

Bluffview Montessori Charter School: Policy Audit Chart



MSBA Model Policy		School Equivalent	Recommendation			Comments
			Missing/Add	Review/Update	No Changes	
100 Series – School						
101	Legal Status of the School	N/A	X			Adopt MSBA Policy to reflect best practice.
101.1	Name of the School	N/A	X			Adopt MSBA Policy to reflect best practice.
102	Equal Educational Opportunity	102		X		Substantive differences exist between the two policies. (See Comparison 102). Replace School Policy with MSBA Policy to stay compliant with state and federal law.
103	Complaints – Students, Employees, Parents, Other Persons	N/A	X			Adopt MSBA Policy to reflect best practice.
104	School Mission Statement	N/A	X			Adopt MSBA Policy to reflect best practice.
200 Series – School Board						
201	Legal Status of the School Board	N/A	X			Adopt MSBA Policy to reflect best practice.
202	School Board Officers	N/A	X			Adopt MSBA Policy to stay consistent with applicable law.
203	Operation of the School Board – Governing Rules	N/A	X			Adopt MSBA Policy to reflect best practice.
203.1	School Board Procedures; Rules of Order	N/A	X			Adopt MSBA Policy to reflect best practice.
203.2	Order of the Regular School Board Meeting	N/A	X			Adopt MSBA Policy to reflect best practice.
203.5	School Board Meeting Agenda	N/A	X			Adopt MSBA Policy to reflect best practice.
203.6	Consent Agendas	N/A	X			Adopt MSBA Policy to reflect best practice.
204	School Board Meeting Minutes	N/A	X			Adopt MSBA Policy to stay consistent with applicable law.
205	Open Meetings and Closed Meetings	N/A	X			Adopt MSBA Policy to stay consistent with applicable law.
206	Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations	N/A	X			Adopt MSBA Policy to reflect best practice.
207	Public Hearings	N/A	X			Adopt MSBA Policy to reflect best practice.
208	Development, Adoption, and Implementation of Policies	N/A	X			Adopt MSBA Policy to reflect best practice.
209	Code of Ethics	N/A	X			Adopt MSBA Policy to reflect best practice.

Mandatory Policies: law mandates Schools have a policy in this content area

Legal Requirements Policies: a policy that outlines legal mandates

Recommended Policies: MSBA recommends Schools adopt the policy

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210.1	Conflict of Interest – School Board Members	201		X		Substantive differences exist between the two policies. Replace School Policy with MSBA Policy to stay consistent with applicable law.
211	Criminal or Civil Action Against School	N/A	X			Adopt MSBA Policy to reflect best practice.
212	School Board Member Development	N/A	X			Adopt MSBA Policy to reflect best practice.
213	School Board Committees	205		X		Substantive differences exist between the two policies. (See Comparison 213). Replace School Policy with MSBA Policy to reflect best practice.
214	Out-of-State Travel by School Board Members	N/A	X			Adopt MSBA Policy to stay compliant with state and federal law.
300 Series – Administrators						
301	School Administration	N/A	X			Adopt MSBA Policy to reflect best practice.
302	Superintendent	N/A	X			Adopt MSBA Policy to reflect best practice.
303	Superintendent Selection	N/A	X			Adopt MSBA Policy to reflect best practice.
304	Superintendent Contract, Duties, and Evaluation	N/A	X			Adopt MSBA Policy to reflect best practice.
305	Policy Implementation	N/A	X			Adopt MSBA Policy to reflect best practice.
306	Administrator Code of Ethics	N/A	X			Adopt MSBA Policy to reflect best practice.
400 Series – Employees/Personnel						
401	Equal Employment Opportunity	N/A	X			Adopt MSBA Policy to stay compliant with state and federal law.
402	Disability Nondiscrimination Policy	416B		X		Substantive differences exist between the two policies. Replace School Policy with MSBA Policy to stay compliant with state and federal law.
403	Discipline, Suspension, and Dismissal of School Employees	N/A	X			Adopt MSBA Policy to reflect best practice.
404	Employment Background Checks	404		X		Substantive differences exist between the two policies. (See Comparison 404). Replace School Policy with MSBA Policy to address changes in the law.
404FM	Sample Informed Consent Form	N/A	X			Adopt MSBA Form to reflect best practice.
405	Veteran’s Preference	N/A	X			Adopt MSBA Policy to stay consistent with applicable law.

