

Operational Services

Administrative Procedure - Criminal Offender Notification Laws; Screening

Laws Protecting Students on School Grounds

The following list describes laws protecting students on school grounds from individuals convicted of serious crimes:

1. A child sex offender is prohibited from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present unless specifically permitted by statute (720 ILCS 5/11-9.3). See Cooperative Board policies 4:175, *Convicted Child Sex Offender; Criminal Background Check and/or Screen; Notifications*; 8:30, *Visitors to and Conduct on Cooperative Property*; and administrative procedure 8:30-AP, *Definition of Child Sex Offender*.
2. Law enforcement must notify schools of offenders who reside or are employed in the county. See: (a) Sex Offender Community Notification Law, 730 ILCS 152/101 *et seq.*, and (b) Murderer and Violent Offender Against Youth Community Notification Law, 730 ILCS 154/75-105. These laws are hereafter referred to as “offender notification laws.” See also policy 4:175, *Convicted Child Sex Offender; Criminal Background Check and/or Screen; Notifications*.
3. The School Code (105 ILCS 5/10-21.9) lists criminal offenses that disqualify an individual from Cooperative employment if the individual was convicted. It requires any person hired by the Cooperative to submit to a fingerprint-based criminal history records check through (a) the Illinois State Police (ISP) for an individual’s *Criminal History Records Information (CHRI)* and (b) the FBI’s normal criminal information databases. The law also requires a cooperative to check two Illinois offender databases for each applicant, which are (a) the Statewide Sex Offender Registry, www.isp.state.il.us/sor, and (b) the Statewide Murderer and Violent Offender Against Youth Registry, www.isp.state.il.us/cmvo/. Obtaining the results of the fingerprint-based criminal history records check and review of the database registries is a *complete history records check* as required by the School Code. See Board policy 5:30, *Hiring Process and Criteria*; administrative procedure 5:30-AP2, *Investigations*http://www.isbe.net/pdf/guidance_chr.pdf, and ISBE’s non-regulatory guidance document, *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, at www.isbe.net/pdf/guidance_chr.pdf.
4. **Note:** The Cooperative may also check the National Sex Offender Public Registry, www.nsopr.gov; however, the same information will likely appear in the information furnished by the FBI.
5. The provisions in The School Code described above also apply to employees of persons or firms holding contracts with a school district who have direct, daily contact with students. See administrative procedures 4:60-AP3, *Criminal History Records Check of Contractor Employees*, and 5:30-AP2, *Investigations*.
6. Conviction of an offense listed in 105 ILCS 5/10-21.9 results in the automatic revocation of the individual’s certificate (105 ILCS 5/21B-80).
7. The offender notification laws require law enforcement to ascertain whether a juvenile sex offender or violent offender against youth is enrolled in a school and, if so, to provide a copy of the registration form to the Principal/Program Administrator and any guidance counselor designated by him or her. This registration form must be kept separately from any and all

school records maintained on behalf of the juvenile sex offender. See Governing Board policy 4:175, *Convicted Child Sex Offender; Criminal Background Check and/or Screen; Notifications*.

Receipt of Information from Law Enforcement

Offender Notification Laws: The Executive Director or designee shall notify the local law enforcement official or county sheriff that he or she is the Cooperative's official contact person for purposes of the offender notification laws. The Executive Director and/or Principal/Program Administrator may at any time request information from law enforcement officials regarding sex offenders or violent offenders against youth.

The Executive Director or designee will provide Principals/Program Administrators with a copy of all lists received from law enforcement officials containing the names and addresses of sex offenders and violent offenders against youth.

The Principal/Program Administrator or designee shall provide the lists to staff members under his or her supervision on a need-to-know basis, but in any event:

- A teacher will be told if one of his or her students, or a student's parent/guardian, is on a list.
- The school counselor, nurse, social worker, or other school service personnel will be told if a student or the parent/guardian of a student for whom he or she provides services is on a list.

No person receiving a list shall provide it to any other person, except as provided in these procedures, State law, or as authorized by the Executive Director. Requests for information should be referred to the local law enforcement officials or State Police.

Juvenile Delinquency Adjudication Notifications: The Executive Director or designee shall contact the Juvenile Division of the County State's Attorney Office(s) having jurisdiction over the Cooperative's school(s) to discuss how the State's Attorney shall inform the Executive Director or designee of any students adjudicated as delinquent minors for offenses that would be felonies and/or certain weapons offenses under the Criminal Code of 2012 (705 ILCS 405/5-9.01(8)). The Executive Director and/or designee(s) shall ensure the dissemination of such information is limited to the Principal/Program Administrator and any school support personnel designated by the Principal/Program Administrator (Id.)

