

**Business and Noninstructional Operations**

**Sex Offender Information**

The Superintendent or designee shall develop a plan for receiving and communicating information about registered sex offenders residing within District 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 District liaison as well as the individual school sites. A letter shall be sent annually, giving the name, phone number, and address of the District liaison.
- 3) The Superintendent or designee shall, at the beginning of each school year, notify parents/guardians of the District's willingness and intention to work with law enforcement on this matter and explain the appropriate roles and responsibilities of the two agencies.

This communication also shall explain:

- a) The reporting requirements of law enforcement according to state law, including the fact that it is law enforcement's responsibility to assess the relative danger of an offender and to notify the public upon determination of a risk
  - b) The ability of the parent/guardians to contact law enforcement for additional information.
  - c) The District's policy and how the District plans to handle the information received from the law enforcement agency.
- 4) If and when law enforcement notifies the District of the residency or employment of a sex offender within District 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 residency or place of employment
  - b) Teachers and classified personnel at that school including staff responsible for visitor registration
  - c) Principals and staff at adjacent schools, as appropriate
  - d) Bus drivers
  - e) Yard supervisors
- 5) If an identified sex offender is seen on or nearby school grounds or around any student, staff shall immediately contact the District liaison. At his/her discretion, a staff member may also immediately inform local law enforcement about the presence of the sex offender.
- 6) A staff member who receives any information directly from law enforcement regarding registered sex offenders shall immediately contact the Superintendent or designee.

Notification to Parent/Guardians: If the District liaison believes that parents/guardians should be notified of the presence of either a "high risk" or "serious" sex offender in the community, the liaison shall contact local law enforcement and ask the agency to conduct a broader notification. Only if local law enforcement refuses to conduct such a notification, the District liaison, upon consultation with the Superintendent and District legal counsel, may initiate notification to parents/guardians about the presence of the sex offender.