# FAIRLAND PUBLIC SCHOOLS FAIRLAND SCHOOL DISTRICT NO. I-031

## **SCHOOL POLICY MANUAL**

### TABLE OF CONTENTS

SECTION A SCHOOL DISTRICT

SECTION B SCHOOL BOARD OPERATIONS

SECTION C BUSINESS AND SUPPORT SERVICES

SECTION D PERSONNEL

SECTION E INSTRUCTION

SECTION F STUDENTS

SECTION G COMMUNITY RELATIONS

#### FAIRLAND BOARD OF EDUCATION

# SCHOOL POLICY REFERENCE MANUAL TABLE OF CONTENTS

A <u>SCHOOL DISTRICT</u>

AE PHILOSOPHY

B SCHOOL BOARD OPERATIONS

BAA BOARD OF EDUCATION POWERS AND DUTIES

BAAB NEPOTISM

BAC STATUS OF SCHOOL BOARD MEMBERS AS INDIVIDUALS

BBB SCHOOL BOARD MEMBERS TERM OF OFFICE BBB-P FILLING BOARD VACANCIES, PROCEDURE

BBH DEVELOPMENT OPPORTUNITIES, BOARD MEMBERS

BBH-R1 NEW BOARD MEMBER WORKSHOP

BBH-R2 SCHOOL BOARD MEMBER CONTINUING EDUCATION

BD SCHOOL BOARD INTERNAL ORGANIZATION
BD-R1 BOARD OF EDUCATION - CLERK, REGULATION
BDAE BOARD OF EDUCATION OFFICERS - TREASURER

BDFD HEALTHY AND FIT SCHOOL ADVISORY COMMITTEE/SAFE SCHOOL COMMITTEE

BE BOARD OF EDUCATION MEETINGS AND NOTIFICATION PROCEDURES
BEA SCHOOL BOARD MEETINGS AGENDA PREPARATION AND DISSEMINATION