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406	Public and Private Personnel Data	751		X		Substantive differences exist between the two policies. (See Comparison 406). Replace School Policy with MSBA Policy to stay compliant with state and federal law.
406FM	Sample Consent to Release Data Form	N/A	X			Adopt MSBA Form to reflect best practice.
407	Employee Right to Know – Exposure to Hazardous Substances	N/A	X			Adopt MSBA Policy to stay consistent with applicable law.
408	Subpoena of a School Employee	N/A	X			Adopt MSBA Policy to reflect best practice.
409	Employee Publications, Instructional Materials, Inventions, and Creations	405		X		Substantive differences exist between the two policies. Replace School Policy with MSBA Policy to reflect best practice.
410	Family and Medical Leave Policy	N/A	X			Adopt MSBA Policy to stay compliant with state and federal law.
412	Expense Reimbursement	706		X		Substantive differences exist between the two policies. Replace School Policy with MSBA Policy to stay compliant with state and federal law.
413	Harassment and Violence	413		X		Substantive differences exist between the two policies. (See Comparison 413). Replace School Policy with MSBA Policy to stay compliant with state and federal law.
413FM	Harassment and Violence Report Form	413b		X		Substantive differences exist between the two forms. Replace School Form with MSBA Form to reflect best practice.
414	Mandated Reporting of Child Neglect or Physical or Sexual Abuse	N/A	X			Adopt MSBA Policy to stay consistent with applicable law.
414FM	Confidential Student Maltreatment Reporting Form	N/A	X			Adopt MSBA Form to reflect best practice.
415	Mandated Reporting of Maltreatment of Vulnerable Adults	N/A	X			Adopt MSBA Policy to stay consistent with applicable law.
416	Drug and Alcohol Testing	N/A	X			Adopt MSBA Policy to stay consistent with applicable law.
416FM	Form Related to Drug and Alcohol Testing Policy	N/A	X			Adopt MSBA Form to reflect best practice.
417	Chemical Use and Abuse	N/A	X			Adopt MSBA Policy to stay compliant with state and federal law.
418	Drug-Free Workplace/Drug-Free School	N/A	X			Adopt MSBA Policy to stay compliant with state and federal law.
418FM	Drug-Free Workplace Acknowledgment Form	N/A	X			Adopt MSBA Form to reflect best practice.

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419	Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices	N/A	X			Adopt MSBA Policy to stay compliant with state and federal law.
420	Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions	N/A	X			Adopt MSBA Policy to stay consistent with applicable law.
421	Gifts to Employees and School Board Members	N/A	X			Adopt MSBA Policy to reflect best practice.
422	Policies Incorporated by Reference	N/A	X			Adopt MSBA Policy to reflect best practice.
423	Employee-Student Relationships	N/A	X			Adopt MSBA Policy to reflect best practice.
424	License Status	N/A	X			Adopt MSBA Policy to stay consistent with applicable law.
425	Staff Development	N/A	X			Adopt MSBA Policy to stay consistent with applicable law.
426	Nepotism in Employment	426		X		Differences exist between the legal references in the two policies. (See Comparison 426). Replace School Policy with MSBA Policy to stay compliant with state and federal law.
427	Workload Limits for Certain Special Education Teachers	N/A	X			Adopt MSBA Policy to stay compliant with state and federal law.
500 Series – Students						
501	School Weapons Policy	104		X		Substantive differences exist between the two policies. (See Comparison 501). Replace School Policy with MSBA Policy to stay compliant with state and federal law.
502	Search of Student Lockers, Desks, Personal Possessions, and Student’s Person	N/A	X			Adopt MSBA Policy to stay compliant with state and federal law.
503	Student Attendance	N/A	X			Adopt MSBA Policy to stay consistent with applicable law.
504	Student Dress and Appearance	N/A	X			Adopt MSBA Policy to reflect best practice.
505	Distribution of Nonschool-Sponsored Materials on School Premises by Students	N/A	X			Adopt MSBA Policy to reflect best practice.
506	Student Discipline and Notice of Suspension	507		X		Substantive differences exist between the two policies. (See Comparison 506). Replace School Policy with MSBA Policy to stay compliant with state and federal law.

