

**BARNSTEAD SCHOOL DISTRICT**  
**Sex Offender Registry Notification & Dissemination of Information**

The Barnstead School District recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school or at school-related activities, the District shall request automatic electronic notification of registered sex offenders in the same or contiguous zip codes of both Barnstead Elementary School (BES) and Prospect Mountain School (PMt.HS). Such request and notification shall be made according to the procedure established by the Barnstead Police Department or responsible state agency. The Principal shall serve as the contact person with the Barnstead Police Department or responsible state agency for the receipt of the registered sex offender information.

Annual Notification

At the beginning of each school year, the District shall notify parents and employees of the District's policy on the dissemination and use of sex offender registry information.

Receipt and Dissemination of Sex Offender Registry Information

Once notified that a registered sex offender resides in the same or contiguous zip codes as BES or PMtHS the Principal shall notify the Superintendent and all employees who are most likely to observe unauthorized persons on or near school property including, but not limited to:

- School bus drivers
- Employees responsible for visitor registration
- Employees responsible for bus duty
- Coaches
- Playground supervisors, and
- Maintenance personnel.

When registry information is disseminated by the Principal, it shall include a notice that such information should not be shared with others and may only be used for the purposes discussed below. Employees who share registry information with others may be disciplined.

The Barnstead School District recognizes that it is the responsibility of local law enforcement to notify the community of potential public danger. Therefore, the District will not disseminate registry information to parents. However, the Principal will work closely with the Barnstead Police Department to determine when and under what circumstances local law enforcement officials will notify the community about the presence of a registered sex offender.

## Use of Sex Offender Registry Information

Registry information shall only be used for the purposes of the administration of law-enforcement, screening current or prospective school employees or volunteers, and for the protection of students and employees. Registry information shall not be used to intimidate or harass others.

### 1. Registered Sex Offender Sighted

If a notified employee sees a registered sex offender on or near school property, around any school student, or attending any school activity, the Principal or designee shall be notified immediately. The Principal or designee may, at his or her discretion, notify local law enforcement.

### 2. School Volunteers and Student Teachers

Each staff member shall submit to the Principal the name and address of each volunteer the staff member is or may be using as soon as the person is identified. The Principal shall screen each student teacher and volunteer's name and address against the registry information. If the match is confirmed, the Principal shall inform the Superintendent and shall also inform the individual by mail that he or she may not be on school property without permission of the Principal. The notice shall provide the reason with reference to this policy. The Principal shall also inform the employees that the individual may not be used as a volunteer.

### 3. Contractors' Employees

The Business Administrator shall include the following language in all Barnstead School District contracts that may involve an employee of the contractor having any contact with a student:

"The contractor shall not send any employee or agent who is a registered sex offender to any school building or school property. Quarterly, the contractor shall check the registry to determine if the employee is registered."

### 4. School Employees

Each time sex offender registry information is received, the Principal shall review it to determine if a school employee is registered. If a match is found, the Principal shall confirm or disprove the match with local law enforcement. If the match is confirmed, the Principal shall notify the Superintendent who shall notify the School Board. The School Board will take the appropriate action to comply with state law which may include termination of employment.

### 5. Applicants for Employment

Before hiring any person, the Superintendent shall determine whether the prospective employee is a registered sex offender. If the prospective employee is a registered sex offender, he or she shall not be hired by the Barnstead School District.

### 6. Students and Parents of Students

A sex offender registrant, who is the parent or guardian of a student, shall not be permitted for any purpose to come on school property without the prior permission of

the Principal or designee. If permission is granted, the conditions for admission to school property will be outlined in a memorandum of understanding between the Principal and the sex offender. The memorandum, signed by both the principal and the sex offender, will include, at a minimum, the following conditions:

- A prohibition against volunteering in any capacity - including field trips
- A requirement for registering at the front office and stating the purpose of any school visit
- A requirement that the school administration be notified in advance - prior to attending any function
- Permission to attend conferences with the child's teacher at a pre-arranged conference time

Students who are registered sex offenders may not be precluded from attending school.

#### 7. Precautions to Protect Students

When the Principal determines it is necessary, because of the presence of a registered sex offender, alternative arrangements may be made for bus and walking routes to and from school, recess and physical education periods, or any other activity in order to protect students.

#### Requests for Registry Information

Anyone requesting registry information from the school shall be referred to the Barnstead Police Department or appropriate state agency.

Legal References: Title LXII Criminal Code; Chapter 651-B Registration of Criminal Offenses, Section 651-B:9 (attached) and Chapter 632-A Sexual Assault and Related Offenses Sections 632-A:10; A:10-a; A:10-b; A:10-c (attached)

(Policy Committee: 08/00/05)

(Adopted: 08/16/05)