BEA-R SCHOOL BOARD MEETINGS, ORDER OF BUSINESS, REGULATIONS

BEB QUORUM, BOARD MEETING PROCEDURE

BEC EXECUTIVE SESSIONS

BED BOARD OF EDUCATION MEETING, PUBLIC PARTICIPATION

BED-R BOARD OF EDUCATION MEETINGS, PUBLIC PARTICIPATION, REGULATION

BED-E REQUEST TO ADDRESS BOARD OF EDUCATION

BFA BOARD POLICIES

BJ BOARD OF EDUCATION EXECUTIVE OFFICER - SUPERINTENDENT

BJCA TERM OF OFFICE AND SALARY OF SUPERINTENDENT

BJCD-R SUPERINTENDENT EVALUATION FORM

BKBB SCHOOL SOCIAL MEDIA ACCOUNTS

BKBC SCHOOL DISTRICT APPROVED SOCIAL MEDIA ACCOUNTS

C BUSINESS AND SUPPORT SERVICES

CBB POLICY FORBIDDING THE SUPPLANTING OF FEDERAL FUNDS AND GRANT MONIES

FOR LOCAL REVENUE

CBBA GRANT POLICIES AND PROCEDURES

CBBB INTERNAL CONTROLS

CDA MANAGEMENT AND INVESTMENT OF FUNDS

CDAC GENERAL FUND BALANCE

CDC PUBLIC GIFTS/DONATIONS TO THE SCHOOLS

CDCC EOUAL OPPORTUNITY EDUCATION SCHOLARSHIP TAX CREDIT

CE ANNUAL BUDGET

CFA-E AFFIDAVIT FOR LOST OR DESTROYED WARRANT OR VOUCHER

CFB ACTIVITY FUNDS

CFBB SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS

CFBB-E APPLICATION FOR SANCTIONING

CFC AUDITOR

CHC BIDS AND QUOTATIONS

CI DISPOSAL OF SURPLUS SCHOOL PROPERTY

CK SAFETY PROGRAM

CKAD SCHOOL SECURITY DRILLS

CKAE DRUGS, ALCOHOL AND CONTRABAND SEARCHES

CKAE-R DRUGS, ALCOHOL AND CONTRABAND SEARCHES, REGULATION

CKC SAFETY DRILLS

CKC-R1 FIRE DRILLS, RULES AND PROCEDURES

CKC-R2 TORNADO DRILLS, RULES AND PROCEDURES

CKCA EMERGENCY SCHOOL CLOSINGS

CKCB BOMB THREATS

CKCB-P BOMB THREAT PROCEDURES

CKCB-E BOMB THREAT PROCEDURES, EXHIBIT

CKCD DISASTER PLAN

CKCD-P DISASTER PLAN PROCEDURES
CKDA TOBACCO USE PROHIBITED
CKEA HAZARD COMMUNICATION

CKEA-R HAZARD COMMUNICATION STANDARD, REGULATIONS

CL BUILDINGS, EQUIPMENT, AND GROUNDS

CLB EQUIPMENT ACCOUNTABILITY

CMAB TEXTBOOKS, DISTRIBUTION AND CARE OF

CN SCHOOL TRANSPORTATION

CN-R1 SCHOOL TRANSPORTATION, REGULATIONS
CNA SCHOOL BUS, EXTRACURRICULAR USE OF

CO FAIRLAND PUBLIC SCHOOL WELLNESS POLICY CO-R CHILD NUTRITION PROGRAM, REGULATION

COB PROCUREMENT

COB-R PROCUREMENT, REGULATION

COB-P PROCUREMENT PROTEST PROCEDURES
COCA CHILD NUTRITION MEAL CHARGE POLICY

CRE WORKERS' COMPENSATION INSURANCE CRE-E ACCIDENT REPORTING STANDARD

CWB DEATH OF A STUDENT OR STAFF MEMBER

CWC MEMORIALS

#### D PERSONNEL

DA SEXUAL HARASSMENT DAA NONDISCRIMINATION

DAA-P DISCRIMINATION COMPLAINTS, PROCEDURES

DAA-P2 ADA GRIEVANCE PROCEDURE

DAA-E1 DISCRIMINATION COMPLAINT FORM

DAA-E3 AMERICANS WITH DISABILITIES ACT GRIEVANCE FORM

DAAC FEDERAL PROGRAMS, COMPLAINT RESOLUTION

DAAC-E INVESTIGATION REPORT ON THE ADMINISTRATION OF FEDERAL PROGRAM

**ACTIVITIES** 

DABB RECORDS INVESTIGATION

DB-R TEACHERS RESPONSIBILITIES

DBA PARAPROFESSIONALS

DBAA TITLE I AND SPECIAL EDUCATION PARAPROFESSIONALS

DBCA STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS

DBD CONFLICTS OF INTEREST

DBH ACCOMMODATIONS FOR LACTATING EMPLOYEES

DC EMPLOYMENT PRACTICES DCC DRUG-FREE WORKPLACE

DCC-R WORKPLACE DRUG AND ALCOHOL TESTING, REGULATIONS DCCB DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS

DCCB-R DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVER, REGULATION

DDC EMPLOYEE RESIGNATIONS AND REFERENCE REQUESTS

DE SALARIES AND EXPENSES DE-R1 SALARY SCHEDULES

DEBA PERSONNEL VACATIONS

DEC-R1 SICK LEAVE, CERTIFIED PERSONNEL, REGULATIONS DEC-R2 SICK LEAVE, SUPPORT PERSONNEL, REGULATIONS DEC-R3 PERSONAL BUSINESS LEAVE, REGULATIONS

	Page 41 of 9
TABLE OF CONTENTS (Cont.)	

