DICKINSON SCHOOL DISTRICT #1 ADMINISTRATIVE REGULATIONS AND EXHIBITS TABLE OF CONTENTS

A SCHOOL DISTRICT

* Indicates a categorical heading; not an administrative regulation or exhibit.

AA* GENERAL OPERATIONS PHILOSOPHIES

Filing a State or Federal Discrimination and AAC-E1 Harassment Complaint Discrimination and/or Harassment Complaint AAC-E2 Confidentiality Assessment AAC-E3 Notice of Title IX Sexual Harassment Complaint Sample Website Posting for Title IX AAC-E4 Compliance AACA-E Section 504 Notice of Parent/Guardian and Student's Rights Section 504 Evaluation Standards and AACA-AR **Procedures**

AB* GENERAL OPERATIONS AND ORGANIZATION

ABAB-AR Extracurricular Scheduling Regulation Tobacco Free Schools and Workplaces ABBA-AR ABBB-AR Administrative Regulations for Community Use of School Facilities ABBB-E Rental Agreement for Use of School Facilities ABBC-E Rental Agreement for Use of School District Equipment ABCA-AR Copyright Material and Policy Regulations Computer Software Regulation ABCA-AR2 Sales of Food – Fundraising ABCC-AR2 ABCD-E1 Records Retention Schedule - this document is periodically revised due to state and federal guidelines. Available upon request. Website Accessibility ABDA-AR1 ABDA-AR2 Website Accessibility Concerns, Complaints and Grievances Website Accessibility Complaint and ABDA-E1 Grievance Form ABDA-E2 Website Accessibility Statement **Building-level Wellness Policy Coordinators** ABEA-AR1 ABEA-AR2 Sales of Food-Fundraising Free and Reduced Meal Eligibility Appeals ABEB-E1 DPS Unpaid Meal Fee Guidelines ABEB-E2

AC* DISTRICT SAFETY AND PREVENTION POLICIES

ACAA-AR Emergency Closing Procedure
ACAA-AR2 Telework Procedure
ACAB-AR Emergency Drills Regulation

ACAC-E	Accident/Injury Report (Available Ordering Through Media Center as Carbonless
ACBA-AR ACBB-AR1 ACBB-E1 ACBB-E2	Document) Automated External Defibrillators Regulations Responding to Potential Health Threats Universal Precautions and Sanitary Clean Up Laws on Immunizations, Contagious Disease, Reportable Disease, and Significantly
ACBC-AR ACBD-AR ACBD-E	Contagious Disease. Use of Animals in District Schools Procedures School Medication Program Regulations School Medication Provider Opt-In/Opt-Out
ACBD-E1	Form OTC Non-Self Administering Medication Consent Form (Grades K-5)
ACBD-E2	Non-Self Administering Medication Consent
ACBD-E3	Form Self-Administering Medication Consent Form- Prescription Medication
ACBD-E4	Self-Administering Over-the-Counter Medication Consent Form
	(Grades 6-12)
ACBD-E5	Student Pass for Medication (available upon request)
ACBD-E6	Medication Pass Log
ACBD-E7	Record of Supervised Medication/Treatment
	(Word version available upon request)
ACBD-E8	Medication Incident Report
ACBD-E9	Medication Pick Up Form
ACBD-E10	Medication Disposal Form
ACBD-E11 ACCA-AR	Emergency Care Plan Student Sex Offenders
	Use of Video Cameras on School Buses
ACDDA-AIX	Regulation
ACEA-E2	Bullying Reporting Guidelines
ACEA-E3	Staff Bullying Report Form
ACEA-E4	Student Bullying Report Form
ACEA-E5	Alleged Bullying Harassment Investigation
	Protocol (available on request)

B SCHOOL BOARD

- * Indicates a categorical heading; not an administrative regulation or exhibit.
- **BA* SCHOOL BOARD ETHICS**
- **BB* ELECTIONS AND APPOINTMENTS**
- **BC*** MEETINGS OF THE BOARD

BCAD-E2 Executive Session Format

BCAD-E3 Executive Session Format for Education

Records

BCBA-E Request for Public Participation at School

Board Meetings

BCBB-AR News Coverage of School Board Meetings

BD* BOARD AUTHORITY

BDD-E School Board Member Compensation Form School Board President Compensation Form

BE* BOARD MEMBER DEVELOPMENT

BEA-AR School Board Member Responsibilities and

Expectations

BF* RELATIONS WITH SCHOOL OFFICIALS AND PERSONNEL

C ADMINISTRATION

* Indicates a categorical heading; not an administrative regulation or exhibit.

