

**SWALLOW SCHOOL DISTRICT**  
**W299 N5614 Highway E**  
**Hartland, Wisconsin 53029**

**POLICY COMMITTEE MEETING      October 15, 2012      3:30 p.m.**

Present: Karen Trimble, Rebecca Morrison, Brenda O'Brien, Bob Antholine and Melissa Thompson

The Policy Meeting convened at 3:34 p.m.

**DISCUSSION**

A. Review of Current Policies:

1. Policy 458—Wellness: This policy was reviewed to ensure statutory compliance. More work will be done in this area later in the school year.
2. Policies 723 & 723.1--School Safety Plans: These policies were reviewed to ensure statutory compliance. The Superintendent will work with local law enforcement and Fire Department officials to review our District's Safety Plan and convene a Safety Committee.
3. Policy 731—Buildings and Grounds Security: This policy was reviewed to ensure that the new keycard entry system is in line with policy.
4. Policy 751—Student Transportation: This policy was reviewed based on feedback from our legal counsel prior to the third reading process at the next board meeting.
5. Policy 823—Public Access to School Documents and Records Fee Schedule: It was decided that the original draft of the policy adequately addressed the recent court ruling related to this policy. Thus it will not proceed for a second reading at the next board meeting.
6. Policy 830-- Use of School Facilities and Guidelines: Questions and feedback based on discussion at the September board meeting were addressed. A revised version of this policy's Administrative Guidelines will be presented for a second reading at the October Board Meeting.

B. Proposals for New Policies: The committee discussed proposed Policy 700.51—Use of Seclusion and Physical Restraint and a policy regarding Animals in School. Mrs. O'Brien explained the need for the policies as well as the context.

C. Determine Review of Existing Policy Series Cycle: The Committee determined the following timeline for this year's policy review process:

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|--------------------|------------------|
| i. November: 100s  | v. March: 800s   |
| ii. December: 200s | vi. April: 500s  |
| iii. January: 600s | vii. May: 400s   |
| iv. February: 700s | viii. June: 300s |

ix. July: 900s

D. Other Business: Other policies were discussed as related to curricular offerings and student exemption guidelines.

**ADJOURNMENT**

The Policy Committee meeting was adjourned at 5:38 p.m.

Respectfully submitted,

Melissa Thompson  
Superintendent

Approved: \_\_\_\_\_

\_\_\_\_\_, President

\_\_\_\_\_, Clerk