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**DISSEMINATING INFORMATION CONCERNING SEXUAL OFFENDERS**

Upon receipt of notification from a law enforcement agency, the Principal, in consultation with a representative from the law enforcement agency and the Assistant Superintendent for K-12 Teaching and Learning, should:

- 1) Ascertain the facts of the situation.
- 2) Determine whether the situation warrants alerting staff and/or parents and students.
- 3) Determine the format of the notification, i.e., a letter\* or a letter and an attached copy of the law enforcement flyer.

If the release of said information is deemed to be in the interest of public safety, the designated principal or other administrator will:

- 1) Notify building personnel of the situation.
- 2) Notify parents as soon as feasible. Such notice should include:
  - a) Identification of the law enforcement agency providing notification.
  - b) A brief description of the situation warranting notification.
  - c) A reminder to encourage students to practice personal safety.
  - d) A telephone number where parents may obtain additional information.
- 3) Notify students, as considered appropriate for the age level.
- 4) Notify the Transportation Supervisor.
- 5) Maintain a notebook of the flyers/information regarding sexual offenders provided to the schools by law enforcement agencies. This notebook shall be accessible to the community.
- 6) Respond to media inquiries.

\* Sample letters are available in the Superintendent's Office.



*REVISED*  
*RENUMBERED*  
*REVIEWED*

*December 12, 1994*  
*May 12, 2003*  
*August 8, 2011*