

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 3515.7

ADOPTED: 09/08/97

CLASSIFICATION: General Administrative Policies

REVISED:

SUBJECT: Sex Offender Information

In order to protect students while they are traveling to and from school, attending school or at a school-related activity, the VCOE believes it is important that the office respond appropriately when a law enforcement agency contacts the VCOE about registered sex offenders who may reside or work within its boundaries.

The Superintendent or designee shall establish an ongoing relationship with law enforcement officials to coordinate the receipt of such information. The Superintendent or designee also shall establish procedures for notifying appropriate staff as necessary.

The Superintendent or designee shall annually notify parents/guardians of the VCOE's planned response to this situation.

The Superintendent or designee shall develop a plan for receiving and communicating information about registered sex offenders residing within VCOE boundaries. He/she shall ensure, at a minimum, that the following components are part of the plan:

1. The Superintendent or designee shall appoint a staff member to serve as liaison with law enforcement regarding these matters.
2. The Superintendent or designee shall, at the beginning of each school year, contact local law enforcement to coordinate the receipt of information. Law enforcement shall be informed that all notifications and correspondence should be directed to the VCOE liaison as well as the individual school sites. A letter shall be sent annually, giving the name, phone number and address of the VCOE liaison.
3. The Superintendent or designee shall, at the beginning of each school year, notify parents/guardians of the VCOE's willingness and intention to work with law enforcement on this matter and explain the appropriate roles and responsibilities of the two agencies.

This communication also shall explain:

- a. The reporting requirements of law enforcement according to state law, including the fact that it is law enforcement's responsibility to assess the relative danger of an offender and to notify the public upon determination of a risk;

- b. The ability of the parent/guardians to contact law enforcement for additional information;
 - c. The VCOE's policy and how it plans to handle the information received from the law enforcement agency.
- 4. If and when law enforcement notifies the VCOE of the residency or employment of a sex offender within its boundaries, the Superintendent or designee shall determine the VCOE and school staff who need to be notified. This determination shall be done on a case-by-case basis. Notification may be made to the following staff:
 - a. The Principal of the school that is in the attendance area of the sex offender's residency or place of employment.
 - b. Teachers and classified personnel at that school including staff responsible for visitor registration
 - c. Principals and staff at adjacent schools, as appropriate
 - d. Security staff
 - e. Bus drivers
 - f. Yard supervisors
- 5. If an identified sex offender is seen on or nearby school grounds or around any student, staff shall immediately contact the VCOE liaison. At his/her discretion, a staff member may also immediately inform local law enforcement about the presence of the sex offender.
- 6. A staff member who receives any information directly from law enforcement regarding registered sex offenders shall immediately contact the Superintendent or designee.

Legal Reference:

EDUCATION CODE

- 32211 Threatened disruption or interference with classes; offense
- 35160 Authority of boards
- 35160.1 Board authority of school districts

PENAL CODE

- 290 Registration of sex offenders
- 290.4 Sex offender registration; compilation of information; "900" number
- 626.8 Disruptive entry or entry of sex offender upon school grounds

UNITED STATES CODE, TITLE 42

- 14071 Jacob Watterling Crimes Against Children and Sexually Violent Offender Registration Program Act.