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506FM	Notice of Suspension Form	N/A	X			Adopt MSBA Form to reflect best practice.
507	Corporal Punishment	N/A	X			Adopt MSBA Policy to stay consistent with applicable law.
508	Extended School Year for Certain Students with Individualized Education	N/A	X			Adopt MSBA Policy to stay consistent with applicable law.
510	School Activities	N/A	X			Adopt MSBA Policy to reflect best practice.
511	Student Fundraising	N/A	X			Adopt MSBA Policy to reflect best practice.
512	School-Sponsored Student Publications and Activities	N/A	X			Adopt MSBA Policy to reflect best practice.
513	Student Promotion, Retention, and Program Design	503, 504		X		MSBA Policy 513 covers the topics discussed in School Policy 503 (Student Placement) and School Policy 504 (Retention and Advancement). The School should review MSBA Policy 513 to determine, what, if any of the policy should be incorporated into School Policies 503 and 504. Both School Policies should be reviewed annually by the School's legal counsel to ensure they stay consistent with applicable laws.
514	Bullying Prohibition Policy	514		X		Substantive differences exist between the two policies. Replace School Policy with MSBA Policy to stay compliant with state and federal law.
515	Protection and Privacy of Pupil Records	N/A	X			Adopt MSBA Policy to stay compliant with state and federal law.
515FM	Sample Public Notice of Rights Regarding Pupil Records	N/A	X			Adopt MSBA Form to reflect best practice.
516	Student Medication	505		X		Substantive differences exist between the two policies. Replace School Policy with MSBA Policy to stay compliant with state and federal law.
517	Student Recruiting	N/A	X			Adopt MSBA Policy to reflect best practice.
518	DNR-DNI Orders	N/A	X			Adopt MSBA Policy to reflect best practice.
519	Interviews of Students by Outside Agencies	N/A	X			Adopt MSBA Policy to reflect best practice.
520	Student Surveys	N/A	X			Adopt MSBA Policy to stay compliant with state and federal law.
520FM	Public Notice of Rights Regarding Conduct of Surveys	N/A	X			Adopt MSBA Form to reflect best practice.
			Recommendation			

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521	Student Disability Nondiscrimination	N/A	X			Adopt MSBA Policy to stay compliant with state and federal law.
521FM	Student Disability Discrimination Grievance Report Form	N/A	X			Adopt MSBA Form to reflect best practice.
522	Student Sex Nondiscrimination	N/A	X			School Policy 416A covers sex nondiscrimination for both students and employees. As such, School Policy 416A should be replaced with MSBA Policy 522 (Student Sex Nondiscrimination) and MSBA Policy 401 (Equal Opportunity Employment) to stay compliant with state and federal law.
523	Policies Incorporated by Reference	N/A	X			Adopt MSBA Policy to reflect best practice.
524	Internet Acceptable Use and Safety Policy	512	X			Substantive differences exist between the two policies. Replace School Policy with MSBA Policy to stay compliant with state and federal law.
524FM	Internet Use Agreement Form	N/A	X			Adopt MSBA Form to reflect best practice.
525	Violence Prevention [Applicable to Students and Staff]	N/A	X			Adopt MSBA Policy to reflect best practice.
526	Hazing Prohibition	510	X			Substantive differences exist between the two policies. (See Comparison 526). Replace School Policy with MSBA Policy to stay compliant with state and federal law.
527	Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches	N/A	X			Adopt MSBA Policy to reflect best practice.
528	Student Parental, Family, and Marital Status Nondiscrimination	N/A	X			Adopt MSBA Policy to stay consistent with applicable law.
529	Staff Notification of Violent Behavior by Students	N/A	X			Adopt MSBA Policy to stay consistent with applicable law.
530	Immunization Requirements	506		X		Substantive differences exist between the two policies. (See Comparison 530). Replace School Policy with MSBA Policy to address changes in the law.
531	The Pledge of Allegiance	N/A	X			Adopt MSBA Policy to stay compliant with state and federal law.
532	Use of Peace Officers and Crisis Teams to Remove Students with IEPs from	N/A	X			Adopt MSBA Policy to stay compliant with state and federal law.

