

## **PROCEDURES FOR RELEASE OF INFORMATION AND ACCESS TO OUR CAMPUS CONCERNING SEXUAL AND KIDNAPPING OFFENDERS**

### Access to Campus

In an effort to maintain such an environment, registered offenders are only allowed on Sequim School District Campuses under the following conditions. Lists of these offenders are available at the Superintendent's office and each building counselor.

**Level 3** - Prohibited from all campuses at all times. Offenders who have children in Sequim Schools may schedule visitation with school staff at an off campus location upon approval of the school principal.

**Level 1 & 2** - Prohibited from all campuses at all times with the exception of those offenders who have children attending Sequim Schools. In this situation, a parent may schedule an appointment through their child's principal to obtain information regarding their child, to arrange to pick up or drop off their child at the school, or to attend a public event where their child is a participant.

Offenders are required to check into the principal's office or with the supervising administrator at a public event, within two minutes of arriving upon campus. Offenders are also required to inform the administrator where they will be sitting or standing at a public event. If at any time the offender attempts to avoid supervision or behaves in a manner that is perceived as sexually predatory, they shall be escorted from District property and reported to law enforcement.

Sexual offenders are not allowed to volunteer in any capacity for Sequim School District. Failure to follow these requirements will result in an immediate revocation of all visitation opportunities and a referral to law enforcement.

### Distribution of Flyers

1. We then determine the classification level. Level 2 and 3 determines notification to parents through the schools.
2. The transportation department is contacted and we determine where the individual lives. If the area he lives in is served by a bus route, a letter from the Superintendent (example upon request) and a copy of the notice from the Sheriff's office is placed in an envelope marked "Attention parents, please read." This is then given to each student who rides the bus to that area. If it is determined that the individual lives within walking distance, I contact the schools and they give me a list of names of students in that area and the same process is followed... letters are distributed.
3. All schools are given the notice to be posted so that all staff will be aware and, if the principal feels it is appropriate, review safety practices with the younger children.