



## 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: August 25, 2016

TOPIC/PURPOSE OF REPORT: First reading 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: Information

DATE FOR BOARD ACTION: September 1, 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. Board Policy Committee members Sharon Van Leer and Michelle Witte reviewed the policies and made recommendations for board information and subsequent action. Current policies are located online. The suggested changes in the series are listed below.

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.
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
429 Technology Acceptable Use and Safety	See Section V 6, 7 and 10
430 Anti-Nepotism	See changes, policy re-written

These policies will return for board approval on September 15, 2016.