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533	Wellness	508		X		Substantive differences exist between the two policies. (See Comparison 533). Replace School Policy with MSBA Policy to stay compliant with state and federal law.
534	Unpaid Meal Charges	708		X		Substantive differences exist between the two policies. Replace School Policy with MSBA Policy to stay compliant with state and federal law.
535	Service Animals in Schools	602		X		Substantive differences exist between the two policies. Replace School Policy with MSBA Policy to reflect best practice. However, MSBA Policy 535 does not address animals in the classroom for educational purposes. The School can add language addressing this topic as long as it is consistent with the rest of the policy.
600 Series – Education Programs						
601	School Curriculum and Instruction Goals	N/A	X			Adopt MSBA Policy to stay compliant with state and federal law.
602	Organization of School Calendar and School Day	N/A	X			Adopt MSBA Policy to reflect best practice.
603	Curriculum Development	N/A	X			Adopt MSBA Policy to stay compliant with state and federal law.
604	Instructional Curriculum	604		X		Substantive differences exist between the two policies. (See Comparison 604). Replace School Policy with MSBA Policy to reflect best practice, however, language only applicable to grades 9 to 12 may be removed.
605	Alternative Programs	N/A	X			Adopt MSBA Policy to reflect best practice.
606	Textbooks and Instructional Materials	N/A	X			Adopt MSBA Policy to reflect best practice.
607	Organization of Grade Levels	N/A	X			Adopt MSBA Policy to reflect best practice.
608	Instructional Services – Special Education	N/A	X			Adopt MSBA Policy to stay consistent with applicable law.
609	Religion	108		X		Substantive differences exist between the two policies. Replace School Policy with MSBA Policy to stay compliant with state and federal law.
610	Field Trips	N/A	X			Adopt MSBA Policy to reflect best practice.
611	Home Schooling	N/A	X			Adopt MSBA Policy to stay consistent with applicable law.

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612.1	Development of Parent and Family Engagement Policies for Title I Programs	901		X		Substantive differences exist between the two policies. Replace School Policy with MSBA Policy to stay compliant with state and federal law.
613	Graduation Requirements	N/A	X			Adopt MSBA Policy to stay consistent with applicable law.
614	School Testing Plan and Procedure	N/A	X			Adopt MSBA Policy to stay consistent with applicable law.
615	Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504	N/A	X			Adopt MSBA Policy to reflect best practice.
616	School System Accountability	N/A	X			Adopt MSBA Policy to stay compliant with state and federal law.
617	School Ensurance of Preparatory and High School Standards	N/A	X			Adopt MSBA Policy to stay consistent with applicable law.
618	Assessment	N/A	X			Adopt MSBA Policy to stay consistent with applicable law.
619	Staff Development for Standards	N/A	X			Adopt MSBA Policy to stay consistent with applicable law.
620	Credit for Learning	N/A	X			Adopt MSBA Policy to stay compliant with state and federal law.
623	Mandatory Summer School Instruction	N/A	X			Adopt MSBA Policy to reflect best practice.
624	Online Learning Options	N/A	X			Adopt MSBA Policy to stay consistent with applicable law.
700 Series – Noninstructional Operations and Business Services						
701	Establishment and Adoption of School Budget	N/A	X			Adopt MSBA Policy to stay consistent with applicable law.
701.1	Modification of School Budget	N/A	X			Adopt MSBA Policy to stay consistent with applicable law.
702	Accounting	711		X		Replace School Policy 711 with MSBA Policy 702 as it more overreaching. School Policy 711 provides procedures that should be covered in an administrative manual or similar document.
703	Annual Audit	790		X		Substantive differences exist between the two policies. Replace School Policy with MSBA Policy to address changes in the law.
704	Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset	713		X		Substantive differences exist between the two policies. (See Comparison 704). Replace School Policy with MSBA Policy 704 to reflect best practice.
705	Investments	N/A	X			Adopt MSBA Policy to stay consistent with applicable law.
706	Acceptance of Gifts	707		X		Substantive differences exist between the two policies. Replace School Policy 707 with MSBA Policy 706 to address changes in the law.