DEC-R4 EMERGENCY LEAVE, REGULATIONS

DEC-R5 JURY DUTY SERVICE AND WITNESS LEAVE, REGULATIONS

DEC-R6 MILITARY LEAVE, REGULATIONS DEC-R7 MATERNITY LEAVE, REGULATIONS

DECA FAMILY MEDICAL LEAVE

DED-R2 BEREAVEMENT LEAVE, REGULATIONS

DED-R7 ASSOCIATION OFFICER LEAVE, CERTIFIED PERSONNEL, REGULATIONS

DEE EXPENSE REIMBURSEMENT
DEE-R TRAVEL AND EXPENSES

DEEC STUDENT ACTIVITIES, EXPENSE REIMBURSEMENT

DEEE TUITION REIMBURSEMENTS, HIGHLY QUALIFIED TEACHER

DEF UNUSED SICK LEAVE, RETIREMENT PROGRAM

DEFA LEAVE SHARING PLAN

DEFA-R1 LEAVE SHARING PROGRAM, REGULATION DEFA-R2 LEAVE SHARING BANK, REGULATION

DEFA-E1 LEAVE SHARING AGREEMENT DEFA-E2 LEAVE SHARING BANK FORMS

DGBA EMPLOYEE GRIEVANCES

DGBA-R EMPLOYEE GRIEVANCES, PROCEDURE

DGBA-E1 GRIEVANCE REPORT

DGBA-E2 GRIEVANCE COMMITTEE MEMBERS

DHAC STAFF MEMBERS AND SOCIAL NETWORKING SITES

DIAF HYGIENE AND SANITATION (BLOODBORNE PATHOGENS)

DIAF-R HYGIENE AND SANITATION (BLOODBORNE PATHOGENS), REGULATION

DIAF-P ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY

**FLUIDS** 

DIAF-E1 COMMUNICABLE DISEASE RISK EXPOSURE REPORT DIAF-E2 HEPATITIS B VACCINE CONSENT/REFUSAL FORM

DLA OUT-OF-THE-CLASSROOM, CERTIFIED PERSONNEL

DMB PROFESSIONAL GROWTH AND DEVELOPMENT

DMB-R1 PROFESSIONAL GROWTH AND DEVELOPMENT, REGULATION

DNA TEACHER EVALUATION

DNAA EVALUATION OF ADMINISTRATIVE PERSONNEL

DNAB SUPPORT STAFF EVALUATION

DNAB-R1 EVALUATION OF SUPPORT STAFF, PERFORMANCE RATING REPORT

DNB PERSONNEL FILES, CERTIFIED STAFF

DO TERMINATION OF EMPLOYMENT, TEACHERS DO-R TEACHER TERMINATION PROCEDURES

DOAC SUPPORT PERSONNEL SUSPENSION, DEMOTION, NONRENEWAL, OR TERMINATION

DOAC-E2 SUPPORT PERSONNEL ACKNOWLEDGEMENT OF RECEIPT OF POLICY

TABLE OF CONTENTS (Cont.) DOAC-E3 SUPPORT PERSONNEL REASONABLE ASSURANCE OF EMPLOYMENT DOB DUE PROCESS FOR ADMINISTRATORS

DOCA REDUCTION-IN-FORCE, CERTIFIED PERSONNEL DOCB REDUCTION-IN-FORCE, SUPPORT PERSONNEL

DPA QUALIFICATIONS, TEACHERS

DPAA PRINCIPALS

DPAE SCHOOL LIBRARIAN DUTIES

DPAFF DIRECTOR OF SPECIAL EDUCATION, DUTIES

DPAO DIRECTOR OF FEDERAL PROGRAMS

DPB SUBSTITUTE TEACHERS

DPD ADJUNCT TEACHER POLICY

E <u>INSTRUCTION</u>

EB SCHOOL CALENDAR EBA SCHOOL HOURS

EEP LESSON PLANS

EFA SCHOOL LIBRARY MEDIA CENTER

EFA-R1 SCHOOL LIBRARY MEDIA CENTER, SELECTION OF MATERIALS, REGULATION EFA-P PUBLIC COMPLAINTS ABOUT LIBRARY CURRICULUM OR INSTRUCTIONAL

MATERIALS, PROCEDURE

EFA-E1 REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

EFA-E2 REPORT OF RECONSIDERATION

EFBCA INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET

SAFETY POLICY

EFBCA-R1 CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS

EFBCA-E INTERNET ACCESS CONDUCT AGREEMENT

EFEA USING COPYRIGHTED MATERIAL

EGA THE CURRICULUM PROGRAM

EGG PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND

COMPLAINT PROCESS

EGG-E PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND

COMPLAINT PROCESS, COMPLAINT FORM

EHA BASIC INSTRUCTIONAL PROGRAM

EHAI AIDS PREVENTION EDUCATION FOR STUDENTS

EHAK PHYSICAL EDUCATION

EHBB GIFTED AND TALENTED DISTRICT POLICY

EHBC SPECIAL EDUCATION

EHBC-R1 CRITERIA FOR ELIGIBILITY, SPECIAL EDUCATION, REGULATION

EHBC-R3 CHILD IDENTIFICATION, LOCATION, SCREENING, AND EVALUATION, NOTICE TO

**PARENTS** 

# TABLE OF CONTENTS (Cont.)

EHBC-R4	SPECIAL EDUCATION SERVICES FOR CHILDREN ENROLLED IN PRIVATE SCHOOL
EHBC-P2	SECTION 504 ELIGIBILITY PROCEDURES, SPECIAL EDUCATION SERVICES

