

Guidelines for Enrolling Student Sex Offenders or Sexually Aggressive Youth

1. The role of the District is to provide for the safety of all students and to take reasonable and appropriate steps to prevent any harm.
2. The principal should receive notification from the court or other sources of a sexual offender or sexually aggressive youth, according to RCW 4.24.550, section 3, subsection b and Everett Public Schools' Policy 3143.
3. Principal contacts the Superintendent or designee (usually the Executive Director) immediately.
4.
 - a. The principal contacts the Parole Officer or case manager for background information including the Disposition Order and/or Order of Parole conditions as basis for creating a safety plan.
 - b. The principal determines the precise charge and the findings, and documents the information.
 - c. The principal makes inquiries as needed for more information about the student to the police department or appropriate agency. Release of information is obtained from the parent.
 - d. If sufficient information is not available prior to registration, the student may be held out as information is gathered to create the Safety Plan. The goal is to have the information gathered and plan completed within 5 days. If the student is a Special Education student, contact Special Services immediately to start tutoring during those days.
5. The principal and appropriate school team examine the student's entire day, including before and after school, to determine if there are provisions necessary to maximize everyone's safety.
6. The Judge's detailed instructions must be followed; these instructions usually include the court's recommendation regarding the needs for school placement.
7.
 - a. If "eyes on" supervision is recommended or deemed appropriate the principal will work with the Area Executive Director to determine how that will occur.
 - b. If the student is a convicted sex offender and the community will be notified, then the principal will work with the Area Executive Director to determine how to develop a communication plan with the staff and school community according to Everett Public Schools' Policy 4411.
 - c. The principal works with support staff to determine the resources necessary and availability of services.
8. If it is not within the district's resources to implement the instruction/recommendations of the court or other agency the school would contact the Superintendent or designee who would contact the court or prosecutor's office to discuss concerns regarding the recommendations.
9.
 - a. Principal will notify staff, including teachers, paraeducators, custodians, bus drivers, food service workers and all substitutes that might be working with the student.
 - b. Notification of staff should be documented.
 - c. Notification will proceed in accordance with confidentiality provisions in FERPA, district policy, and the collective bargaining agreement.

10. a. A Safety Plan will be developed and written which includes transitions before and after school, school bus transportation and after school activities (if appropriate). A sample safety plan is attached.
- b. A case manager is appointed.
- c. The student is notified of steps to take if harassment or bullying occurs from other students, as defined under Everett Public Schools' Policy 3200.
- d. Building administrators coordinate an "intake" meeting to determine an appropriate program placement and supervision plan for the student:
 1. This plan should identify support resources within and outside of the school.
 2. The meeting may involve counselors, the School Resource Officer, teachers, administrators, and other relevant district personnel or juvenile justice personnel, the student and parent(s)/guardian(s).
 3. The counseling staff "flags" the student's schedule so that staff who have teaching and supervision responsibility are made aware of any conditions regarding the student. The intake plan is shared with staff.
 4. Staff who are assigned teaching and supervision responsibility of the sex offender/sexually aggressive youth shall place a copy of the intake plan in their substitute file in a confidential folder.
 5. At each term, a staffing will be conducted to evaluate the effectiveness of the intake plan. At transition points, new staff will be informed of the plan.
11. District procedures will apply to anyone who harasses or bullies the student.
12. If the student is receiving special education services and those current services already provide paraeducators who are supervising students, then those paraeducators can be the "eyes on" support during the time they support the student in classes or transitions.
13. If the victim or family members are attending the school then the offender must be placed at another school as per Everett Public Schools' Policy 3143. That school will follow all of the above procedures. Transportation will be addressed on a case by case basis.
14. Sex offenders or sexually aggressive youth do not appear in the WAC as a special education disability. However, a student may have a disability under the WAC as well as be a sex offender or sexually aggressive youth and thus would be served as a special education student.
15. Staff will be trained in their role as mandatory reporters, per RCW 2644.030.
16. If the school becomes aware that the student is involved in activities that appear to be in violation of the court order, the offender, parent/guardian and any other involved parties will be notified of the court order.