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 Records Retention Schedule - this document ABCD-E1 is periodically revised due to state and federal guidelines. Available upon request. Website Accessibility ABDA-AR1 Website Accessibility Concerns, Complaints ABDA-AR2 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

AC* DISTRICT SAFETY AND PREVENTION POLICIES

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

1

ACAC-E	Accident/Injury Report (Available Ordering Through Media Center as Carbonless Document)
ACBA-AR ACBB-AR1 ACBB-E1 ACBB-E2	Automated External Defibrillators Regulations Responding to Potential Health Threats Universal Precautions and Sanitary Clean Up Laws on Immunizations, Contagious Disease, Reportable Disease, and Significantly Contagious Disease.
ACBC-AR	Use of Animals in District Schools Procedures
ACBD-AR	School Medication Program Regulations
ACBD-E	School Medication Provider Opt-In/Opt-Out
	Form
ACBD-E1	Medication Administration Pre-K and Elementary
ACBD-E2	Medication Administration Grades 6-12
ACBD-E3	Student Medication Record (Short Term)
ACBD-E4	Student Medication Record (Long Term)
ACBD-E5	Medication Incident Report
ACBD-E6	Medication Pick Up
ACBD-E7	Medication Disposal Log
ACCA-AR	Student Sex Offenders
ACDBA-AR	Use of Video Cameras on School Buses
	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

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 BDD-E2 School Board President Compensation Form

BE* BOARD MEMBER DEVELOPMENT

BEA-AR School Board Member Responsibilities and Expectations

Expediations

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

BF* **RELATIONS WITH SCHOOL OFFICIALS AND PERSONNEL**

C **ADMINISTRATION**

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

SELECTION, ASSESSMENT AND SEPARATION OF ADMINISTRATIVE CA* STAFF

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

CB* SUPERINTENDENT AUTHORITY

CC* SERVICES AND PROGRAMS FOR ADMINISTRATORS

D **PERSONNEL**

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

PERSONNEL POLICIES REQUIREMENTS AND IMPLEMENTATION DA*

DB* HIRING PRACTICES

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

DBAC-AR2 Benefit Explanation

DBBA-E Drug and Alcohol Testing For Employees

DC* COMPENSATION

DCB-E Compensatory Time Off Law

LEAVES AND ABSENCES DD*

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

FMLA Designation Notice DDAA-E3

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

DDCA-AR Admin Regulation Political Leave

DDDA-AR Travel Reimbursements

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

DEAA-E1 Record of Observable Behavior

DEAA-E2 Steps to Performing a Reasonable Suspicion

Test

DEAA-E3 Drug and/or Alcohol Testing Consent Form DEBC-AR Gift Deliveries to Students While in School

DF* EVALUATION, PROMOTION, AND TRANSFERS

DG* EMPLOYEE SUPPORT PROGRAMS AND PROCEDURES

DH* INSTRUCTIONAL STAFF DUTIES AND REQUIREMENTS

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 Employee 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

FFK-AR1 Suggested Procedure for Conducting an

Expulsion Hearing

FFK-AR2 Suspension and Expulsion of Special

Education Students

FG* STUDENT RIGHTS AND RESPONSIBILITIES

FGA-E	Notice of Directory Information
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)
FGA-E5	Student Information Sharing Request Form
FGA-E6	Model Form for Disclosure to Parents of
	Dependent Students (interoffice only)
FGA-E7	School Officials' Guide to FERPA and Data
	Privacy Policy
FGCB-E	Search and Seizure of Students Form
PUBLIC	

FI* STUDENTS AS PUBLIC

FIB-AR2 Participation in Non-School Sponsored

Activities

G INSTRUCTION

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

GA* CURRICULUM INCLUSIONS

GAAA-AR	Curriculum Review Cycle
GAAC-E1	Request for Reconsideration of
	Instructional Resources
GAAC-E2	Library Bill of Rights
GABC-E	Sex Education Law
GACE-E1	Criteria for GED Credit for High School
	Graduation
GACE-E2	GED Tracking, Substituting GED Courses

GB* TEACHING METHODS

GC* STUDENT EVALUATION

LUATION	
GCAA-AR	Placement, Promotion, Retention, and Acceleration of Students
GCAA-AR2	Student Schedules and Course Loads
GCC-E1	Model Notification of Rights Under the Protection of Pupil Rights Amendment
GCC-AR	Criteria for Considering Third Party Student 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

KAAD-E Request for Permission for Flyer Distribution 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

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.