



Administrative Regulations

South San Antonio Independent School District

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Relations with Governmental and Law Enforcement Agencies - 2023	

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Exhibit A—Notice to Law Enforcement Officials of Alleged Criminal Activity by a Student on School Property or at a School-Related Event

[This notice can be used to satisfy the legal requirements detailed at Notices to Law Enforcement Agencies or Report of Conduct Constituting Assault or Harassment at GRAA(LEGAL).]

CONFIDENTIAL COMMUNICATION

Date: _____

[Select appropriate law enforcement agency and a District official from the list below. A mandatory report under 37.015 must be provided to the District police department, if applicable, and the local police department or county sheriff's department, as appropriate. A discretionary report under 37.0151 may be made to any of the department below, as applicable.]

To: South San ISD Police Department
Chief Eugene Tovar, Chief of Police
San Antonio Police Department or Bexar County Sherriff's Department

Pursuant to Section 37.015 or 37.0151 of the Texas Education Code, notice is hereby given of an alleged criminal act perpetrated by the _____ School District student(s) named below on school property or at a school-related event. The District has reasonable grounds to believe that this student engaged in the following activities:

[Briefly state the suspected offense.]

Student's name: _____

Student's address: _____

Date of alleged offense: _____

Principal or designee's name (print): _____

Principal or designee's signature: _____ Date: _____



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Exhibit B—Notice to Law Enforcement Officials of Conduct Constituting Assault or Harassment by Electronic Communications

[This notice can be used to satisfy discretionary reporting to law enforcement of conduct detailed at Report of Conduct Constituting Assault or Harassment at GRAA(LEGAL).]

CONFIDENTIAL COMMUNICATION

Date: _____

[Select appropriate law enforcement agency and a District official from the list below. A mandatory report under 37.015 must be provided to the District police department, if applicable, and the local police department or county sheriff's department, as appropriate. A discretionary report under 37.0151 may be made to any of the department below, as applicable.]

To: South San ISD Police Department
Chief Eugene Tovar, Chief of Police
San Antonio Police Department or Bexar County Sherriff's Department

Pursuant to Section 37.015 or 37.0151 of the Texas Education Code, notice is hereby given of an alleged criminal act perpetrated by the _____ School District student(s) named below on school property or at a school-related event. The District has reasonable grounds to believe that this student engaged in the following activities:

[Briefly state the suspected offense.]

Student's name: _____

Student's address: _____

Date of alleged offense: _____

Principal or designee's name (print): _____

Principal or designee's signature: _____ Date: _____



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Exhibit C—Letter to Local Law Enforcement Regarding Article 15.27, Code of Criminal Procedure

[This letter can be used to establish communication with local law enforcement regarding the legal requirements detailed at GRAA(LEGAL).]

Date: _____

Name of head of local law enforcement office: _____

Law enforcement’s address: _____

Re: Article 15.27 of the Code of Criminal Procedure

Dear _____:

We would like to ensure that we have a common understanding of certain legal requirements applicable to your agency and our District. Article 15.27 of the Code of Criminal Procedure requires that a law enforcement agency orally notify the school Superintendent or designee when it arrests or refers to juvenile court anyone who is believed to be a public-school student. This oral notice must be given within 24 hours after the arrest or referral is made, or before the next school day, whichever is earlier.

If oral notice is made, written notice must also be mailed in an envelope marked “Personal and Confidential” within seven days after the oral notice is made. If the law enforcement agency cannot ascertain whether the individual is enrolled as a student, it must notify the district in which it believes the student to be enrolled.

Electronic notice may be substituted for oral notice where oral notice is required by Code of Criminal Procedure 15.27. If electronic notice is used, any written notice required by Article 15.27 is not required.

The code further specifies that both the oral and written notice must contain sufficient details of the referral or arrest and the acts allegedly committed by the student to enable the Superintendent or designee to determine whether there is a reasonable belief that the student has engaged in conduct defined as a felony offense by the Penal Code that warrants the student be removed from his or her regular classroom and placed in a disciplinary alternative education program.

