

Guilford County School Board

Administrative Procedure

Descriptor Term: REGISTERED SEX OFFENDERS	Descriptor Code: KN-P
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Presented to Board: 1 st Reading:	Adopted by Board:	Revised by Board:
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This process shall govern and control the execution of policy KN – Registered Sex Offenders. All principals, school supervisors, and SRO officers should familiarize themselves with this procedure.

Parent Sex Offenders

1. Principals will complete an online registration form that enables them to receive electronic alerts of registered parent sex offenders "Registrant" over the age of 16 who live within their school zones. New principals will complete this registration process as a part of their new principal orientation program (provided by the Office of Induction and Success).
2. Immediately after being notified of a "Registrant", principals (or their assigned designees) will cross-reference their SIMS or NC WISE parent/guardian database to identify any parents or legal guardians of enrolled students who are "Registrant".
3. Principals will forward the "Registrant"'s name and the child's demographic information (name, age, address, ID number, grade level, and transcript) to the Committee established by the Superintendent. During the interim period between the date that a "Registrant" is identified and the date that the Committee provides a disposition, principals will treat this information as confidential.
4. The Committee will notify the principal of one of the following decisions:
 - a. Recommendation that the principal send a form letter to the parent via certified mail informing them him/her that he/she is prohibited from accessing any GCS premises, or
 - b. Recommendation that the principal send a form letter to the parent via certified mail informing him/her of limited and supervised access to GCS premises.
5. "Registrant" may appeal the decision of the Committee to the Board of Education.
6. Principals will work collaboratively with their School Resource Officer (SRO) and District Safety Office to ensure compliance.

Other Non-student Sex Offenders

1. Principals (or their assigned designees) will ensure that adult volunteers are appropriately screened through existing district procedures prior to providing them access to any GCS premises.

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2. Immediately after being notified of a "Registrant", the principal will send a form letter via certified mail informing the individual that he/she is prohibited from accessing any GCS premises.
3. Principals will work collaboratively with their School Resource Officer (SRO) and District Safety Office to ensure compliance.

An annual review will be conducted by the Committee to determine the appropriateness of the decision for the upcoming school year.

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