

STUDENTS

Release of Information Concerning Student Sexual and Kidnapping Offenders

Principals are required by law to respond to notification by law enforcement or courts about students who are sex or kidnapping offenders and to disseminate information about such students. Principals may rely on the Office of Superintendent of Public Instruction (OSPI) Principal's Notification Checklist for additional assistance.

Responsibilities

Principals have a responsibility to develop a:

- A. Relationship with law enforcement agencies dealing with students required to register as a sex or kidnapping offender.
- B. Procedure for acceptance of notifications from law enforcement and courts.
- C. Procedure to notify teachers and appropriate staff of their roles and responsibilities with respect to these students, including confidentiality, harassment, intimidation and bullying issues;
- D. Protocol for responses to public inquiries about students who are required to register as sex or kidnapping offenders, stressing confidentiality and FERPA rules (in developing such protocol, the principal will need to determine how district staff will be notified and which staff will be in charge of monitoring these students).
- E. Procedure and protocol for safety planning, which will include student meetings, designing and monitoring student safety plans, and implementing safeguards when students change schools or change sex offender levels or status with parole or probation.
- F. Protocol of best practices for contacting the district superintendent or designee with a list of student sex and kidnapping offenders when notification is received from law enforcement and courts.

Students

It is the responsibility of students who are required to register as sex or kidnapping offenders to follow all rules and regulations of the school, including those outlined in the student handbook and district policies and procedures. Further, students must conduct themselves as defined in the student handbook and district policies and procedures, and follow all stipulations as outlined in their individual student safety plans.

Notifications

Notifications from law enforcement or courts that a student required to register as a sex or kidnapping offender is enrolled or attending school can come to the principal in a variety of methods including email, U.S. mail, or hand-delivery. Although currently there is no standard notification form statewide, the following items may be found on most notifications:

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Offender name, address, sex, height, weight, hair color, eye color, age, ethnicity, crime, sex offender level, convicting jurisdiction, neighborhood, proximity to schools, and level descriptors.

Notification Lists

Upon receipt of notification, the principal or a designee will review the list of students. The principal or designee will review the list to determine which students are currently enrolled, currently attending school, or are new to the district and not yet enrolled.

Notifying Additional School Personnel

The principal will designate additional school personnel to be notified following consultation with probation or parole (or the student's family if not on court supervision) in order to identify or recognize high-risk situations. The following staff should be considered: district superintendent or designee, appropriate administrative and teaching staff, school resource officers, adjacent building principals, security personnel, staff working directly in the student's classrooms; and school counselors, school psychologists, coaches, advisors, school social workers, nurses, bus drivers, custodians, district daycare providers and playground supervisors that may have contact with the student.

Safety Planning

The principal will complete safety planning with school staff, law enforcement, probation or parole, treatment providers, parents or guardians, care providers, and child advocates, as appropriate, in order to provide a safe school environment for all students and staff. For safety planning to be effective, the district will finalize formal enrollments for students required to register as a sex or kidnapping offender promptly after their enrollment request.

Convicted juvenile sex offenders will not attend a school attended by their victims or their victims' siblings. Offenders and their parents or guardians will be responsible for providing transportation or covering other costs related to the offenders' attendance at another school.

Student Meetings

The principal or designee, working together with probation and parole professionals, will meet promptly with the student to create and implement a student safety plan. The principal or designee will determine other appropriate school personnel to be included in the meeting to assist in defining school expectations. The student's parent or guardian or care provider may also be invited. The purpose for the meeting is to help the student be successful in their transition back to school and to provide a safe school environment for all students and staff.

Student Safety Plan

The principal or designee (and other school staff as applicable) in consultation with probation professionals (if under court supervision) will create a student safety plan for each registered sex or kidnapping offender. The plan will outline the responsibilities of the student and other stakeholders to promote those activities deemed essential in safely managing the student's behavior.

- A. The student safety plan will outline conditions and limitations on each student required to register as a sex or kidnapping offender concerning their interactions on the school campus;
- B. For students not under court supervision, the student safety plan should be developed in conjunction with school staff in consultation with the student's family or guardian or care provider;
- C. The student safety plan will be based on the student's needs and include guidelines for expected intervention actions for high-risk behaviors and reinforce positive behaviors; and
- D. Each student safety plan will be reviewed as necessary by staff designated by the principal.

Monitoring the Safety Plan

The Student Safety Plan will be monitored and changes made on an "as-needed" basis by school staff.

- A. School authorities should be prepared to take appropriate actions (especially if they notice an increase or escalation of a student's high-risk behaviors) for the short and long-term safety of the student required to register as a sex or kidnapping offender and all other students;
- B. School staff will report to the principal or designee and to law enforcement or other involved agencies (treatment providers, parole/probation) if they determine the student has not followed the student safety plan; and
- C. Follow-through on the student safety plan will be consistent with existing disciplinary policies and procedures, student conduct policies and mandatory reporting policies.