In addition, Article 62.053(e) and (f) of the code requires a local law enforcement authority to provide notice to the Superintendent regarding a registered sex offender if:

1. The victim was, at the time of the offense, a child younger than 17 years of age or a student enrolled in a public or private secondary school;
2. The person subject to registration is a student enrolled in a public or private secondary school; or
3. The basis on which the person is subject to registration is a conviction, deferred adjudication, or adjudication of delinquent conduct for an offense under Penal Code 43.25 (Sexual Performance by a Child) or 43.26 (Possession or Promotion of Child Pornography), or a substantially similar offense.

For your convenience, we have included sample forms that you may put on your letterhead. These forms provide the information we need in order to meet the responsibilities the law places on the District. (Attach Exhibits D and E)

Please contact me at _____ (phone number) if you have any questions.

Sincerely,

Superintendent



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Exhibit D—Notice to District Officials of Alleged Criminal Activity by a Student Off School Property and Not at a School-Related Event

[This notice can be provided to local law enforcement, along with Exhibits A and E, as a means to fulfill the legal requirements detailed at GRAA(LEGAL). In addition, the District should provide copies of the completed notice to instructional and support employees who have regular contact with a student.]

CONFIDENTIAL COMMUNICATION

Date: _____

District's name: **SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT**

Superintendent or designee's name: _____

District's address: **1450 GILLETTE BLVD., SAN ANTONIO, TX 78224**

Name of individual to whom the law enforcement agency provided oral notification: _____

Date and time of oral notification: _____

Dear _____:

Article 15.27 of the Texas Code of Criminal Procedure requires that notice be given of the arrest or referral to juvenile court of an individual believed to be enrolled in South San Antonio Independent School District.

Arresting agency: _____

Arresting officer's name: _____

Badge number: _____

Agency report number: _____

The alleged criminal act for which the student was arrested or referred is a:

_____ Misdemeanor offense OR _____ Felony offense

This department believes this student engaged in the following activities:

[Briefly state the suspected offense, location, time, date, victims, weapons used, and comments by the



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police officer. Provide sufficient details of the arrest.]

Student's name: _____

Student's address: _____

Student's date of birth: _____

Please contact me at _____ (phone number) if you have any questions.

Sincerely,

Signature

Local Law Agency



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Exhibit E—Notice to District Officials Regarding Registered Sex Offender

[This notice can be provided to local law enforcement, along with Exhibits C and D, as a means to fulfill the legal requirements detailed at GRAA(LEGAL).]

CONFIDENTIAL COMMUNICATION

Date: _____

District's name: **SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT**

Superintendent or designee's name: _____

District's address: **1450 GILLETTE BLVD., SAN ANTONIO, TX 78224**

Article 62.053(e) and (f) of the Texas Code of Criminal Procedure requires that notice be given to the Superintendent of the District in which a person subject to registration as a sex offender intends to reside. We are writing to you to report that a registered sex offender intends to reside in South San Antonio Independent School District.

Sex offender's name: _____

Sex offender's intended address: _____

Please contact me at _____ (phone number) if you have any questions.

Sincerely,

Signature

Local Law Agency



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Exhibit F—Letter to Office of Prosecuting Attorney or Juvenile Justice Agency Regarding Article 15.27, Code of Criminal Procedure

[This letter can be used to establish communication with a prosecuting attorney or juvenile justice agency regarding the legal requirements detailed at GRAA(LEGAL).]

Date: _____

Prosecuting attorney or juvenile justice agency's name: _____

Prosecuting attorney or juvenile justice agency's address: _____

Re: Article 15.27 of the Code of Criminal Procedure

Dear _____:

We would like to ensure that we have a common understanding of certain legal requirements applicable to your office and our District. Article 15.27 of the Code of Criminal Procedure requires that the office of the prosecuting attorney, within two working days, notify the District if:

1. Prosecution of a student's case was refused for lack of prosecutorial merit or insufficient evidence and no formal proceedings, deferred adjudication, or deferred prosecution will be initiated; or
2. The court or jury found the student not guilty or made a finding that the child did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.

