

Policies of the Board of Education

Series 800: School-Community Relations

**SAMPLE LETTER TO PARENTS**

882.2 Exhibit

Dear Parents/Guardians:

A Wisconsin Parole Bureau Officer has informed one of the District's principals that a convicted sex offender has moved into the Waunakee Community School District attendance area, living on

\_\_\_\_\_ Street. According to the parole officer, this man/woman has a past history of \_\_\_\_\_. Two conditions of his/her parole are \_\_\_\_\_

His/her description is as follows:

(Include name of street, description of offender, offender's method of operation, and conditions of his/her parole).

Because of the potentially frightening nature of this situation, we do not want explicit information given to children at school. Teachers have been reminded to inform their classes about what they have learned in their "Protective Behaviors" program. Each family should decide what to tell their children and how the children should act to best protect themselves.

If you need any further information, or if you have any information regarding any attempts by someone to entice children using the mode of operation mentioned in this letter, please contact the Police Department.

Sincerely,

Principal

Adopted:     March 1996  
              July 2002

Waunakee Community School District