

POLICY NO. 1615
Adopted: 1-27-99
Revised: 1-22-03

**RELEASE OF INFORMATION CONCERNING
SEXUAL AND KIDNAPPING OFFENDERS**

POLICY:

The District by law is asked occasionally to assist local law enforcement with its public safety role in the dissemination of information about sex and kidnapping offenders. The type of assistance the District may engage in is regulated by the local law enforcement agency that is disseminating the offender information. That agency determines the extent of dissemination to staff, parents, students, and the community. The District will disseminate such information under the following conditions:

1. Receipt of a specific request from a law enforcement agency that information be disseminated to staff and/or students and parents. In every case where students are notified, parents will be notified as soon as possible.
2. Receipt of the actual documents to be distributed. The District may duplicate the documents but they will be distributed in the form received from the law enforcement agency.

Legal References:

RCW 4.24.550 Sex offenders--and kidnapping offenders--Release information to public--When authorized--Immunity

RCW 13.04.155 Notification to school principal of conviction, adjudication, or diversion agreement—provision of information to teachers and other personnel--Confidentiality

RCW 13.40.215 Juveniles found to have committed violent or sex offense or stalking—Notification of discharge, parole, leave release, transfer, or escape—To whom given—Definitions

RCW 13.40.217 Juveniles adjudicated of sex offenses--Release of information

RCW 28A.600.460 Classroom discipline—policies—classroom placement of student offenders—data on disciplinary actions

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PROCEDURES:

1. In general, notification to schools by local law enforcement agencies of information affecting the safety and welfare of students shall be reported to the Community Services Office for review and possible dissemination immediately.
2. All information regarding kidnapping or registered sex offenders or related incidents involving students shall be reported to the Community Services Office promptly.
3. When such information has been reported by a law enforcement agency, the Community Services Office will:
 - Work with the agency in obtaining its official release of information on the offender.
 - Regarding a registered sex offender, ascertain if the offender is categorized as a Level 1, 2 or 3. Level 1 is not considered a public risk and information is confidential unless directed otherwise by the law enforcement agency. Level 2 generally means that there is a moderate risk to public safety. Level 3 means there is a substantial risk. Dissemination of information regarding a registered sex offender shall be as prescribed by the law enforcement agency. Absent specific directives to the contrary, dissemination shall be as follows:
 - Level 1 and 2 Offenders: Inform school principals and the Director of Transportation. Information will be shared with building staff and district bus drivers on a need-to-know basis.
 - Level 3 Offenders: Inform school principals and the Director of Transportation. Information will be shared with building staff and district bus drivers. The Community Services Office will disseminate information as directed by the law enforcement agency and in compliance with RCW 4.24.550. Teaching staff will work with students on personal safety issues and information deemed necessary.
4. If a registered sex offender has a child/children attending school in the Lake Stevens School District, the principal will implement a plan to monitor the offender's presence when on campus. Additionally, the child's teachers, counselor, nurse, and psychologists will be notified and as a

team will monitor the child's behavior and work together for the benefit of the child's well being.

5. Calls regarding incidents of concern about the students' safety while coming to or going home from school will be directed to the Community Services Office for decisions regarding dissemination of public information, i.e., (1) ascertain facts and determine whether the situation warrants alerting any, some, or all of the schools and (2) respond to all media inquiries.
6. Registered Juvenile Sex Offender Bulletins (Level 2 and Level 3) are available as permitted by local law enforcement agency directive for public review upon request at Lake Stevens High School (Principal's Office) and the Educational Service Center (Community Services Office). A sign-in log will be kept as a record. Log and bulletins must be in a secure location. Middle School student and parent access to Registered Juvenile Sex Offender Information Bulletins can be accessed at the law enforcement agency offices or the Educational Service Center (Community Services Office).
7. Students attending Lake Stevens schools who are registered sex offenders will have a specific intake process as defined below.

Lake Stevens School District Notice Procedures for Students Registered as Level 2 or 3 Sex Offenders

- A. The Lake Stevens School District Community Services Office receives Registered Sex Offender Information Bulletins from a local law enforcement agency.
- B. The Lake Stevens School District Community Services Office distributes these bulletins as directed to building administrators, and the Transportation Custodial/Grounds, Maintenance Departments, and Director of Student Services.
- C. Building administrators make bulletins available to all appropriate employees at work group staff meetings (i.e., teachers, paraprofessionals, secretaries, food services, and custodians).
- D. Building administrators coordinate an "intake" meeting to develop an appropriate program placement and supervision plan for the student designed around the specific issues presented in the bulletin.
 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, student, and parents/guardians.
 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 members who are assigned teaching and supervision responsibility of the Juvenile Registered Sex Offender shall place a copy of the intake plan in their confidential substitute file.
5. At each term, a staffing will be conducted to evaluate the effectiveness of the intake plan. At transition points, new staff members will be informed of the plan.