

Adopted from MSBA/MASA Model Policy 906, Orig. 1997, Rev. 2006  
Approved: 1/19/23 by Board of Directors  
Revised:

**BLUFFVIEW MONTESSORI SCHOOL  
POLICY 906  
COMMUNITY NOTIFICATION OF PREDATORY OFFENDERS**

**I. PURPOSE**

The purpose of this policy is to assist school administrators and staff members in responding to a notification by a law enforcement agency that a convicted predatory offender is moving near Bluffview Montessori School so that they may better protect individuals in the school's care while they are on or near Bluffview Montessori School premises or under the control of Bluffview Montessori School.

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of Bluffview Montessori School is to provide information to staff regarding known predatory offenders that are moving near Bluffview Montessori School so that they may monitor school premises for the safety of the school, its students, and employees. Staff will be notified as appropriate and have access to Offender Fact Sheets.
- B. The Head of School, in cooperation with appropriate school transportation officials, will evaluate bus routes and bus stops. Bus drivers will have access to Offender Fact Sheets. If necessary, bus stops may be moved if they place children in close proximity to a predatory offender who has been convicted of crimes against children of similar ages.
- C. The Head of School or designee shall prepare or provide safety information for distribution to students regarding protecting themselves from abuse, abduction, or exploitation. Bluffview Montessori School will prepare a list of available resources. Staff will provide safety information to students on how to protect themselves against abuse, abduction, or exploitation. School officials may ask their police liaison officer or local law enforcement officials for assistance in providing instruction to staff and students.

**III. DEFINITIONS**

- A. The "Sex Offender Community Notification Act," Minn. Stat. § 244.052, as amended, allows law enforcement agencies to disclose information about certain predatory offenders when they are released into the community. The information disclosed and to whom it is disclosed will depend upon their assessment of the level of risk posed by the predatory offender.
- B. "Risk Level Assessment" is the level of danger to the community as established by the Minnesota Department of Corrections following a

review by a committee of experts. The level of risk assigned to a soon-to-be-released offender determines the scope of notification. (Minn. Stat. § 244.052, Subds. 2, 3)

C. “Risk Levels”

1. “Level I” – Risk Level I is assigned to a predatory offender whose risk assessment score indicates a low risk of reoffense.
2. “Level II” – Risk Level II is assigned to a predatory offender whose risk assessment score indicates a moderate risk of reoffense.
3. “Level III” – Risk Level III is assigned to a predatory offender whose risk assessment score indicates a high risk of reoffense.

(Minn. Stat. § 244.052, Subd. 3(e))

D. “Notification or Disclosure by Law Enforcement Agency”

1. Risk Level I – The local law enforcement agency may disclose certain information to other law enforcement agencies and to any victims of or witnesses to the offense committed by the offender. There will be no disclosure to school districts.
2. Risk Level II – In addition to those notified in Level I, a law enforcement agency may notify agencies and groups the offender is likely to encounter that the offender is about to move into the community and provide to those agencies and groups an Offender Fact Sheet on the offender. School districts, private schools, day care centers, and other institutions serving those likely to be victimized by the predatory offender are included in a Level II notification.
3. Risk Level III – In most cases, the local law enforcement agencies will hold a community meeting and distribute an Offender Fact Sheet with information concerning and a photograph of the soon-to-be-released Level III offender.

(Minn. Stat. § 244.052, Subd. 4)

E. “Offender Fact Sheet” is a data sheet compiled by the Department of Corrections or local law enforcement agency. The Offender Fact Sheet contains both public and private data including a photograph and physical description of the predatory offender, as well as the general location of the offender’s residence.

1. A local law enforcement agency will generally provide Offender

Fact Sheets for Level II predatory offenders directly to Bluffview Montessori School.

2. Level III Offender Fact Sheets will be distributed at a community meeting conducted by the local law enforcement agency.
- F. “Law enforcement agency” means the law enforcement agency having primary jurisdiction over the location where the offender expects to reside upon release. (Minn. Stat. § 244.052, Subd. 1(3))
- G. “Criminal history conviction data” is public data on a convicted criminal which is compiled by the State Bureau of Criminal Apprehension (BCA). (Minn. Stat. § 13.87)

#### **IV. PROCEDURES**

##### **A. Level II Notification**

In keeping with the statutorily designated purpose that Offender Fact Sheets are to be used by staff members to secure the school and protect individuals in Bluffview Montessori School’s care while they are on or near Bluffview Montessori School’s premises or under the control of Bluffview Montessori School, Bluffview Montessori School will take the following steps:

1. The Head of School shall notify the law enforcement agency near Bluffview Montessori School that all appropriate Level II and Level III notifications are to be provided at least to the Head of School.
2. Upon notification of the release of a Level II predatory offender, the Head of School shall forward the Offender Fact Sheet to other administrators, including food service and buildings and grounds employees.
3. The Head of School shall communicate and show the Offender Fact Sheet to persons within the building who supervise students or who would be in a position to observe if the Level II offender was in or around the school. This includes, but is not limited to, administrators, teachers, coaches, paraprofessionals, custodians, clerical and office workers, food service workers, volunteers, and transportation providers.
4. Bluffview Montessori School may request criminal history conviction data on the Level II predatory offender from its local law enforcement agency. On a case-by-case basis, the Head of School may determine whether to send a letter to parents with general information regarding release of the Level II offender and a copy of

the criminal history conviction data that Bluffview Montessori School obtained from its local law enforcement agency. The offender fact sheet contains data classified as private or not public under Minnesota law and may only be distributed to parents, students, or others outside Bluffview Montessori School if it determines the release is for the purpose of securing the school and protecting individuals under Bluffview Montessori School's care while they are on or near school premises.

5. The building administrator shall cause the Offender Fact Sheet to be posted physically or in electronic format in a location or file accessible to staff and employees but not the general public unless a determination has been made that public posting will help secure the school or protect students.
6. Bluffview Montessori School shall not distribute or provide access to Level II Offender Fact Sheets to parents, students, or others outside Bluffview Montessori School unless a determination has been made that dissemination of the data will help secure the school or protect students.

B. Level III Notification

1. The Head of School shall notify the law enforcement agency near Bluffview Montessori School that all Level III notifications of community meetings are to be provided to the Head of School.
2. When a Level III predatory offender is released into a community, generally the local law enforcement agency will notify Bluffview Montessori School of the time and location of the community meeting at which the Level III Offender Fact Sheet will be distributed to the community.
3. When Bluffview Montessori School receives this information, the Head of School shall determine on a case-by-case basis whether Bluffview Montessori School will notify parents and students of the time, date, and location of the community meeting.
4. When notified of a Level III predatory offender community meeting the Head of School or another administrator designated by the Head of School shall attend the community notification meeting.
5. When Bluffview Montessori School receives information that a Level III predatory offender is moving near Bluffview Montessori School, in addition to following the procedures specified above, Bluffview Montessori School shall follow the procedures outlined for a Level II notification.

6. If the predatory offender is participating in programs offered by Bluffview Montessori School that require or allow the person to interact with children other than the person's children, the Head of School shall notify parents of children in Bluffview Montessori School of the contents of the Offender Fact Sheet.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 244.052 (Community Notification)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
42 U.S.C. § 16901 *et seq.* (Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Program)  
Dept. of Admin. Advisory Op. No. 98-004

**Cross References:** MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)