

Amherst Policy JIL-R – Student Safety Procedures

Following is a list of individuals who will be notified of an update to the Registered Sex Offenders / Offenders Against Children website and by whom they will be informed.

Notify	By Whom	Comments
Building Principal(s) or designee	Superintendent or designee	Building Principals or their designee will be informed upon receipt of notification.
School secretaries and other front office staff Teachers and paraprofessionals Playground Monitors Custodians After-school program directors After-school tutors, advisors, coaches	Building Principal(s) / designee	Upon notification, an e-mail will be distributed indicating that website information has been updated. The best method for additional dissemination of information can be determined by the building principal.
Volunteers	Building Principal(s) / designee	The volunteer coordinator will be notified and asked to remind volunteers to check the staff room for website updates.
School bus company/dispatcher	Superintendent / designee	
School Board	Superintendent / designee	Notification via e-mail.

Parents and guardians will be reminded of the state’s Registered Sex Offender / Offender Against Children website and the Town of Amherst’s List-Serve via scheduled school coffees, open houses, newsletters and the Amherst Quarterly.