The office of the prosecuting attorney or juvenile justice agency is also required to notify the District when a student is convicted, receives deferred prosecution or deferred adjudication, or is adjudicated delinquent for any conduct listed in Article 15.27(h) of the Code of Criminal Procedure. Oral notification must be given to the Superintendent or designee within 24 hours after the arrest or referral is made, or before the next school day, whichever is earlier.

If oral notice is made, written notice must also be mailed within seven days after the oral notice is made.

Electronic notice may be substituted for oral notice where oral notice is required by Code of Criminal Procedure 15.27. If electronic notice is used, any written notice required by Article 15.27 is not



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required.

The code further specifies that both the oral and written notice must contain a statement of the offense of which the student is convicted or on which the adjudication, deferred adjudication, or deferred prosecution is grounded and a statement of whether the student is required to register as a sex offender.

For your convenience, we have included sample forms that you may put on your letterhead. These forms provide the information we need to meet the responsibilities the law places on the District.
(Attach Exhibits G and H)

Please contact me at _____ (phone number) if you have any questions.

Sincerely,

Superintendent



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Exhibit G—Notice to District Officials of No Further Action Regarding Alleged Criminal Activity by a Student Off Campus

[This notice can be provided to the office of the prosecuting attorney or juvenile justice agency, along with Exhibits F and H, as a means to fulfill the legal requirements detailed at GRAA(LEGAL).]

CONFIDENTIAL COMMUNICATION

Date: _____

District's name: _____

Superintendent or designee's name: _____

District's address: _____

Dear _____:

Article 15.27 of the Texas Code of Criminal Procedure requires that notice be given when a student is found not guilty or if charges have been dropped. This office therefore gives notice that it is not pursuing any further legal action against _____

_____, a student at South San Antonio Independent School District.

[Briefly state the actions that occurred to arrive at this result.]

Student's name: _____

Student's address: _____

Student's date of birth: _____

Please contact me at _____ (phone number) if you have any questions.

Sincerely,

Prosecuting Attorney or Designee of Juvenile Court

Signature



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Exhibit H—Notice to District Officials of a Student’s Conviction, Deferred Prosecution or Adjudication, or Adjudication as Delinquent

[This notice can be provided to the office of the prosecuting attorney or juvenile justice agency, along with Exhibit F, as a means to fulfill the legal requirements detailed at GRAA(LEGAL).]

Date: _____

District’s name: SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Superintendent or designee’s name: _____

District’s address: 1450 GILLETTE BLVD., SN ANTONIO, TX 78224

Dear _____:

Article 15.27 of the Texas Code of Criminal Procedure requires that notice be given of certain convictions or adjudications regarding an individual enrolled as a student at _____ School District. The student below:

(check appropriate situation)

_____ was convicted _____ received deferred prosecution

_____ received deferred adjudication _____ was adjudicated delinquent

for conduct listed in Article 15.27(h) of the Code of Criminal Procedure.

[Briefly describe the offense, location, time, and date. List weapons used and victims, if applicable.

Please state whether the student is required to register as a sex offender.]

Student’s name: _____

Student’s address: _____

Student’s date of birth: _____

Please contact me at _____ (phone number) if you have any questions.

Sincerely,

Prosecuting Attorney or Designee of Juvenile Court

Signature



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Exhibit I—Letter to Juvenile Justice Agencies Regarding Article 15.27, Code of Criminal Procedure

[This letter can be used to establish communication with a juvenile justice agency regarding the legal requirements related to transfer students detailed at GRAA(LEGAL).]

