



From the Cabinet

By Communications Officer AnnMarie Campbell

2023 Administrative Policy Updates

Fargo Public Schools is a [Policy Governance](#) school district. The Fargo Board of Education adheres to Governance Process, Board-Superintendent Relationship and Executive Limitations policies to do Board work and collaborate with administration. Through the policy governance model, there is a clear distinction between Board and Superintendent roles. The primary function of the Board is to establish the policies by which the schools are to be administered, but the administration of the educational program and the conduct of school business is at the discretion of the superintendent of schools.

Thusly, administration then sets the [FPS Administrative Policies](#) for the operations of the district. Around 150 policies exist in the categories of Business Policies, Community Policies, Instruction Policies, Personnel Policies, and Student Policies.

Each summer, administration conducts an Administrative Policy review. FPS policies are reviewed on a set rotation, ensuring all policies are reviewed once in a four-year cycle. With the set rotation, administration reviews approximately a quarter of the administrative policies annually. Through this review process, some policies are simply reviewed while other policies receive minor updates or more substantial updates.

The policies reviewed during the summer of 2023 are listed below along with a short overview of the changes made. This year, two policies were removed from the policy book and two new policies were added. The policies added are AP 5061 Workplace Bullying Policy and AP 6523 Suicide Prevention.

To view policies in their entirety, visit <https://www.fargo.k12.nd.us/ap>.

Administrative Policy Review & Updates 2023

AP 3221 School Lunch Account Policy

Policy updated to comply with new ND legislation, added links to federal regulations, and changed the threshold at which secondary students are allowed to purchase a la carte items when a negative balance exists

AP 3225 Food Allergy Policy

Policy updated to simplify language on school adults who should be aware of a student's allergy

AP 3250 Wellness Policy

Policy updated for air quality impacts for outside activities, recess and extra-curriculars; the prohibition of families of bringing outside snacks for birthdays or celebrations; and general wordsmithing



From the Cabinet, continued

AP 3509 Theater Use Policy

Policy updated to add Bluestem Center for the Arts Amphitheater to the facility listing, remove unused definitions section, and minor word editing

AP 3510 Community Use of School Facilities

Policy updated to move Government entities to Category 1, correct district fund noted for activity fundraising and credit card processing fee, listing of Federal holidays to all those the District is closed, and process for rescheduling due to closure on inclement weather days

AP 3511 Renting, Borrowing, Lending or Leasing of School Owned Equipment

Policy updated to reflect correct name of the Fargo Park District and use of pronouns

AP 4210 Virtual Instruction

Policy updated to align with changes to state law, remove reference to "Virtual Academies," and updated to align to procedures of enrolling in the FPS Virtual Academy

AP 4250 Selection of Instructional Material

Policy updated for correct personnel titles, removal of confusing text, and updating references to "working days" to "student contact days" on the number of days for processing requests to reconsider instructional or library materials

AP 4265 Student Use of Fargo Public Schools Technology

Policy title updated from 'Student Use of FPS Information Network' and policy point added regarding bypassing the District's security and web filtering protocols

AP 4270 Religious Beliefs and Customs

Policy updated to add NDCC reference at the bottom of the policy

AP 4275 Patriotic Exercises

Policy updated for NDCC language at the bottom of the policy

AP 4410 Field Trips

Policy updated for minor word edits

AP 4750 Alcohol and Drug Use

Policy updated to include information on medical cannabis and include a NDCC reference at the bottom of the policy

AP 4810 Evidence Based Reporting, Grading and Progress Reports

Policy title updated from 'Grading and Progress Reports' and updated to reflect evidence based grading



From the Cabinet, continued

AP 5052/6052 Dispute Resolution Policy

Policy listing of Title managers updated due to staffing changes

AP 5061 Workplace Bullying Policy ****NEW POLICY****

New policy regarding bullying in the workplace

AP 5085 Return to Work

Policy updated to change references of Human Resources to Human Capital, pronoun usage, and general language updates to make the policy easier to read and to clarify language that has been confusing to staff in the past

AP 5100 Personnel Records

Policy updated to change references of Human Resources to Human Capital

AP 5125 Remote/Telework Policy

Policy updated to change references of Human Resources to Human Capital, include remote workers, and include a cabinet level supervisor having final approval of remote/telework agreements

AP 5150 Drug and Alcohol Free Workplace

Policy updated to include information on medical cannabis and include a NDCC reference at the bottom of the policy

AP 5160 Duty of Employees to Report Arrest

Policy updated for general language revisions

AP 5230 Resignation & Retirement of Employees

Policy updated to change references of Human Resources to Human Capital, and to include policy points on the prohibition of rescinding a resignation and the official final day worked of an employee

AP 5240 Conflict of Duties

Policy updated to change references of Human Resources to Human Capital and add a policy point to have cabinet level supervisor determine if an outside activity is a conflict of duty

AP 5350 Inclement Weather and Other Emergency Building Closures

Policy fully rewritten by closure type with information for each employee group

AP 5266 Use of Online Resources Requiring Student Information

Policy updated for general policy updates

AP 5480 5480 Benefit Eligibility

Policy updated to change references of Human Resources to Human Capital



From the Cabinet, continued

AP 5620 Gift Cards and Certificates

Policy updated to reference the ND Constitution and language streamlined to indicate gift cards may not be purchased using District fund or be given in exchange for services

AP 5900 Volunteer Program Process for Schools

Policy updated to include the requirement for visitors/volunteers to use the visitor management system upon entering the building and for basic language edits

AP 6340 Transportation of Students

Policy updated to reference NDCC, remove unnecessary language and instead refer to discipline policy, condensed two sections into one, and overall edits to the policy

AP 6510 Emergency Response

Policy updated to reflect current emergency procedures, protocols and definitions, and to update the emergency drills to align with International Fire Code

AP 6520 Crisis Management

Policy updated to reference ALICE training, Building Emergency Response Teams, and Response to Crisis Manual

AP 6523 Suicide Prevention ** NEW POLICY **

New policy regarding student suicide prevention

AP 6061 Student Anti-Bullying Policy

Policy updated to be specific to students only (including title change), Human Resources changed to Human Capital, and procedures clarified

AP 7110 Donations and Gifts to School

Policy updated with addition of policy point in compliance with EL-8 to have acceptance of gifts in excess of \$25,000 be approved by the School Board and updated for use of pronouns and basic language edits

Reviewed, No Changes

AP 3512/5512 Aquatics Policy

AP 4220 Educational Opportunities Through Sponsoring Entities

AP 4780 Communicable Diseases

AP 5241 Conflict of Interest

Removed

AP 5470 Auto Liability

AP 7005 Community Relations