CA* SELECTION, ASSESSMENT AND SEPARATION OF ADMINISTRATIVE STAFF

CAAA-E Superintendent Job Description
CAAB-E1 Superintendent Evaluation Summary
CAAB-E2 Superintendent Evaluation Motions
CABD-AR2 Administrative Work Calendar Guidelines

CB* SUPERINTENDENT AUTHORITY

CC* SERVICES AND PROGRAMS FOR ADMINISTRATORS

D PERSONNEL

DA* PERSONNEL POLICIES REQUIREMENTS AND IMPLEMENTATION

DB* HIRING PRACTICES

DBAA-AR1 Background Check Screening Procedure
DBAA-AR2 Administrative Regulations for Hiring
DBAA-E U.S. Office of Personnel Management

Adjudication System

DBAC-AR2 Benefit Explanation

DBBA-E Drug and Alcohol Testing For Employees

DC* COMPENSATION

DCB-E Compensatory Time Off Law

DD* LEAVES AND ABSENCES

DDAA-E Family and Medical Leave Law
DDAA-E2 Notice of Eligibility and Rights/
Responsibilities under FMLA

DDAA-E3 FMLA Designation Notice

^{*} Indicates a categorical heading; not an administrative regulation or exhibit.

DDAA-E Form A Family and Medical Leave Application DDAA-E Form B Certification of Health Care Provider for Employee's Serious Health Condition DDAA-E Form C Certification of health Care Provider for Family Member's Serious Health Condition DDAA-E Form D Certification of Qualifying Exigency for Military Family Leave DDAA-E Form E Certification for Serious Injury or Illness of Current Service Member for Military Caregiver Leave under FMLA DDAA-E Form F Employees Rights and Responsibilities under the FMLA Admin Regulation Political Leave DDCA-AR Travel Reimbursements DDDA-AR DDDA-E Form A Claim for Reimbursement for Travel Expense DDDA-E Form B Travel Reimbursement Chart

DE* STAFF CONDUCT

DEAA-AR Procedure if Drug and/or Alcohol Use is Reasonably Suspected Record of Observable Behavior DEAA-E1 Steps to Performing a Reasonable Suspicion DEAA-E2 Test Drug and/or Alcohol Testing Consent Form DEAA-E3

Gift Deliveries to Students While in School

DF* **EVALUATION, PROMOTION, AND TRANSFERS**

DEBC-AR

DG* **EMPLOYEE SUPPORT PROGRAMS AND PROCEDURES**

INSTRUCTIONAL STAFF DUTIES AND REQUIREMENTS DH*

> DHBA-AR Professional Leave Guidelines

DI* PERSONNEL RECORDS

> DI-AR Personnel Records Review Procedure

DI-AR2 Health Insurance Portability and

Accountability Act (HIPAA) of 1996

Administrative Regulations

DI-E HIPAA Release of Information Form DI-E2 Notice of Confidential Record on File

(Available Upon Request)

DJ* PERSONNEL POSITIONS

> DJA-AR Procedure for Selecting Substitute Teachers

DK* **SEPARATION**

> DKBD-E Office of Administrative Hearings (OAH)

> > Guidelines for Prehearing and Hearing Procedure Discharge for Cause Hearings

NDCC 15.1-15-08

F STUDENT

* Indicates a categorical heading; not an administrative regulation or exhibit.

FA* ADMISSION

FAAA-AR Open Enrollment Regulation FAAD-AR Tuition Agreement Regulation

FAB-AR1 School Assignment

FACB-AR Transfers and Withdrawals

Records Regulation

FACB-E Student Residency Verification

FACB-E2 FERPA and Student Authorization Release

FB* GENERAL STUDENT POLICIES

FC* STUDENT SAFETY AND SUPERVISION

FC-E Missing Student Reporting Form

FCAC-AR Significant Contagious Diseases

(Head Lice)

FCAF-AR1 Concussion Management Program
FCAF-AR2 Concussion Management Procedure
FCC-AR Restraint or Seclusion Policy Regulations
FCC-E Restraint and Seclusion Reporting Form

FD* SPECIAL CATEGORIES OF STUDENTS

FDB-E Non-Custodial Minor Caregiver Authorization

Form

FDB-E2 Dickinson Public Schools District-Level

Dispute Resolution Form

FDH-E1 Foster Care Student Best Interest

Determination Form

FDH-E2 Foster Care Student Transportation Plan

FE* SPECIAL PROGRAMS FOR STUDENTS

FEE-AR Student Organizations

FF* STUDENT CONDUCT AND DISCIPLINE

FF-AR Student Conduct Standards and

Disciplinary Procedures

FF-AR2 School-Sponsored Trip Rules

FFA-AR Alcohol and Other Drug Intervention

Procedure

FFC-AR Bus Conduct Regulations

FFEA-AR Procedures for Violation Alcohol, Tobacco,

and Controlled Substances

FFI-E Personal Technology Use and Waiver of

Liability

FFI-AR Use of Technology in the Classroom FFJ-AR Student Vehicles on School **Property**