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707	Transportation of Public-School Students	N/A	X			Adopt MSBA Policy to stay consistent with applicable law.
708	Transportation of Nonpublic School Students	N/A	X			Adopt MSBA Policy to stay consistent with applicable law.
709	Student Transportation Safety Policy	N/A	X			Adopt MSBA Policy to stay compliant with state and federal law.
709FM	Notification to Employer of Moving Violation Form	N/A	X			Adopt MSBA Form to reflect best practice.
710	Extracurricular Transportation	N/A	X			Adopt MSBA Policy to reflect best practice.
711	Video Recording on School Buses	N/A	X			Adopt MSBA Policy to reflect best practice.
712	Video Surveillance Other Than on Buses	N/A	X			Adopt MSBA Policy to reflect best practice.
713	Student Activity Accounting	N/A	X			Adopt MSBA Policy to reflect best practice.
714	Fund Balances	795		X		Substantive differences exist between the two policies. Replace School Policy with MSBA Policy to reflect best practice.
720	Vending Machines	N/A	X			Adopt MSBA Policy to reflect best practice.
721	Uniform Grant Guidance Policy Regarding Federal Revenue Sources	N/A	X			Adopt MSBA Policy to stay compliant with state and federal law.
722	Public Data Requests	753		X		Substantive differences exist between the two policies. Replace School Policy with MSBA Policy to stay compliant with state and federal law.
722FM	Public Data Request Form	N/A	X			Adopt MSBA Form to reflect best practice.
800 Series – Building and Sites						
801	Equal Access to School Facilities	106, 107		X		Substantive differences exist between the three policies. Replace both School Policies with the MSBA Policy to address changes in the law.
801FM	Use of Facilities Form	N/A	X			Adopt MSBA Form to reflect best practice.
802	Disposition of Obsolete Equipment and Material	N/A	X			Adopt MSBA Policy to stay consistent with applicable law.
805	Waste Reduction and Recycling	N/A	X			Adopt MSBA Policy to stay consistent with applicable law.
806	Crisis Management Policy	105		X		Substantive differences exist between the two policies. (See Comparison 806). Replace School Policy with MSBA Policy to stay compliant with state and federal law.

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806FM	Emergency Planning and Procedures Guide	N/A	X			Adopt MSBA Form to reflect best practice.
807	Health and Safety Policy	N/A	X			Adopt MSBA Policy to reflect best practice.
808	COVID-19 Face Covering Policy	113		X		There are substantive differences between the two policies. (See Comparison 808). Replace School Policy with MSBA Policy to reflect changes made to the policy in January 2021.
900 Series – School– Community						
901	Community Education	N/A	X			Adopt MSBA Policy to reflect best practice.
902	Use of School Facilities and Equipment	902		X		Substantive differences exist between the two policies. Replace School Policy with MSBA Policy to reflect best practice.
903	Visitors to School Buildings and Sites	N/A	X			Adopt MSBA Policy to stay compliant with state and federal law.
904	Distribution of Materials on School Property by Nonschool Persons	N/A	X			Adopt MSBA Policy to reflect best practice.
905	Advertising	N/A	X			Adopt MSBA Policy to reflect best practice.
906	Community Notification of Predatory Offenders	N/A	X			Adopt MSBA Policy to reflect best practice.

