

JLIF-R RECEIPT AND USE OF SEX OFFENDER REGISTRY INFORMATION REGULATIONS

It is the intent of the Board to protect students from harm from Registered Sex Offenders while students are under care of the school district. To achieve this purpose, the Superintendent will:

1. Provide a standing written request to the local police department pursuant to RSA 651-B:7 IV that the list of Registered Sex Offenders residing or relocating in the same or contiguous zip codes as any school within the District be made available to the Superintendent as soon as it is received by the police department.
2. As soon as possible after notification that a Registered Sex Offender has moved to a residence near school grounds, meet with the Police Chief to determine what steps, in addition to the ones required by Policy JLIF, are advisable to protect the District's students, or specific students, under the particular circumstances presented.
3. Take, without further action of the Board, any measures which do not require Board approval identified through the process in the previous paragraph or deemed advisable by the Superintendent.
4. As soon as possible after notification that a Registered Sex Offender has moved to a residence near school grounds, send a "no trespass" letter to such offender stating that he/she may no longer enter the school grounds or buildings without the written consent of the Superintendent except to attend meetings which are required to be open public meetings under the New Hampshire Right to Know Law.
5. Establish a confidential file in the central office containing any information which has been provided by the Police Chief, information from the New Hampshire Registered Sex Offenders website, plus a photograph, if available, of any such offender who is residing near school grounds. Access to this file shall be limited to the Principal of the school, the Superintendent and other individuals determined by the Principal and/or Superintendent to have a need to know.
6. Post a notice in the teacher's staff room at each school when a Registered Sex Offender has moved into a residence near school grounds and the New Hampshire Registered Sex Offenders website has been updated to reflect this information. This notice will provide the New Hampshire Registered Sex Offenders website address, and request that school district employees familiarize themselves with Registered Sex Offenders residing within the district.
7. Notify the bus company when a Registered Sex Offender has moved into a residence near a designated bus stop and the New Hampshire Registered Sex Offenders website has been updated to reflect this information. This notice will provide the New Hampshire Registered Sex Offenders website address, and request that school district bus drivers familiarize themselves with Registered Sex Offenders residing near designated bus stops. The dispatcher will be required to provide verification that information was disseminated.
8. As necessary, staff will be notified of known sex offenders that are moving into a residence near school grounds so that they may monitor school premises for the safety of the school, its students and employees.

The Superintendent shall notify the Principals of those schools closest to the offender and determine which central office and other school employees should be provided the registry information. Sex offender registry information may be provided to employees who are most likely to observe unauthorized persons on or near school property, including but not limited to:

- a) Paraprofessionals
- b) Teachers
- c) School bus drivers
- d) Employees responsible for visitor registration
- e) Employees responsible for bus duty
- f) Security staff
- g) Coaches
- h) Playground supervisors
- i) Maintenance personnel

PROCEDURES TO MINIMIZE THE RISK OF

STUDENT CONTACT WITH REGISTERED SEX OFFENDERS

1. **Registered Sex Offender Sighted.** If a notified employee sees a Registered Sex Offender on or near school property, around any school district student, or attending any school activity, the Superintendent or his designee will be notified immediately. The Superintendent or his designee may, in his or her discretion, notify local law enforcement.

2. **School Volunteers and Student Teachers.** The Principal will screen the name and address of each student teacher and volunteer against registry information at the state's website: <http://www.egov.nh.gov/nsor>. If a match is found, the Principal will notify the Superintendent, who will confirm the match. If the match is confirmed, the Superintendent will inform the individual, by mail that he or she may not be on school property without permission of the Superintendent. The notice will provide the reason with reference to this policy. The Superintendent will also inform the Principal and employees that the individual may not be used as a volunteer.

3. **Contractors' Employees.** The Superintendent will include the following language in all contracts that may involve an employee of the contractor having any contact with a student:

The contractor will not send any employee or agent who is a Registered Sex Offender to any school building or school property. The contractor will check the registry to determine if any applicant for employment is registered and at least quarterly will check the registry for names added since the previous such check.

4. **School District Employees.** Each time sex offender registry information is received,

the Superintendent will review it to determine if a school district employee is registered. If a match is found, the Superintendent will confirm or disprove the match with local law enforcement. If the match is confirmed, the Superintendent will notify the School Board. The School Board will take the appropriate action to comply with state law that may include termination of employment.

5. **Applicants for Employment.** Before hiring any person, the Superintendent will determine whether the prospective employee is a Registered Sex Offender. If the prospective employee is a Registered Sex Offender, he or she will not be hired.

6. **Students and Parents of Students.** A Registered Sex Offender who is the parent or guardian of a student, may participate in educational conferences, unless prohibited by court order, but will not otherwise enter school grounds or attend school events without prior, express permission of the Superintendent. Students who are Registered Sex Offenders may not be precluded from attending school on that basis. All notification procedures will apply.

Statutory/Regulatory/Policy/Handbook Cross References

Policy JLIF (Receipt and Use of Sex Offender Registry Information)
Handbook (Referenced in Handbooks)

APPROVED: August 20, 2009