

**TOLLAND PUBLIC SCHOOLS**  
**Tolland, Connecticut**

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ADMINISTRATIVE REGULATION

REGARDING: Verification of Sex  
Offender Status

Number: 2030  
Administrative

Approved: 2/28/01

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Section 54-258 of the Connecticut General Statutes, as amended by Section 9 of Public Act 99-183, permits state agencies, the Judicial Department, and law enforcement authorities to notify government agencies (including school districts), when any such state agency, the Judicial Department, or law enforcement authority believes such notification is necessary to protect the public or any individual in any jurisdiction from any person who is subject to registration under Section 54-251 of the Connecticut general Statutes (the sexual offender registry).

In accordance with Board policy, when, pursuant to Section 54-258 of the Connecticut General Statutes, the Board of Education has been informed in writing by any state agency, the Judicial Department, or law enforcement authorities, of the presence of a registered sexual offender within the school district, the administration shall take the following affirmative steps to notify appropriate school staff.

**Sex Offender Notification Coordinator**

The Superintendent shall annually appoint an individual to coordinate the receipt and dissemination of information received from any state agency, the Judicial Department, or law enforcement officials regarding registered sexual offenders (the "Coordinator"). The Coordinator shall be responsible for ensuring that information received in writing from any state agency, the Judicial Department, or law enforcement personnel shall be shared with appropriate school personnel in accordance with these regulations. The Coordinator shall also coordinate training for school staff and be available to answer questions from school staff and the public regarding sexual offender registration issues.

Any school employee who receives notification in writing from any state agency, the Judicial Department, or law enforcement officials regarding the presence of a registered sexual offender within the school district shall immediately inform the Coordinator of such notification, and provide a copy of such written notification to the Coordinator.

## Dissemination of Information to School Staff

When the school district has received from any state agency, the Judicial Department, or law enforcement officials written information regarding the presence of a registered sexual offender within the school district, the Coordinator shall inform the principal and/or administrator in charge of any school that serves students residing in the area in which the registered sexual offender resides. If the Coordinator deems it appropriate, the Coordinator shall also inform the principal and/or administrator in charge of other district schools. Any principal and/or administrator in charge so informed shall then inform the following individuals:

1. Any staff member responsible for visitor registration.
2. Any staff member responsible for coordination of school volunteers.
3. Security personnel.
4. Bus drivers.
5. Playground supervisors.
6. If the information received by the principal and/or administrator in charge indicates that a student's parent and/or guardian is a registered sex offender, the teacher and other certified school personnel assigned to work with the student.

The Coordinator shall also maintain a listing of registered sexual offenders about whom the Coordinator has received written notification from any state agency, the Judicial Department, or law enforcement personnel.

## Use of Information by School Staff

The district shall use the information disseminated according to these regulations in the following manner:

1. Staff members responsible for visitor registration shall verify that individuals registering to visit the school are not individuals about whom written information has been received from any state agency, the Judicial Department, or law enforcement personnel.
2. Staff members responsible for coordinating volunteer activities shall verify that individuals volunteering within the school district are not individuals about whom written information has been received from any state agency, the Judicial Department, or law enforcement personnel.

3. Staff members responsible for hiring of individuals as employees or as independent contractors shall verify that individuals who are so employed by the district are not individuals about whom written information has been received from any state agency, the Judicial Department, or law enforcement personnel.
4. If a staff member recognizes that a school visitor, volunteer, employee, independent contractor and/or an individual on school grounds or adjacent to school grounds, or a bus stop or adjacent to a bus stop, is a registered sex offender about whom written information has been received from any state agency, the Judicial Department, or law enforcement personnel, the staff member shall immediately contact the principal and/or administrator in charge of the school, who shall review each such situation on a case by case basis, and take appropriate measures to protect the school population, including notification of law enforcement officials as appropriate.