EHBC-E1 SECTION 504 REFERRAL FORM

EHBC-E3 REVOCATION FOR CONSENT FOR SPECIAL EDUCATION SERVICES

EHBCA EXTENDED SCHOOL YEAR SERVICES

EHBCA-R EXTENDED SCHOOL YEAR PROGRAM STANDARDS, REGULATIONS

EHBDB TITLE I PARENT INVOLVEMENT

EHBDBA PARENT PARTICIPATION IN THE SCHOOL DISTRICT
EHBDBA-E PRONOUN POLICY AND STUDENT IDENTIFICATION
EHBE LIMITED ENGLISH PROFICIENCY INSTRUCTION

EHDD CONCURRENT ENROLLMENT, STUDENT

EHDD-R CONCURRENT ENROLLMENT, STUDENT, REGULATION

EHDF ONLINE INSTRUCTION

EIA PROMOTION AND RETENTION

EIA-R1 GRADING

EIA-R4 STUDENT RETENTION, REGULATION
EIA-R5 MIDYEAR PROMOTION, FOURTH-GRADE
EIAE PROFICIENCY BASED PROMOTION

EIC HONOR ROLL

EIED GRADUATION REQUIREMENTS

EIEDF INDIVIDUAL CAREER AND ACADEMIC PLAN

EJ SCHOOL COUNSELOR

EJB SUICIDE AWARENESS AND TRAINING EJF MENTAL HEALTH CRISIS PROTOCOL

EK-R1 TESTING PROGRAM, STUDENT SURVEYS, REGULATION

EKBA READING SUFFICIENCY TESTING

EMC GRADUATION POLICY

EMDB FLAGS

EMDC CONSTITUTION

EMG ANIMALS IN SCHOOL EMH ANIMALS IN SCHOOL EMI MOMENT OF SILENCE

#### F STUDENTS

FB SEXUAL HARASSMENT OF STUDENTS

FB-E1 SEXUAL HARASSMENT INCIDENT REPORT FORM

FB-E2 WRITTEN NOTICE TO KNOWN PARTIES REGARDING ALLEGATIONS OF SEXUAL

**HARASSMENT** 

FB-E3 WRITTEN REPORT

FD STUDENT RESIDENCY

FD-P STUDENT RESIDENCY DISPUTE PROCEDURES

FD-E STUDENT RESIDENCY AFFIDAVITS

## TABLE OF CONTENTS (Cont.)

FDA STUDENTS: ENROLLMENT REQUIREMENTS

FDAAA ELECTRONIC SIGNATURES

FDAHA EDUCATION OF MIGRATORY CHILDREN

FDC STUDENT ATTENDANCE

FDC-R1 ATTENDANCE POLICY, REGULATION

FDC-P MEDICAL EXEMPTION REVIEW COMMITTEE PROCESS FOR ELIGIBLE EXEMPTIONS

AND DOCUMENTATION FOR DECISION

FE STUDENT TRANSFERS

FEF STUDENT TRANSFERS FOR CHILDREN OF TEACHERS

FEG STUDENT TRANSFERS FOR CHILDREN OF ACTIVE DUTY MILITARY MEMBERS

FEH TRANSFERS FOR SPECIAL EDUCATION STUDENTS

FFA HEALTH, STUDENTS

FFAB IMMUNIZATIONS, STUDENTS

FFACA MEDICATION: ADMINISTERING TO STUDENTS

FFACA-E1 MEDICATION, ADMINISTERING TO STUDENTS, AUTHORIZATION

FFACA-E2 PARENTAL AUTHORIZATION TO ADMINISTER MEDICINE AND LOG OF THE

ADMINISTRATION OF MEDICINE

FFACC DIABETES MEDICAL MANAGEMENT PLAN FFACCA HYPOGLYCEMIC EMERGENCY PROCEDURES

FFACCA-E WAIVER OF LIABILITY FOR HYPOGLYCEMIC EMERGENCY PROCEDURES

FFACD MEDICAL MARIJUANA

FFACDA ADMINISTRATION OF EMERGENCY OPIOID ANTAGONISTS

FFACDAA SEIZURE-SAFE SCHOOLS

FFAEA CONCUSSIONS AND HEAD INJURIES

