

## Community Relations

### Community Notification of Predatory Offenders

#### I. Purpose

This policy assists school administrators and employees in responding to a notification by a law enforcement agency that a convicted predatory offender is moving into the school district so that they may better protect individuals in the school's care while they are on or near the school district premises.

#### II. General Statement of Policy

Edina Public Schools provides information, in accordance with state law, to employees regarding known predatory offenders that are moving into the school district so that they may monitor school premises for the safety of the school, its students, and employees. Employees will be notified as appropriate and have access to offender information sheets.

#### 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)

Minnesota Department of Administration Advisory Opinion: 98-004

#### Cross References:

Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

Policy 515 (Protection and Privacy of Student Records)

Policy 903 (Visitors to District Buildings and Property)

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INDEPENDENT SCHOOL DISTRICT 273  
Edina, Minnesota

**ADMINISTRATIVE PROCEDURES FOR  
NOTIFICATION ABOUT PREDATORY OFFENDERS**

I. Definitions

- A. "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.
- B. Risk levels:
  - 1. Level I – Risk Level I is assigned to a predatory offender whose risk assessment score indicates a low risk of re-offense.
  - 2. Level II – Risk Level II is assigned to a predatory offender whose risk assessment score indicates a moderate risk of re-offense.
  - 3. Level III – Risk Level III is assigned to a predatory offender whose risk assessment score indicates a high risk of re-offense.
- C. "Offender information sheet" is a data sheet compiled by the Minnesota Department of Corrections or local law enforcement agency. The offender information 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.

II. Notification or Disclosure by Law Enforcement Agency

- A. 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.
- B. 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 information sheet on the offender. School districts, private schools, daycare centers, and other institutions serving those likely to be victimized by the predatory offender are included in a Level II notification.
- C. Risk Level III – In most cases, the local law enforcement agencies will hold a community meeting and distribute an offender information sheet with information concerning and a photograph of the soon-to-be-released Level III offender.

### III. Administrative Responsibility

- A. The superintendent, in cooperation with appropriate school transportation officials, will evaluate bus routes and bus stops. Bus drivers will have access to offender information sheets in accordance with state law. 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.
- B. The superintendent, in conjunction with the building principal or designee, will prepare or provide safety information for distribution to students regarding protecting themselves from abuse, abduction and exploitation. The school district will prepare a list of available resources.
- C. Administrators will direct employees to provide safety information to students on how to protect themselves against abuse, abduction and exploitation. School administrators may ask their police liaison officer or local law enforcement officials for assistance in providing instruction to employees and students.
- D. Level II Notification

In keeping with the statutorily-designated purpose that offender information sheets are to be used by employees to secure the school district and protect individuals in the district's care while they are on or near the district's premises or under the control of the district, the district will take the following steps:

1. The superintendent will notify the law enforcement agencies within the district that all appropriate Level II and Level III notifications are to be provided at least to the superintendent.
2. Upon notification of the release of a Level II predatory offender, the superintendent will forward the offender information sheet to all building principals and district office administrators. This notification includes transportation, food services, and buildings and grounds supervisors.
3. Building principals of schools in close proximity to the Level II predatory offender's residence will meet with employees and show the offender information sheet to persons within the buildings who supervise students or who would be in a position to observe if the Level II offender was in or around the school. This notification includes, but is not limited to, administrators, teachers, coaches, paraprofessionals, custodians, clerical and office workers, food service workers, volunteers, and transportation providers.
4. The district will obtain criminal history conviction data on the Level II predatory offender. On a case-by-case basis, the superintendent 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 the district obtained from its local law enforcement agency. The offender information sheet contains data classified as private or not public under Minnesota law and may only be distributed to parents, students, or others outside the district if it determines the release is for the purpose of securing the schools and protecting individuals under the school district's care while they are on or near school premises.

5. The building administrator will post the offender information sheet in each building in an area accessible to employees but not the general public unless a determination has been made that public posting will help secure the school or protect students.
6. The district will not distribute or provide access to Level II offender information sheets to parents, students or others outside the district unless a determination has been made that dissemination of the data will help secure the school or protect students.

#### E. Level III Notification

1. The superintendent will notify the law enforcement agencies within the school district that all Level III notifications of community meetings are to be provided to the superintendent.
2. When a Level III predatory offender is released into a community, generally the local law enforcement agency will notify the district of the time and location of the community meeting at which the Level III offender information sheet will be distributed to the community.
3. When the district receives this information, the superintendent will determine on a case-by-case basis whether the district 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 superintendent or another district administrator designated by the superintendent will attend the community notification meeting.
5. When the district receives information that a Level III predatory offender is moving into the district, in addition to following the procedures specified above, the district will follow the procedures outlined for a Level II notification.
6. If the predatory offender is participating in programs offered by the district that require or allow the person to interact with children other than the person's children, the superintendent will notify parents of children in the district of the contents of the offender information sheet.