



South Washington County Schools

Keith Jacobus, Ph.D., Superintendent

District Service Center
 7362 E. Point Douglas Rd. S.
 Cottage Grove, MN 55016
 Phone: 651-425-6300 Fax: 651-425-6318

ADMINISTRATIVE REPORT

TO: Members of the School Board
 Keith Jacobus, Superintendent

FROM: Denise Griffith, Director of Human Resources

DATE: September 8, 2016

TOPIC/PURPOSE OF REPORT: Approval of proposed updates to the 400 Series of Policies

REFERENCE TO POLICY/STRATEGIC PLAN: Policy 208: Development, Adoption and Implementation of Policies

RECOMMENDED BOARD ACTION: Approval

DATE FOR BOARD ACTION: September 15, 2016

REPORT

Formal Guidelines are necessary to ensure the school system responds to its mission and operates in an effective, efficient and consistent manner. The 400 Series Policies have been reviewed and revised to reflect updates in Minnesota Statute, definition of terms, legal references and cross references. These policies were brought before the Board on September 1, 2016. Changes have been made to 413, 427 and 429 since that meeting. Current policies are located online. The suggested changes in the series are listed below. The recommendation to approve the 400 series includes the policies where no changes were made.

402.1 Nondiscrimination: Title IX	Procedure removed to separate document
402.2 Nondiscrimination: Section 504	Procedure removed to separate document
403 Discipline, Suspension, and Dismissal of School District Employees	See Section III B and Procedure removed to separate document
404 Employment and Volunteer Background Checks with Consent Form	Procedure removed to separate document
407 Employee Right to Know-Exposure to Hazardous Substances	See Section V, Cross References
408 Subpoena of a School District Employee	Procedure removed to separate document
410 Family and Medical Leave	See Section IV, B
413 Harassment and Violence	Procedure removed to separate document, See additional language under I. The word "building" has been removed or replaced by "school" as appropriate
414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse	Procedure removed to separate document
415 Mandated Reporting of Maltreatment of Vulnerable Adults	Procedure removed to separate document

416 Drug and Alcohol Testing Attachments	See several changes
418 Drug-Free Workplace, Drug-Free School	Procedure removed to separate document
421 Gifts to Employees	See Section II and III
424 License Status	Procedure removed to separate document
426.1 Job Descriptions	Procedure removed to separate document
427 Workload Limits for Certain Special Education Teachers	The word "building" was removed
429 Technology Acceptable Use and Safety	See Section V 6, 7 and 10, removed the word "building"
430 Anti-Nepotism	See changes, policy re-written