Schools may develop school threat assessment teams and make referrals to those teams when students engage in inappropriate behaviors as defined in the Student Safety Plan.

When Students Move or Change Status

When a student changes schools within the district, the current principal will notify the new principal and share the student records and safety plans with the new school. If the student's sex offender status or probation or parole status changes, the principal will notify the school staff as part of the schools safety planning.

Registered Sex Offenders and Sexually Aggressive Youth Who Attend Everett Public Schools

Upon notification from law enforcement and/or the courts pursuant to [RCW 4.24.550](#), that a sex offender, adjudicated youth, or sexually aggressive youth is enrolling in school, the school principal will immediately notify the superintendent and/or designee. Prior to enrollment the principal must collect all information that will assist in the appropriate placement and supervision of the student in a manner that will provide for the safety of all students. This information includes, but is not limited to the following:

- The Order of Parole Conditions;
- Judge's Disposition Order;
- Information from social service agencies and case managers;
- Sexually aggressive youth evaluation results;
- Prior safety plans; and
- Special education status, if any.

With the assistance of a school team, the principal will develop a safety plan in consultation with the superintendent and/or designee. Planning must include provisions for providing information compliant with Family Educational Rights and Privacy Act (FERPA) to the student's teacher(s), other school and district staff who might be in contact with or responsible for the student, and security personnel. The parent/guardian should be informed and may be consulted in this process. This planning should be completed within five school days of enrollment. Special Services should be notified if the student has an active Individual Education Plan (IEP). School attendance will commence upon completion of the safety plan and its communication to appropriate staff, the student, and the student's parent and/or guardian.

A principal receiving sex offender notification from law enforcement shall disclose the information received as follows:

- Principals shall provide information received regarding risk level II or III offenders to every teacher of the student and to any other personnel who, in the judgment of the principal, supervises the student or for security purposes should be aware of the student's record.
- Principals shall provide information received regarding risk level I offenders only to personnel who, in the judgment of the principal, for security purposes should be aware of the student's record.

Collaboration

The district shall work with local law enforcement to coordinate the receipt of notifications regarding students registered as sex or kidnapping offenders. The principal or designee shall also consult and collaborate with the department of corrections, juvenile justice staff, treatment providers, victim support groups, and families, as applicable, when working with students required to register as a sex or kidnapping offender.

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~~Any written information or records received by the district as a result of a notification are confidential and may not be further disseminated except as provided in state and federal law.~~

Cross Reference: [Board Policy 3144](#)

Release of Information Concerning Student
Sexual and Kidnapping Offenders

Approved: April 2007
Updated: December 2011
PROPOSED: October 2018

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Addendum A

~~Sample Safety Plan for use with Juvenile Offenders, Sex Offenders, Aggressive Youth and Sexually Aggressive Youth~~

School: _____ Student: _____ Grade: _____

Background:

~~Offender status/disposition orders and parole conditions:~~

~~Educational placement:~~

~~Plan elements:~~

~~Responders~~

~~Additional responders~~

~~Staff response plan~~

~~Communication plan~~

~~Transition supervision~~

~~To and from school~~

~~Before/after school~~

~~Between classes/specials~~

~~Restroom visits~~

~~Office visits~~

~~Classes and specialized circumstances (i.e. "specials", lunchroom, PE, locker rooms, laboratories etc.)~~

~~Notification plan (Where and when appropriate as per FERPA, state law and collective bargaining agreement. Include classified staff, clerical, custodial, food service, etc. as appropriate.)~~

~~Immediate staff~~

~~Peripheral staff~~

~~School community~~

~~Substitute notification identify responsible parties:~~

~~Bus drivers~~

~~Visiting teacher(s)~~

~~Visiting paraprofessionals~~

~~Other school staff~~

~~Consequences~~

~~Any assaultive behavior or exceptional misconduct as defined in [Policy 3240](#) will receive discipline as appropriate and be reported to the probation officer.~~

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Notification in case of emergency and/or violation of plan

Parent/Guardian _____ **phone numbers**

Probation officer _____ **phone numbers**

Counselor/treatment provider _____ **phone numbers**

School Resource Officer/law enforcement **phone numbers**

Notification in case of bullying or harassment

Name _____ **Role**

Name _____ **Role**

~~I understand the elements of this plan and my role in protecting the safety and security of this student and the other students enrolled at this school.~~

Student _____ **Parent/Guardian**

Reviewed and approved by:

Designated Assistant Superintendent _____ **Date**

Updated: September 2012



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Sample Safety Plan Juvenile Sex Offender's and Sexually Aggressive Youth

_____	_____
Date	School
_____	_____
Student name	Grade

Background

STUDENT qualifies for special education services under the eligibility classification emotional/behavioral disability. STUDENT receives specially designed instruction in personal I social behavior skills, reading, writing and math. STUDENT's educational placement is being changed from SCHOOL to SCHOOL due to a Temporary Sexual Assault Protection Order between STUDENT and another student at SCHOOL.

