

## **Procedure Prohibition of Registered Sexual Offenders on School Property**

Each school in the Asotin-Anatone School District will have a district-supplied notebook to maintain materials related to known registered sex offenders residing in the Asotin-Anatone School District as reported by any law enforcement agency. The school district will issue each known registered sex offender a “Notice of No Trespass” and send a copy of each notice to the Asotin-Anatone Police Department.

### **School Notebooks**

Each notebook will contain:

- a. A list of currently known registered sex offenders residing within the boundaries of the Asotin-Anatone School District.
- b. A copy of all “Notices of No Trespass” sent to known registered sex offenders residing in the Asotin-Anatone School District.
- c. Any other known information from law enforcement including photos of registered sex offenders.

### **Protocols for Addressing “Notice of No Trespass”**

1. If an administrator or a staff member is informed that a known registered sex offender is on the school grounds or is attending an activity on Asotin-Anatone School District property; they are to request that the person in question provide a written letter of permission from the Superintendent allowing that person specific access to the event or activity. A copy of written approvals for school property attendance or activity prepared by the Superintendent will be provided to a building administrator prior to any approved event. The Superintendent’s approved document shall indicate the reasons for attendance as well as any requirements regarding the visit. This includes any parents or legal guardians of students who attend AASD and are a registered sex offender. Parents, who are registered sex offenders, may be allowed on school property without prior written approval in cases of medical or other emergencies involving their own child. This access to school property is limited to the emergency matter involving their child.
2. Should a person identified on the list of registered sex offenders be on school property without the Superintendent’s prior approval, they are to be asked to leave the school property immediately by the administrator or their designee. Should the person not leave as directed, an immediate phone report should be made to the local police. A follow-up call to the Superintendent should be made as soon as possible after any incident involving a registered sex offender.

It is important to understand that it is not expected that administration or staff know each and every person on the list of registered sex offenders, but if it is brought to their attention that a registered sex offender may be on school property, it is expected that the person be asked by the administration for a copy of written permission signed by the Superintendent. The same protocols apply to a transient person on any school property and who is identified as a registered sex offender.

Notebooks will be updated as information is added with new or removed names and/or new Notices of No Trespass. Any questions regarding policy or procedures should be directed to the Superintendent.