



ADMINISTRATIVE MEMORANDUM

SEX OFFENDER NOTIFICATIONS | 3001.10

All schools and school districts are required to have notifications of sex offenders easily accessible in the main office available to view upon request by adults and juveniles with adult supervision. Schools must also allow community members access to the State's Community Notification website in the school building if requested by a community member.

In addition, the school is responsible for informing parents and staff about the availability of the notifications and if there are changes to the information in the binders. Schools are prohibited from the physical posting of sex offender notifications and from removing information from the binder without official notification that the offender has moved from the community.

To ensure that all schools meet the mandates of the law, the following procedures must be followed:

1. All official sex offender notifications received by a school shall be placed in a binder titled "Community Notification" and placed in the main office of the school and at the District Office.
2. A copy of all official sex offender notifications received by a school from a police agency shall be faxed to the appropriate Director of Schools.
3. The school will include in its normal methods of communication (e.g., newsletters) a notice informing parents that "in compliance with State regulations, information regarding community notification of sex offenders is available in the main office of the school for review upon request."
4. The binders should be kept in a safe and secure place in the office and access should be limited only to those individuals authorized by the principal.
5. All employees will receive information regarding the availability of community notifications through the Office of Human Resources.
6. Community members, and juveniles with adult (i.e., parent/guardian) supervision, may review the binder. All individuals who review the binder must receive a copy of the Note to Parents and Guardians (attached) and must sign indicating they have received such notice. If an individual refuses to sign, the individual should be given the Note to Parents and Guardians and allowed to review the binder. The administrator should document on the sign-in sheet the individual's name, date, and a note indicating that the individual refused to sign.
7. Schools may not remove information from the binders without official notification from a police agency. Schools must fax the notice to the appropriate Director of Schools.



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

Authorizing Code RCCSD Board of Education Policy 3001
Office Responsible Deputy Superintendent
References Note to Parents and Guardians, Note to School/District Staff

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Revised N/A



RED CLAY CONSOLIDATED SCHOOL DISTRICT
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8. Schools must provide access to a computer should a community member wish to view the Delaware State Police Sex Offender Registry website.
 - a. All administrators should review the Note to Parents and Guardians and the Note to School/District Staff (attached) to become familiar with the restrictions regarding the use of the information contained in the binders. Both documents contain additional resource agencies that parents and staff may contact should they have questions regarding community notification of sex offenders.
 - b. Administrators should share this information with all staff members who are responsible for the binder or who work with students or families regarding sex abuse.

Questions about the information contained in this administrative memorandum should be directed to the appropriate Director of Schools.