

**SEX OFFENDER NOTIFICATION**

The Superintendent or designee shall develop a plan for receiving and communicating information about registered sex offenders residing within boundaries. He/she shall ensure, at a minimum, that the following components are part of the plan:

1. The Superintendent or designee shall appoint a staff member to serve as liaison with law enforcement regarding these matters.
2. The Superintendent or designee shall, at the beginning of each school year, contact local law enforcement to coordinate the receipt of information. Law enforcement shall be informed that all notifications and correspondence should be directed to the liaison as well as the individual school sites. A letter shall be sent annually to local law enforcement, identifying the name, phone number and address of the liaison.
3. The Superintendent or designee and the liaison shall collaborate with law enforcement in order to alert children to the dangers of sex offenders, develop a system for distributing information about sex offenders, and train school staff and parents/guardians about the roles and responsibilities of both the and law enforcement.
4. The Superintendent or designee shall, at the beginning of each school year, notify parents/guardians of the 's willingness and intention to work with law enforcement on this matter and shall explain the appropriate roles and responsibilities of both the and law enforcement.

This communication shall also explain:

- a. The reporting requirements pursuant to Penal Code 290, including the fact that law enforcement is the agency best able to assess the relative danger of an offender
- b. The ability of the parents/guardians to contact law enforcement for additional information
- c. The 's policy and how the plans to handle the information received from the law enforcement agency

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5. If and when law enforcement notifies the of the residency or employment of a sex offender within boundaries, the Superintendent or designee shall determine which central office and school staff need to be notified. This determination shall be done on a case-by-case basis. Notification may be made to the following staff:
  - a. The principal of the school which is in the attendance area of the sex offender's residence or place of employment
  - b. Teachers and classified personnel at that school, including staff responsible for visitor registration  
*(cf. 1250 - Visitors/Outsiders)*
  - c. Principals and staff at adjacent schools, as appropriate
  - d. Security staff
  - e. Bus drivers
  - f. Yard supervisors
6. Any staff member who receives information directly from law enforcement regarding registered sex offenders shall immediately contact the Superintendent or designee in order to help ensure that the is able to respond appropriately.
7. If an identified sex offender is seen on or nearby school grounds or around any student, staff shall immediately contact the liaison. A staff member may also inform local law enforcement.

**Notification to Parents/Guardians**

Upon notification by law enforcement that a "high-risk" sex offender resides in the community, the liaison shall immediately contact local law enforcement in order to determine the appropriate response.

Upon notification by law enforcement that a "serious" sex offender resides in the community, the liaison, in consultation with the Superintendent and/or legal counsel, shall collaborate with local law enforcement in order to determine an appropriate response. This response may include:

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1. An article in a school or parent council newsletter notifying parents/guardians that law enforcement information about registered sex offenders is available at the local law enforcement agency headquarters and/or at the school office. This article shall encourage parents/guardians to contact local law enforcement for additional information.
2. A mailing, at law enforcement's expense, prepared by law enforcement, and printed on law enforcement letterhead and envelopes, notifying parents/guardians of the presence of registered sex offenders. This notification shall encourage parents/guardians to contact local law enforcement for additional information.
3. A mailing of a letter, at expense, prepared by law enforcement and printed on law enforcement letterhead and envelopes, notifying parents/guardians of the presence of registered sex offenders. This notification shall encourage parents/guardians to contact local law enforcement for additional information.