Date: _____

Name of juvenile justice agency: _____

Address of juvenile justice agency: _____

Re: Article 15.27 of the Code of Criminal Procedure

Dear _____:

We would like to ensure that we have a common understanding of certain legal requirements applicable to your office and our District. Article 15.27 of the Code of Criminal Procedure requires a juvenile justice agency having jurisdiction over a student described by Subsection (a), (b), or (e) who transfers from a school or school district to another that is different from the one the student was enrolled in when arrested, referred to juvenile court, convicted, or adjudicated delinquent, to notify the new school officials (Superintendent) of the arrest or referral in a manner similar to that provided by Subsection (a) or (e)(1), or of the conviction or delinquent adjudication in a manner similar to that provided by Subsection (b) or (e)(2). The notice must be provided within 24 hours of learning of the student's transfer or reenrollment, or before the next school day, whichever is earlier.

For your convenience, we have included a sample form that you may put on your letterhead. This form provides the information we need to meet the responsibilities the law places on the District. (Attach Exhibit J)

Please contact me at _____ (phone number) if you have any questions.

Sincerely,

Superintendent



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Exhibit J—Notice to District Officials of Criminal Activity by a Transferring Student

[This notice can be provided to juvenile justice agencies, along with Exhibit I, as a means to fulfill the legal requirements related to transfer students detailed at GRAA(LEGAL).]

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Date: _____

District’s name: SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Superintendent or designee’s name: _____

District’s address: 1450 GILLETTE BLVD., SAN ANTONIO, TX 78224

Dear _____:

Article 15.27 of the Texas Code of Criminal Procedure requires that when a student transfers from one school to another school or district other than the one in which the student was enrolled when arrested, referred to a juvenile court, convicted, or adjudicated delinquent, the juvenile justice agency having jurisdiction over the student will notify the new school officials of the arrest or referral to a juvenile court, conviction, or delinquent adjudication. This office therefore gives notice that _____, a student at _____ School District, is under the jurisdiction of this probation office.

[Briefly state the pertinent details of actions that occurred, indicating that the student moved from another school and was arrested, convicted, referred to a juvenile court, or adjudicated delinquent. Describe the offense, location, time, and date. List weapons used and victims, if applicable. Be sure to state whether the student is required to register as a sex offender.]

Student’s name: _____

Student’s address: _____

Student’s date of birth: _____

Please contact me at _____ (phone number) if you have any questions.

Sincerely,

Probationary Officer

Signature



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Exhibit K—Log Documenting Employee Notification of Certain Student Conduct

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In accordance with the law, the Superintendent or designee must notify all instructional and support personnel who have regular contact with a student who has engaged in certain conduct. [See GRAA(LEGAL)]

Student's name: _____

[Have instructional and support personnel who have regular contact with the student provide a signature, date, and time in the appropriate column below to confirm receipt of notification. If notice is sent electronically, document when it was sent in the table below. Expand the table to accommodate the number of staff members affected.]

Log the following:

- Name of District Instructional or Support Personnel to be Notified
- Notice of Alleged Criminal Activity by a Student on School Property or at a School-Related Event
- Notice of Alleged Criminal Activity by a Student off School Property or not at a School-Related Event
- Notice of Student's Conviction, Deferred Prosecution or Adjudication, or Adjudication as Delinquent
- Notice of Alleged Criminal Activity of a Transferring student
- Notice of a student required to register as a sex offender

The superintendent or designee should sign off on the documentation.



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Exhibit L—Log Documenting Employee Notification of Registered Sex Offender Residing in District

In accordance with the law, the Superintendent or designee must notify all appropriate District personnel—including peace officers and security personnel, principals, nurses, and school counselors—upon receipt of notice from law enforcement regarding a registered sex offender enrolled or residing in the District. [See GRAA(LEGAL)]

Sex offender’s name: _____

Sex offender’s address: _____

(Have appropriate District personnel provide a signature and date in the appropriate column below to confirm receipt of notification. Expand table to accommodate number of staff members affected.)

NAME OF DISTRICT PERSONNEL TO BE NOTIFIED	NOTICE OF REGISTERED SEX OFFENDER RESIDING IN DISTRICT PROVIDED ON DATE BELOW

Please contact me at _____ (phone number) if you have any questions.

Sincerely,

Superintendent

Note: Additional information and procedures related to visitors to the schools and sex offenders on campus can be found at GKC.