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School Additions

School Policy		Recommendation			Comments
		Remove	Review	No Changes	
107	Facility Neutrality and Equal Access for Student Non-Curricular Groups	X			Suggest removal of this policy as this topic is covered in MSBA Policy 801.
109	Academic Honesty	X			Recommend removal of School Policy as this topic is covered in MSBA Policy 506 (Student Discipline). The procedures outlined in Section B and C of the School Policy should be moved to a student handbook, employee handbook, or similar document.
111	Lead Testing	X			Recommend removal as the School is not required to have a policy on this topic and would be responsible to ensure it stays legally compliant. The procedures outlined in the policy should be placed in an administrative handbook or similar document.
112	Recognition and Treatment of Anaphylaxis	X			Recommend removal of School Policy as this topic is covered in MSBA Policy 516. The procedures related to the administration of epinephrine should be outlined in a nurse's manual, employee handbook, or similar document.
202	Board Election Process		X		Review the School Policy to determine if it reflects current School practice.
203	Board Member Resignation/Vacancy		X		This policy should be reviewed by the School's legal counsel to ensure it is consistent with applicable laws. Specifically, review Section III(C) as it is MSBA's understanding a board vacancy only occurs after the date submitted by the resigning board member.
403	Employee (Non-Montessori) Tuition Reimbursement Assistance Program	X			Recommend removal as this topic should be covered in an employee handbook, finance manual, or similar document.
404	Salary Schedule Advancement	X			Recommend removal as this topic should be covered in an employee handbook, finance manual, or similar document.
406	Stipends	X			Recommend removal as this topic should be covered in an employee handbook, finance manual, or similar document. It should also be reviewed by the School's legal counsel to ensure it is consistent with applicable laws. Specifically, it allows for the School to pay different employees different wages for the same work which may lead to issues with pay equity or the Fair Labors Standards.
407	Misato Trip Staff Ambassador Compensation	X			Recommend removal as this topic should be covered in an employee handbook, finance manual, or similar document.
408	Substitute Teachers	X			Recommend removal as this topic should be covered in an employee handbook, finance manual, or similar document.
416A	Student Sex Nondiscrimination	X			School Policy 416A covers sex nondiscrimination for both students and employees. As such, School Policy 416A should be replaced with MSBA Policy 522 (Student Sex Nondiscrimination) and MSBA Policy 401 (Equal Opportunity Employment) to stay compliant with state and federal law.

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501	Admission and Enrollment		X		Charter Schools are mandated by Minn. Stat. 124E.11 to have a policy on its lottery process. This policy should be reviewed annually by the school's legal counsel to ensure it is consistent with applicable laws.
502	Early Admission into Kindergarten		X		Schools that offer early admission programs are mandated by Minn. Stat. 120A.20 to have a policy on this topic if the school offers an early admission program. This policy should be reviewed annually by the school's legal counsel to ensure it stays current with applicable laws.
515	Gender Inclusion		X		This policy should be reviewed annually by the school's legal counsel to ensure it is consistent it is consistent with applicable laws and other policies.
601	Supplementary Learning Materials	X			Recommend removal as this topic should be moved to an employee handbook or similar document.
605	Library Policy	X			Recommend removal as this topic should be covered in an administrative manual or similar document.
701	Accounts Receivable	X			Recommend removal as this topic should be moved to a finance manual or similar document.
703	Montessori Credential Reimbursement	X			Recommend removal as this topic should be moved to an employee handbook or similar document.
704	Children's House Tuition Assistance Scholarship	X			Recommend removal as this topic should be moved to an employee handbook or similar document.
705	Establishment and Use of Petty Cash Funds	X			Recommend removal as this topic should be moved to an administrative manual, finance manual, or similar document.
712	Employee Fringe Benefits	X			Recommend removal as this topic should be moved to an employee handbook or similar document.
750	Whistleblowers Policy	X			Recommend removal as this topic should be moved to an employee handbook or similar document.
752	Document Retention and Destruction		X		Review the School Policy to determine if it reflects current School practice.
903	School Volunteers	X			Recommend removal of School Policy as MSBA Policy 903 (Visitors) covers the purpose and role of volunteers and MSBA Policy 404 (Employment Background Checks) covers applications and background checks for volunteers.
	Emergency Paid Sick Leave and FMLA-Public Health Emergency Leave Policy	X			Recommend removal as the law prompting this policy has expired.
	Resource Reinvestment Stipend Procedure		X		This policy should be reviewed annually by the school's legal counsel to ensure it is consistent with applicable laws, especially those concerning retroactive teacher bonuses.

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