

**NOTIFICATION OF RELEASE OF SEX OFFENDERS**

The Board of Education recognizes its responsibility for the health, safety and welfare of the students enrolled in District schools and for those youngsters participating in District programs or events. In light of that responsibility, the Board desires that appropriate precautionary measure be taken, in the event that the District shall receive information from an appropriate law enforcement agency respecting convicted sex offenders who have been paroled and reside within the District's boundaries or adjoining communities.

It is the policy of this Board that whenever such information is received from a local law enforcement agency, or other appropriate office, the information shall be disseminated by the Superintendent, or his or her designee, to appropriate District personnel and members of the Board of Education.

Staff members will be advised that it is a violation of the law to use the information they receive to harass or discriminate against the individual. In addition, staff shall be instructed not to further disclose such information, except to other staff members of the District who have demonstrated a need to know about the information. In the event such personnel have concerns about another staff member's "need to know," they shall request guidance from their immediate supervisor.

Such personnel shall further be instructed to notify their immediate supervisor in the event they observe any suspicious person in an area where children congregate, and supervisors and building administrators will contact local parole and law enforcement authorities, if a paroled sex offender is so observed.

The Administration may also notify the community of the receipt of such information from the local law enforcement agency, and where interested citizens can obtain further information. Such information, when released to the community, will be accompanied by a notice that it is a violation of law to use the information to harass or discriminate against the individual.

The administration should develop and institute a plan for the education and counseling of children in the District, regarding sex offenders.

The Administration shall notify the division of criminal justice services and all law enforcement authorities having jurisdiction within the District, of the names and addresses of all non-school groups which provide services or programs to children

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on or within school facilities and shall request that the division of criminal justice services and law enforcement authorities provide such groups with the information that has been provided to the District.

The Administration shall confer with the school attorneys with respect to any questions concerning the application of this policy.

Legal References: Correction Law, Art. 6-C (Sex Offender Registration Act.)

Adopted: May 12, 2004

Amended: March 21, 2012

**NOTIFICATION OF RELEASE OF SEX OFFENDERS**  
**BY THE DIVISION OF PAROLE**

The Board of Education recognizes its responsibility for the health, safety and welfare of the students enrolled in District schools and for those youngsters participating in District programs or events. In light of that responsibility, the Board desires that appropriate precautionary measure be taken, in the event that the District shall receive information from an appropriate law enforcement agency respecting convicted sex offenders who have been paroled and reside within the District's boundaries or adjoining communities.

Upon receipt of information from a law enforcement agency that a sex offender is is about to be placed on probation, discharged, paroled or otherwise released from custody and resides or is expected to reside within the District, the Superintendent/or his/her designee may:

1. Notify the Board of Education, Central Office Administrators and Building Principals of the information received from the local law enforcement agency.
2. Direct the administrators and principals to communicate with appropriate employees of the District to notify them of the presence of a sex offender. Administrators and principals shall reinforce with the employees the appropriate procedure for handling the situation if the offender comes on school property or within proximity of children.
3. Develop and institute a plan for the education and counseling of the children of the District, regarding sex offenders.
4. Notify parents of students and other members of the community that the District has received information from a local law enforcement agency concerning a registered sex offender residing or expected to reside within the District, and inform them of the name of the local law enforcement agency which notified the District, as well as the telephone number and/or website of the central registry of sex offenders maintained by the division of Criminal Justice Services.

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All persons to whom information is disseminated pursuant to this policy shall be specifically notified that it is a violation of law to use such information to harass or discriminate against any individual.

The administration shall confer at least annually with the school attorneys concerning any questions about the application or needed revision of this policy.

LEGAL REFERENCE: NY Correction Law Article 6-C (“Sex Offender Registration Act”)

ADOPTED: May 12, 2004

Amended: March 21, 2012

Date:

Dear Parent/Guardian:

The \_\_\_\_\_ Police Department has advised the district, pursuant to Article 6-c of the New York State Correction law also known as the New York State Sex Offender Registration Act (“Megan’s Law”) that a registered sex offender, \_\_\_\_\_, a \_\_\_\_\_, is residing within the boundaries of the \_\_\_\_\_.

In this situation, the registered sex offender has been designated by law enforcement authorities as a **Level** \_\_\_\_\_ offender.

The designations made by law enforcement authorities are set forth in the statute as follows:

- Level I: Risk of repeat offense is low
- Level II: Risk of repeat offense is moderate
- Level III: Risk of repeat offense is high and there exists a threat to the public safety and such sex offender shall be deemed to be a sexually violent predator

The organization, parents for Megan’s Law, which is funded by county, state and the federal government, operates a Megan’s Law Help Line, 1 (888) ASK-PFML, to assist communities after sex offender notifications have been implemented by law enforcement. They can be contacted at [www.parentsformeganslaw.com](http://www.parentsformeganslaw.com). If you are unable to contact this web site, you may request information from the Special Victims Squad of the Nassau County Police Department at (516) 573-8059.

As always our staff will make every effort to educate the children concerning stranger awareness and personal safety. Your cooperation in reinforcing these discussions at home will enable your child to make appropriate decisions concerning their well being.

Sincerely,

Executive Director

cc: Superintendency  
Board of Education  
District Leadership Team  
Non Public Schools

**NON-PUBLIC SCHOOLS IN THE HEWLETT-WOODMERE DISTRICT**

The Superintendent's Office maintains an email listing of the appropriate private schools who should be notified of the release of sex offenders.