Offender status/disposition orders and parole conditions

Educational placement

Plan elements

Responders

NAME, Principal

NAME, Assistant Principal

NAME, special education teacher

NAME, School Resource Officer

NAME, Counselor

NAME, Campus Security Officer

Additional responders

In addition, any adults who are not named in this plan may be additional responders at times when supervision/line of sight must be provided. Examples of those adults may be other counselors, teachers, paraprofessionals, or school staff

Staff response plan

It is required that STUDENT is within sight of the supervising adult at all times.

Communication plan

If STUDENT leaves the line of sight of supervising adult, that adult will contact the office staff immediately so that PRINCIPAL or designee can respond immediately. If STUDENT remains out of sight for more than 3-5 minutes NAME will be contacted so that he can assist in locating and return STUDENT to the supervising adult. Also, if staff members witness any suspicious behavior on STUDENT 's part, that staff member should radio or call the office staff immediately.

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STUDENT and supervising adult will log in and out each day with the receptionist in the main office.

Upon resolving any significant issue with STUDENT (i.e. failure to stay within the established line of sight), the supervising adult will confer with school administrators in person no later than the conclusion of that school day.

Transition supervision

To and from school

STUDENT will be transported to and from school by Transportation. STUDENT will be under the supervision of the assigned supervising adult at all times.

Before/after school

STUDENT will arrive on campus and be escorted by the supervising adult to and from each of his classes; after school, STUDENT will be escorted off campus by the supervising adult. STUDENT will not be allowed to attend afterschool activities unless he is on a line of sight supervision by the supervising adult.

Between classes/specials

The assigned supervising adult will escort STUDENT from one class to another during "passing time."

Restrooms visits

If STUDENT needs to use the restroom during class time, the supervising adult will escort STUDENT to the restroom designated for his use by a school administrator. This will be strictly a one-person occupancy restroom. STUDENT will be prohibited from using a common/multiple user restroom. The supervising adult will remain with him during his visit and will escort him in his return to the classroom or appropriate activity area.

Office visits

If STUDENT has been summoned to the office or counseling office, the supervising adult will escort and remain with him during this visit.

Classes and specialized circumstances (i.e. "specials", lunchroom, PE, locker rooms, laboratories, etc.)

The supervising adult will escort STUDENT to the restroom designated for his use by a school administrator to change for PE. This will be strictly a one-person occupancy restroom. STUDENT will be prohibited from using the locker room. The supervising adult will remain with STUDENT throughout PE activities.

Emergency drills

STUDENT will participate in required emergency drills and will remain with his supervising adult during this exercise through the entire activity.

Lunchroom/recess supervision

STUDENT will be served lunches each day in the school cafeteria and will remain with the supervising adult at all times.

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Notification plan

Where and when appropriate as per FERPA, state law and collective bargaining agreement

Immediate staff

Staff will receive information in person from administration, counselor, or school psychologist regarding this safety plan.

Peripheral staff

Staff will be informed of the plan by an administrator as appropriate.

School community

SCHOOL staff will be informed that this student is supervised by an approved adult.

Substitute notification-identify responsible parties

- Bus drivers
- Visiting teacher(s)
 - ✓ The plan will be included in the substitute file with alert.
- Visiting paraprofessionals
 - ✓ The supervising teacher will review the plan with all appropriate visiting paraprofessionals.
- Other school staff
 - ✓ Not applicable

Consequences

Any assaultive behavior or exceptional misconduct as defined in SRR 3240 will receive discipline in accordance with (IEP? School rules?) our school district policies, IEP and BIP guidelines and will be reported to parents in a timely manner and will be reported to the probation officer (if applicable).

Notification in case of emergency and/or violation of plan.

_____ Parent/Guardian	_____ phone number
_____ Probation officer	_____ phone number
_____ Counselor/treatment provider	_____ phone number
_____ School Resource Officer/law enforcement	_____ phone number

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Notification in case of bullying or harassment

_____	_____
Name	Role
_____	_____
Name	Role

I understand the elements of this plan and my role in protecting the safety and security of this student and the other students enrolled at this school.

_____	_____
Student	Parent/Guardian
_____	_____
_____	_____
_____	_____

Reviewed and approved by:

_____	_____
Regional Deputy/Assistant Superintendent	Date

PROPOSED: October 2018