

**OFFICE OF CHRISTINE LIZARDI FRAZIER  
KERN COUNTY SUPERINTENDENT OF SCHOOLS**

DATE: July 2, 2009

**TO: Site Administrators**  
**FROM: Jeanne Hughes**  
**SUBJECT: Crime Notification Letters**

Welfare and Institutions Code 827(b)(2) states:

*(2) Notwithstanding subdivision (a), written notice that a minor enrolled in a public school, kindergarten to grade 12, inclusive, has been found by a court of competent jurisdiction to have committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in Section 290 of the Penal Code, assault or battery, larceny, vandalism, or graffiti shall be provided by the court, within seven days, to the superintendent of the school district of attendance. Written notice shall include only the offense found to have been committed by the minor and the disposition of the minor's case. This notice shall be expeditiously transmitted by the district superintendent to the principal at the school of attendance. The principal shall expeditiously disseminate the information to those counselors directly supervising or reporting on the behavior or progress of the minor. In addition, the principal shall disseminate the information to any teacher or administrator directly supervising or reporting on the behavior or progress of the minor whom the principal believes needs the information to work with the pupil in an appropriate fashion, to avoid being needlessly vulnerable or to protect other persons from needless vulnerability.*

*Any information received by a teacher, counselor, or administrator under this subdivision shall be received in confidence for the limited purpose of rehabilitating the minor and protecting students and staff, and shall not be further disseminated by the teacher, counselor, or administrator, except insofar as communication with the juvenile, his or her parents or guardians, law enforcement personnel, and the juvenile's probation officer is necessary to effectuate the juvenile's rehabilitation or to protect students and staff.*

*An intentional violation of the confidentiality provisions of this paragraph is a misdemeanor punishable by a fine not to exceed five hundred dollars (\$500).*

In order to comply with this regulation, the Kern County Probation Department routinely notifies schools on a form titled **Notification of Student Having Committed Specified Crime**. Education Code 49079 reinforces this requirement. When the Kern County Superintendent of Schools Office receives this notification, the following steps should occur:

1. The County Office will verify the student's enrollment in Alternative Education.
2. The Notification of Student Having Committed Specified Crime form will be forwarded to the student's school site Principal.
3. The Principal will notify the student's teacher if the Principal has made a determination that the information is needed to effectively work with the student, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability.
4. The Principal will remind all staff the unlawful dissemination of this information is a misdemeanor.
5. The letter should be filed in the student's master file with a special colored tab to indicate that the letter is inside.
6. If the student transfers from the school district in which the notification was received, the probation officer shall notify the school district and the notification should be transferred to the Superintendent of the new school district.
7. The records should be destroyed when the student has turned 18 years old, is released from Court jurisdiction, or graduates from high school, whichever comes first.