

BURRIS LABORATORY SCHOOL REGISTERED SEX OFFENDER SCHOOL ACCESS POLICY

Purpose of Policy

The State of Indiana has determined that perpetrators of certain sex crimes pose a continuing threat to students even after being released from prison. *See, e.g.* I.C. 11-13-3-4(g)(2)(a). Burris Laboratory School (“Burris”) declares that the sole purpose of the Burris Laboratory School Registered Sex Offender School Access Policy (“Policy”) is for the compelling purpose of protecting and keeping safe the Burris pupils; and visitors.

Employment

Notwithstanding any other Burris policy, individuals convicted of any sexual offense under the laws of Indiana or any other states are not eligible for employment in any position with Burris. The Superintendent, however, shall have discretion consistent with other Burris policies to recommend employment of any individual whose name has been expunged from a sex offender registry.

School Off Limits

Burris declares that no registered sex offender, as defined by Indiana statute, (RSO) may come on any Burris property except as otherwise provided in this Policy and as permissible by State and Federal Law. If an administrator becomes aware that a RSO is on Burris property, or attending a Burris function without prior approval, the administrator/designee shall direct the RSO to leave the area immediately, except under limited circumstances as directed below. The administrator may request the assistance of the appropriate law enforcement authorities to secure the removal of any RSO from the Burris property or function. Violations of this Policy may subject the RSO to criminal and/or civil action.

The Policy shall apply only when the principal/designees are aware that the person in question is on a Sex Offender Registry, either under the laws of the state of Indiana or another state. This policy shall not be construed to impose any duty upon the principal or any employee of Burris to review a sex offender registry or screen individuals coming on school property to ascertain whether they have been convicted of a sex offense.

The provisions of this Policy shall not apply in the event that a sex offender’s conviction has been expunged name has been from the Sex Offender Registry.

Limited circumstances may occur when a RSO has either a right or a legitimate need to come upon Burris property. In such a case (detailed below), the RSO must contact a member of the Burris Administration at least two (2) school days prior to the RSO’s expected presence on school property to establish a written School Access/Child Protection Plan (“SACPP”). To the extent that this notice is not possible, the convicted sex offender shall immediately inform the Superintendent or his/her designee.

The SACPP will be established by discussion with a school administrator(s). The SACPP will

address access to the school, school properties, and school functions during regular school hours, after school, evenings, and weekends. The SACPP and approval will be in writing with signatures of the involved parties. Only after there is an approved written SACPP may the RSO enter school property and only within the restrictions of the SACPP.

Students

If a Burris student is convicted of a sex offense, the Burris administration will address the situation taking into consideration both the educational rights of the student and the safety of the other students and employees. The student's class schedule may be developed to allow for heightened supervision. Special attention will be given to a situation where the victim attends or works in Burris.

Parents

In the event that a RSO has a dependent attending Burris and the person's parental rights have not been terminated, Burris administration shall permit the parent to be on school property to attend required school meetings such as parent-teacher conferences and disciplinary meetings. The parent, however, may not linger on school property and is prohibited from being in any part of the school building except the front office or the room designated for the required meeting. The administrator has the discretion to permit a RSO to be on school property to drop off or pick up his or her child. The administrator may only permit dropping off or picking up on school property where there will be adequate supervision of the students that will in the drop off/pick up area.

This policy shall not be construed to impose any duty upon the principal or any employee of Burris to review a sex offender registry and the school system's directory information to ascertain whether a RSO may have a dependent at Burris. The provisions of this policy shall apply only if an administrator actually becomes aware that the parent or guardian of a student at Burris is a RSO. Also, those parents and guardians visiting school buildings are hereby advised that Burris may refuse access to its buildings unless they agree to have someone check their driver's license and run a criminal background check.

To facilitate voluntary compliance with this policy, administrators are encouraged to speak with any affected parents or guardians upon learning of their status as RSOs to communicate the restrictions of this policy. At all times, the administrator shall endeavor to protect the privacy of the offender's child.

In the event of a truly exceptional situation such as graduation, a parent or guardian convicted of a sex offense may ask the Superintendent or the Superintendent's Designee for a waiver of this policy to permit attendance at these special events. It is the intent of the Board, however, that these special circumstances be truly unusual and infrequent occurrences.

Other Exceptions

A RSO may: (1) attend meetings of the Burris PTO; (2) vote at a polling station on school property if the RSO's only polling place is a facility on school property; or (3) be on school property if the RSO receives written approval from the Superintendent or his/her designee.

Registered Sex Offender (“RSO”) School Access Request

To be completed by the RSO requesting limited circumstance visitation to Burriss Laboratory School and activities related to the school and returned to Principal, Burriss Laboratory School, 2201 W. University Ave., Muncie, Indiana 47306.

Date of this request: _____

Name: _____ Date

of Birth: _____ Address:

_____ Phone Number:

_____ Have you lived in another state? Y/N If

yes, provide the state and dates of residency: _____

Name of child(ren) with whom you are involved and your relationship:

Date & Time of Access requested: _____

Description of Activity/Activities requested: _____

Arresting Law Enforcement Agency:

Date of Conviction:

Court of Conviction:

Charge(s):

Are you on parole? Y/N Notification? Y/N If on parole, indicate number of
years or life you are on parole: _____

Parole Officer Name: _____

Phone Number of Parole Officer: _____

Please submit the name of a person held in high regard in the community who will serve as a
reference for you: _____

Phone Number of Reference: _____

10/15/2013

Your signature below completes this request and indicates approval for a designee of Burriss Laboratory School to receive any documents in your criminal record and to speak with any of the above named individuals in your school access request or any other individual who may have information pertinent to this request, as deemed necessary in the sole discretion of said designee. Your signature further affirms that all information in the request is accurate and truthful.

Signature: _____

Printed Name: _____

Date: _____

Registered Sex Offender (“RSO”) School Event Request

To be completed by the RSO requesting to attend school events and activities at Burris Laboratory School 2201 W. University Ave., Muncie, Indiana 47306 of which the RSO’s children are active participants. This form must be returned to the Principal, Superintendent, or his/her designee 48 hours before attending event or activity.

1. Name of child(ren) who are involved in the event or activity:

Date & Time of Access requested: _____

Description of Activity/Activities requested: _____

Approval : _____ (Burris Administration)

2. Name of child(ren) who are involved in the event or activity:

Date & Time of Access requested: _____

Description of Activity/Activities requested: _____

Approval : _____ (Burris Administration)

3. Name of child(ren) who are involved in the event or activity:

Date & Time of Access requested: _____

Description of Activity/Activities requested: _____

Approval : _____ (Burris Administration)

4. Name of child(ren) who are involved in the event or activity:

Date & Time of Access requested: _____

Description of Activity/Activities requested: _____

Approval : _____ (Burris Administration)

5. Name of child(ren) who are involved in the event or activity:

Date & Time of Access requested: _____

Description of Activity/Activities requested: _____

Approval : _____ (Burris Administration)

6. Name of child(ren) who are involved in the event or activity:

Date & Time of Access requested: _____

Description of Activity/Activities requested: _____

Approval : _____ (Burris Administration)

7. Name of child(ren) who are involved in the event or activity:

Date & Time of Access requested: _____

Description of Activity/Activities requested: _____

Approval : _____ (Burris Administration)

10/15/2013

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