

## Procedure Release of Information Concerning Student Sexual and Kidnapping Offenders

### Responsibilities

Principals are required by law to respond to notification by local law enforcement and to disseminate information. Principals may rely on the Office of Superintendent of Public Instruction (OSPI) *Principal's Notification Checklist* for additional assistance.

### Principals

Principals have a responsibility to develop a:

- A. Protocol for acceptance of notifications from law enforcement (local sheriff's office) which includes notification of the superintendent and immediate supervisor.
- B. Protocol for notification of all teachers and appropriate staff regarding students required to register as a sex or kidnapping offender attending the school/class. Appropriate staff include those who directly supervise the student and/or who have safety/security responsibilities in the school.
- C. Protocol for responses to public inquiries about these students required to register as a sex or kidnapping offender, stressing confidentiality and FERPA rules;
- D. Procedure and protocol for safety planning, to include student meetings, designing and monitoring student safety plans, implementing safeguards when students change schools or change sex offender levels or status with parole or probation.

### Students

It is the responsibility of students required to register as a sex or kidnapping offender to follow all rules and regulations of the school as outlined by the district in the student handbook, conduct themselves as defined in the student handbook and follow all stipulations as outlined in their individual Student Safety Plans.

### Notification Lists

Upon receipt of notification, the principal or a designee will review information to determine whether the student(s) is currently enrolled, currently attending school or is new to the school district and not yet enrolled.

### Safety Planning

The principal or designee will complete safety planning with school staff, local law enforcement (local sheriff's office), district support staff, probation and parole, treatment providers, parents/guardians, care providers and child advocates, as appropriate, in order to provide a safe and secure environment for all students and staff.

### Student Meetings

At or near the time enrollment, the principal or designee, working together with probation and parole professionals, as appropriate, will meet with students required to register as sex offenders 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/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.

### Student Safety Plan

The principal or designee (and other school staff as applicable) in consultation with appropriate law enforcement, parole and/or probation personnel 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 safely

manage the student's behavior. The Safety Plan will outline conditions and/or limitations on each student required to register as a sex or kidnapping offender concerning their interactions on the school campus. The plan will be reviewed and updated by administration and staff as needed.

### **Monitoring the Safety Plan**

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

- A. School staff will report to the principal or designee if they determine the student has not followed the Student Safety Plan. Law enforcement and/or parole/probation officers may also be notified.
- B. Follow-through on the Student Safety Plan will be consistent with existing disciplinary policies and procedures, student conduct policies, and mandatory reporting policies.

### **When Students Move or Change Status**

When a student changes schools within the district, the current principal or designee 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 or designee will notify the school staff as part of the schools safety planning.

### **Confidentiality**

The principal and school staff will maintain confidentiality regarding these students the same as all students in the school. Any information received by a principal or school personnel as a result of a notification is confidential and may not be further disseminated except as provided in [RCW 28A.225.330](#) and other statutes, or case law, and the [Family and Educational and Privacy Rights Act of 1994 \(FERPA\) regulations \(20 U.S.C. § 1232g et. seq.\)](#) The Student Safety Plans will only be shared with appropriate school personnel. School personnel will report violations of plan expectations to the principal when they occur.

### **Inquiries by the Public**

Community notification remains the responsibility of local law enforcement. Inquiries by the public at large (including parents and students), regarding students required to register as a sex or kidnapping offender are to be referred directly to local law enforcement (local sheriff's office). Law enforcement agencies receive relevant information about the release of sexual and kidnapping offenders into communities, and decide when such information needs to be released to the public.

### **Immunity from Liability**

Any school district employee who releases information in compliance with federal and state law is immune from civil liability for damages unless it is shown that the school district or district employee acted with gross negligence or in bad faith.

Adoption Date: 10/12/16

Classification: Priority

Revised Dates: 10/10/18