RELEASE OF INFORMATION REGARDING SEX OFFENDERS: 4315P

The Federal Way Public Schools as a public agency is authorized to release relevant and necessary information regarding registered sex offenders (RSO) to the public.

The District shall distribute notifications regarding a registered sex offender (RSO) in the following manner:

LEVEL I

A. The district shall be notified by the Federal Way Police of any RSO attending school in the Federal Way Public Schools. Only staff shall be notified of a Level I RSO. Staff shall include, but are not limited to, principal, teachers, security, nurse, bus driver, etc. This information shall be kept strictly confidential.

B. NO LETTER SHALL BE SENT HOME

LEVEL II

A. Federal Way Police shall notify the Federal Way Public Schools' Security Office regarding Level II RSO.

B. Security shall forward the notification to the Communications Office and the Office of the Superintendent, and shall advise the name of the school closest to the RSO's address. Proximity shall be determined by Security using a current school boundary map. (It will not be permissible to send notification to multiple schools.)

C. The Communications Office shall forward the RSO notification flyer to the Principal of the identified school. All staff may be notified along with the school bus driver and security personnel. Any exception to the notification process shall be noted by the Federal Way Police within the flyer. Federal Way Police generally notify all residences within a one-mile radius of the RSO's address.

D. NO LETTER SHALL BE SENT HOME

Level III

A. Federal Way Police shall notify the Federal Way Public Schools' Security Office regarding Level III RSO.

B. Security will forward the RSO notification to the Communications Office and the Office of the Superintendent.

C. The Communications Office shall determine the schools to be notified based upon the address of the RSO. The Communications Office will email the appropriate schools a "template letter" and copy of the RSO notification. The letter shall be sent home with each student advising parents/guardians they may pick up a copy of the RSO notification at the school. The RSO notification shall not be duplicated and sent home with each student.

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D. The letter itself shall not give details about the RSO. There are legal ramifications should anyone alter/change the information contained in the bulletin in any manner. The RSO notification bulletin shall not be included with the letter sent home with students as its content is sexually graphic and inappropriate for children.

E. The Communications Office will advise Security and the Office of the Superintendent the schools that were notified and provide copies of the letter template and RSO notification bulletin.

F. Persons requesting additional information concerning an RSO shall be referred to the King County website for such information. www.metrokc.gov/sheriff