Informing Staff Members and Parents/Guardians About the Law

Program Administrators or their designees shall utilize the parent/student handbook to inform parents/guardians about the availability of information concerning sex offenders. Information should be distributed about the Statewide Sex Offender Registry, www.isp.state.il.us/sor, and the Statewide Murderer and Violent Offender Against Youth Registry, www.isp/state.il.us/cmvo/. Information may also be included in the Student Handbook. See the Sex Offender Community Notification Law, 730 ILCS 152/, and exhibit 4:175-AP1, E1, *Informing Parents/Guardians About Offender Community Notification Laws*.

Requests for additional information shall be referred to local law enforcement officials.

Screening Individuals Who Are Likely to Have Contact with Students at School or School Events

1. For employees and student teachers, the Executive Director or Program Administrator(s):

- a. Completes the required forms to request the fingerprint-based criminal history records check; see 5:30-AP2, *Investigations*.
 - b. Screens the individual's name and address against the: (1) Illinois Sex Offender Registry, www.isp.state.il.us/sor/, and (2) the Violent Offender Against Youth Registry maintained by the State Police, www.isp.state.il.us/cmvo/. 105 ILCS 5/10-21.9.
 - c. Reviews the lists of sex offenders and violent offenders against youth as the lists are received from law enforcement. If a match is found, the Executive Director immediately contacts the local police officials to confirm or disprove the match. The Executive Director immediately notifies the Operational Board if a match is confirmed. The Operational Board Chairperson will contact the Cooperative Attorney and the Operational Board will take the appropriate action to comply with State law that may include terminating the individual's employment.
 - d. May request the individual to authorize a clearance of his or her name through the Ill. Dept. Of Children and Family Services (DCFS) CANTS system. This check documents that the person does not have an indicated report or record on DCFS' registry of child abuse and/or neglect. 325 ILCS 5/11.1(a)(11) and (c). Clearances must be requested using the DCFS form at [www.state.il.us/dcf/docs/CFS_689_Authorization_for_Background_Check_for_Programs_NOT_Licensed_by_DCFS_\(Fillable\).pdf](http://www.state.il.us/dcf/docs/CFS_689_Authorization_for_Background_Check_for_Programs_NOT_Licensed_by_DCFS_(Fillable).pdf). If an indicated report is found, contact the Cooperative Attorney for guidance.
2. For students doing field or clinical experience other than student teaching, the Executive Director or Program Administrator(s):
 - a. May require the same fingerprint-based criminal history records check required of student teachers. The cost of this check will be reimbursed by the student seeking the experience.
 - b. Performs the responsibilities listed in 1. b. & c., above.
 3. For volunteers, see 6:250-AP, *Securing and Screening Resource Persons and Volunteers*. The Executive Director or Program Administrator(s):
 - a. May require the same fingerprint-based criminal history records check required of student teachers.
 - b. Performs the responsibilities listed in 1. b. & c., above.
 4. For contractors' employees, see 4:60-AP3, *Criminal History Records Check of Contractor Employees*; 5:30-AP2, *Investigations*.
 5. For individuals in the proximity of a school or bus stop, the Program Administrator(s) review(s) the lists of sex offenders and violent offenders against youth as they are received from law enforcement. The Program Administrator or designee shall: (a) notify staff members according to the section of this procedure on **Receipt of the Information from Law Enforcement**, and (b) attempt to alter school bus stops and the route students travel to and from school in order to avoid contact with an individual on such a list.

CROSS REF.: 4:175 (Convicted Child Sex Offender Notifications), 5:30 (Hiring Process and Criteria), 6:250 (Community Resource Persons and Volunteers), 8:30 (Visitors to and Conduct on School Property)

ADMIN. PROC.: 4:60-AP3 (Criminal History Records Check of Contractor Employees), 5:30-AP2 (Investigations), 6:250-E (Resource Person and Volunteer Information Form and Waiver of Liability), 8:30-AP (Definition of Child Sex Offender), 8:30-E1 (Letter to Parent Regarding Visits to School by Child Sex Offenders), 8:30-E2 (Child Sex Offender's Request for Permission to Visit School Property)

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