

Business and Noninstructional Operations

SEX OFFENDER NOTIFICATION

AR 3515.5

The Superintendent or designee shall develop a plan for receiving and communicating information about registered sex offenders residing within district boundaries. The Superintendent or designee 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 the liaison with law enforcement regarding sex offender information in relation to the safety of children
2. The Superintendent or district liaison shall, at the beginning of each school year, contact local law enforcement to coordinate the receipt of information
3. Law enforcement shall be informed that all notifications and correspondence should be directed to the liaison as well as the individual school sites

A letter shall be sent annually to local law enforcement, identifying the name, phone number, and address of the liaison.

4. The Superintendent or district liaison shall collaborate with law enforcement in order to alert children to the dangers of sex offenders, develop a system for distributing information about sex offenders, and train school staff and parents/guardians about the roles and responsibilities of both the district and law enforcement
5. The Superintendent or district liaison shall, at the beginning of each school year, notify parents/guardians of the district's willingness and intention to work with law enforcement on keeping children safe from sex offenders and shall explain the appropriate roles and responsibilities of both the district and law enforcement

This communication shall also explain:

- a. The reporting requirements pursuant to Penal Code 290 and 290.45, including the fact that law enforcement is the agency best able to assess the relative danger of a sex offender
- b. The ability of the parents/guardians to contact law enforcement for additional information and to view the information on the

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Department of Justice's (DOJ) Megan's Law website

6. When law enforcement notifies the district of the residency or employment of a sex offender within district boundaries, the Superintendent or district liaison shall consult with law enforcement about the appropriate scope of the disclosure
7. Any staff member who receives information directly from law enforcement regarding registered sex offenders shall immediately contact the Superintendent or district liaison in order to help ensure that the district is able to respond appropriately
8. If an identified sex offender is seen on or near school grounds or around any child, staff shall immediately contact the district liaison, who shall inform local law enforcement accordingly

Notification to Parents/Guardians

When law enforcement has determined that parents/guardians should be notified regarding the presence of a sex offender in the community, the Superintendent or district liaison shall collaborate with local law enforcement in order to determine an appropriate response. This response may include:

1. An article in a school or parent council newsletter notifying parents/guardians that law enforcement information about registered sex offenders is available at the local law enforcement agency headquarters and/or at the school office
2. A mailing, at law enforcement's expense, prepared by law enforcement, and printed on law enforcement letterhead and envelopes, notifying parents/guardians of the presence of registered sex offenders
3. A mailing of a letter, at district expense, prepared by law enforcement and printed on law enforcement letterhead and envelopes, notifying parents/guardians of the presence of registered sex offenders

The article and mailings listed above shall encourage parents/guardians to contact local law enforcement and access the DOJ's Megan's Law website for

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additional information.

Whenever the principal has granted permission to a person who is required to register as a sex offender pursuant to Penal Code 290 to come into a school building or upon school grounds to volunteer at the school, the principal or designee shall notify the parent/guardian of each student at that school, at least 14 days in advance, that a registered sex offender has been granted such permission, the date(s) and times for which permission has been granted, and the parent/guardian's right to obtain information regarding the person from a designated law enforcement agency. This notice shall be provided by regular mail or any other method normally used by the district to communicate with parents/guardians in writing. If a parent/guardian requests such notice in electronic format, the district shall provide electronic notice. (Education Code 48985, Penal Code 626.81)

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

Ed. Code 32211

Ed. Code 35160

Ed. Code 35160.1

Ed. Code 48981

Ed. Code 48985

Pen. Code 290

Pen. Code 290.024

Pen. Code 290.4

Pen. Code 290.45

Pen. Code 290.46

Pen. Code 290.9

Pen. Code 290.95

Pen. Code 3003

Pen. Code 626.8

Pen. Code 626.81

Pen. Code 830.32

Federal

42 USC 14071

Management Resources

Description

[Threatened disruption or interference with classes](#)

[Authority of governing boards](#)

[Broad authority of school districts](#)

[Parental notifications](#)

[Translation of notifications](#)

[Registration of sex offenders](#)

[Internet identifiers; definition](#)

[Information regarding sex offenders](#)

[Sex offenders; authority of peace officers to provide information](#)

[Making information about certain sex offenders available via the Internet](#)

[Addresses of persons who violate duty to register](#)

[Disclosure by person required to register as sex offender](#)

[Parole; geographic placement](#)

[Disruptions](#)

[Sex offender; permission to volunteer at school](#)

[School district and community college police](#)

Description

[Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Program Act](#)

Description

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Attorney General Opinion
Website

82 Ops.Cal.Atty.Gen. 20 (1999)
[U.S. Department of Justice, Sex Offender Registration and Notification Act](#)

Website

[CSBA District and County Office of Education Legal Services](#)

Website

[California Department of Justice, Megan's Law](#)

Cross References

Policy

Description

0450

[Comprehensive Safety Plan](#)

0450

[Comprehensive Safety Plan](#)

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[Volunteer Assistance](#)

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[Volunteer Assistance](#)

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[Visitors/ Outsiders](#)

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[Relations Between Other Governmental Agencies And The Schools](#)

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[Staff Development](#)

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[Parent/ Guardian Notifications](#)

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Regulation

PASADENA UNIFIED SCHOOL DISTRICT

Approved: September 13, 2005

Pasadena, California

Revised: 04/23/2015; 03/27/2025