registry information is received, the principal shall review it to determine if a school division employee is registered. If a match is found, the Superintendent shall confirm or disprove the match with local law enforcement. If the match is confirmed, the 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.
5. Applicants for Employment. Before hiring any person, the Superintendent shall determine whether the prospective employee is a registered sex offender. If the prospective employee is a registered sex offender, he or she shall not be hired by the division.

SCHOOL COMMUNITY RELATIONS

File: KN

Page 3

6. Parents of Students. When the school division learns that a parent is a registered sex offender, the parent will be notified in writing that he or she is barred from being present on school property or at school-sponsored events, on any school bus, or on any property, public or private, when such property is solely being used by an elementary or secondary school for a school-related or school-sponsored activity without the express written approval of the student's principal, unless such parent is otherwise prohibited by law or court order from being present on school property. Such approval must be obtained in advance of the proposed visit. When a parent, who is a registered sex offender, is permitted at school or at school functions, he or she will be monitored to ensure that he or she does not come into contact with any children other than his or her own children.

Requests for Registry Information

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

Adopted: August 6, 1998  
Revised: January 8, 2004  
Revised: September 20, 2007  
Reviewed: February 21, 2008  
Revised: June 19, 2008  
Revised: June 16, 2011

---

Legal References: Code of Virginia, 1950, as amended, §§ 22.1-79.3, 9.1-914, 9.1- 918 and 19.2-390.1.

Commonwealth v. Doe 278 VA 223 (Va. 2009)

Cross References: BBA School Board Powers and Duties  
DJF Purchasing Procedures  
KK School Visitors  
KNAJ Relations with Law Enforcement Authorities