

**School Board Meeting:**

**August 28, 2023**

**Subject:**

Policy Revisions – 5-Year Review

**Presenter:**

**Scott Thielman, Superintendent**

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**SUGGESTED SCHOOL BOARD ACTION:**

Board action is required for the final reading of policies.

**DESCRIPTION:**

Policy review is due to District practice requiring review of policies every five years. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

The policies have been reviewed by the following staff:

100 Series – Scott Thielman, Superintendent

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400 Series – Evan Ronken, Director of Human Resources

500 Series – Pam Miller, Director of Teaching and Learning

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700 Series – Ryan Tangen, Director of Finance and Operations

900 Series – Kim Carlson, Director of Community Education

**Final Reading of a Revised Policy (Board Action Required)**

The following policies are being presented to the School Board for final reading:

Policy 103 – Complaints – Students, Employees, Parents, Other Persons

- Minor revisions

Policy 202.1 – Student Council Representative to Board of Education

- No revisions

Policy 203.5 – School Board Meeting Agenda

- Update legal references

Policy 401 – Equal Employment Opportunity

- Update legal references

Policy 403 – Discipline, Suspension and Dismissal of School District Employees

- Update legal references

Policy 407 – Employee Right to Know – Exposure to Hazardous Substances

- Update legal references

Policy 411 – Voluntary Employees' Benefit Association (VEBA)

- Changes made to reflect current practice

Policy 421 – Gifts to Employees and School Board Members

- No revisions

Policy 427 – Workload Limits for Certain Special Education Teachers

- Minor revisions and update legal references

Policy 451 – Teacher Transfer (and Form 451)

- Include electronic application language and change from 10 to 5 days to align with teacher posting requirement

Policy 518 – DNR-DNI Orders

- No revisions

Policy 519 – Interviews of Students by Outside Agencies

- Update legal references

Policy 530 – Immunization Requirements

- No revisions

Policy 606 – Textbooks and Instructional Materials (and FORM 606)

- Adds “Textbooks” and information regarding guidelines and procedures for reconsideration
- Update legal references
- Update Form

Policy 609 – Religion

- Revised language regarding being excused for a religious observance
- Update legal references

Policy 610 – District Approved Activities/Field Trips Requiring Supervision (and Form 610)

- Minor revisions
- Move V. Tutoring by School District Employees, VI. Approved Use of School District Facilities by School District Employees and VII. Enforcement to new Policy 902.1 – School District Employee Use of School District Facilities and Equipment
- Form 610 – add check off for type of trip and language regarding date of presentation to School Board

Policy 730 – Food Service Program

- No revisions

Policy 901 – Community Education

- Update legal references

Policy 902 – Use of School District Facilities and Equipment

- Update legal references

Policy 902.1 – School District Employee Use of School District Facilities and Equipment

- **New** policy taking language out of Policy 610 regarding school district employee use of school facilities and equipment

Policy 903 – Visitors to School District Buildings and Sites

- Update legal references

**ATTACHMENTS:**

- **All above listed policies**