FFK-E Form A Report of Violation or Incident

Suggested Procedure for Conducting an FFK-AR1

Expulsion Hearing

Suspension and Expulsion of Special FFK-AR2

Education Students

FG* STUDENT RIGHTS AND RESPONSIBILITIES

Notice of Directory Information FGA-E FGA-E2 Model Notification of Rights under FERPA for Elementary and Secondary Schools FGA-E3 FERPA Release Form for Parents FGA-E4 Notice of Executive Session on Tape (Available Upon Request) Student Information Sharing Request Form FGA-E5 FGA-E6 Model Form for Disclosure to Parents of Dependent Students (interoffice only) School Officials' Guide to FERPA and Data FGA-E7

Privacy Policy

Search and Seizure of Students Form FGCB-E

FI* STUDENTS AS PUBLIC

FIB-AR2 Participation in Non-School Sponsored

Activities

G INSTRUCTION

* Indicates a categorical heading; not an administrative regulation or exhibit.

CURRICULUM INCLUSIONS

GAAA-AR Curriculum Review Cycle GAAC-E1 Request for Reconsideration of Instructional Resources

Library Bill of Rights GAAC-E2 Sex Education Law GABC-E

GB* **TEACHING METHODS**

STUDENT EVALUATION GC*

Placement, Promotion, Retention, and GCAA-AR

Acceleration of Students

GCAA-AR2 Student Schedules and Course Loads

GCC-E1 Model Notification of Rights Under the

Protection of Pupil Rights Amendment

Criteria for Considering Third Party Student GCC-AR

Surveys and Research

GD* **GRADUATION**

GDA-AR Graduation Requirements Administrative Regulation

H FISCAL MANAGEMENT

* Indicates a categorical heading; not an administrative regulation or exhibit.

HA* BUDGET

HB* FUNDING

HBCC-E Fundraising Request Form

HC* EXPENDITURE OF SCHOOL FUNDS

HCAA-AR Informal Bid or Proposals Process HCAA-E Purchasing Laws for Schools

HCAF-E1 Food Service Procurement Bid Protest Form

HCAF-E2 Informal Procurement Log

HCAG-E DPS Cardholder Employee Contract

HCAG-AR DPS Cardholder Manual

HD* REVENUES

HDD-AR Gifts and Bequests

HE* ACCOUNTING AND REPORTING

I GENERAL OPERATIONAL PROGRAMS

* Indicates a categorical heading; not an administrative regulation or exhibit.

IA* BUILDINGS AND GROUNDS MANAGEMENT

IB*

IC* OFFICE SERVICES AND FACILITIES

ID* SAFETY

IDC-E Security Breach Procedures

IDC-AR Data Breach Plan (This document is not subject to

public disclosure due to N.D.C.C. 44-04-25. Any questions may be directed to the Central Administration

Office.)

IE* TRANSPORTATION

IE-AR Special District Transportation

IE-AR2 Bus Fee Waivers

J FACILITY DEVELOPMENT

* Indicates a categorical heading; not an administrative regulation or exhibit.

JA* PLANNING

- **JB* CONSTRUCTION**
- JC* NAMING/RENAMING SCHOOL FACILITIES
- JD* RETIREMENT OF FACILITIES: PROCEDURE AND CRITERIA

K PUBLIC RELATIONS

* Indicates a categorical heading; not an administrative regulation or exhibit.

KA* SCHOOL-COMMUNITY RELATIONS

KAAA-AR	Parent Standards of Conduct
KAAA-AR1	Visitors in the Schools Regulations
KAAA-AR2	Sales Calls and Demonstrations

KAAB-AR Student Volunteers for School and Public

Service

KAAB-AR2 Volunteer Confidentiality Rules

KAAD-AR Advertising in Schools

KAB-E School-Parent Compact (this is posted on the

Title 1 schools' websites)

KACB-E Form for Patron Complaint Against Personnel

KACB-E2 Investigation Confidentiality Agreement KACB-E3 Responding to Personnel Complaints

KB* COMMUNICATIONS POLICIES AND PROGRAMS

KBA-AR Sports and Special Events Media Coverage KBA-AR2 Online Engagement by District Stakeholders

L ORGANIZATIONAL RELATIONS

LA* RELATIONS WITH OTHER SCHOOLS

LAC-AR Recruiting Activities

^{*} Indicates a categorical heading; not an administrative regulation or exhibit.