FFAEA-E CONCUSSION AND HEAD INJURY ACKNOWLEDGEMENT & INFORMATION SHEET

FFAF VISION SCREENING OF STUDENTS

FFD ACCIDENT INSURANCE, STUDENTS

FFF STUDENT SAFETY, IDENTIFICATION CARDS FFFD VEHICLE USE AND PARKING, STUDENTS

FFG REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT

FFG-E SUSPECTED CHILD ABUSE REPORT FORM

FFGB GUIDELINES FOR OUTSIDE AGENCY REPRESENTATIVES INTERVIEWING CHILDREN

AT THE SCHOOL

FFGB-E DEPARTMENT OF HUMAN SERVICES AND LAW ENFORCEMENT AGENCIES STUDENT

INTERVIEW FORM

FL STUDENT RECORDS

FL-R COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974,

REGULATION

FLE TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION

FLE-E1 PERMISSION FOR THE TRANSFER AND/OR RELEASE OF CONFIDENTIAL STUDENT

INFORMATION

FLF INFORMATION COORDINATOR

FM STUDENTS ACTIVITIES, SCHOLASTIC ELIGIBILITY FM-R STUDENTS ACTIVITIES, ELIGIBILITY, REGULATION

FMA EXTRACURRICULAR ACTIVITIES

FMAAA EXTRACURRICULAR ACTIVITIES EMERGENCY MEDICAL SERVICES

FMAAA-E EMERGENCY ACTION PLAN

FMAAA-E2 EVALUATION OF EMERGENCY ACTION PLAN

FMC STUDENT CLUBS AND ORGANIZATIONS SPONSORS

FMD PROM REGULATIONS

FMH ANIMAL SCIENCE BUILDING USAGE CONTRACT

FNCA DRESS CODE FNCC HAZING FNCD BULLYING

FNCD-R PROHIBITING BULLYING, REGULATION

FNCD-P PROHIBITING BULLYING, INVESTIGATION PROCEDURES FNCD-E HARASSMENT/BULLYING INCIDENT REPORT FORM

FNCE REPORTING STUDENTS UNDER THE INFLUENCE OF OR POSSESSING ALCOHOLIC

BEVERAGES OR CONTROLLED DANGEROUS SUBSTANCES

FNCFD STUDENT DRUG TESTING PROGRAM, EXTRACURRICULAR ACTIVITIES

FNCFD-E STUDENT EXTRACURRICULAR ACTIVITIES CONTRACT

FNCGA WEAPONS-FREE SCHOOLS

FNF SEARCH OF STUDENTS

FNF-R SEARCH OF STUDENTS, REGULATION FNF-E STUDENT SEARCHES, CHECKLIST

FNFA RESPONSIBILITY FOR SCHOOL PROPERTY, LOCKERS

FNFA-R RESPONSIBILITY FOR SCHOOL PROPERTY, LOCKERS, REGULATIONS FNFA-E ACKNOWLEDGMENT CONCERNING USE OF STUDENT LOCKERS

FNG WIRELESS TELECOMMUNICATION DEVICES

FNGB CHROMEBOOK POLICY

FNGB-E COMPUTER LOAN AGREEMENT

FO STUDENT DISCIPLINE

FO-R1 CONTROL AND DISCIPLINE POLICY FO-R5 RESTRAINTS AND SECLUSION FOB CORPORAL PUNISHMENT

FOB-E1 CORPORAL PUNISHMENT CONSENT FORM CORPORAL PUNISHMENT REPORT FORM

FOD SUSPENSION OF STUDENTS

FOD-R SUSPENSION OF STUDENTS, REGULATION

FP STUDENT FEES, FINES, AND CHARGES

G <u>COMMUNITY RELATIONS</u>

GBA OPEN RECORDS ACT

GBA-R OPEN RECORDS ACT, REGULATIONS

GI ADVERTISING ON SCHOOL PROPERTY

GJ SCHOOL VISITORS

# TABLE OF CONTENTS (Cont.)

GJ-P	SCHOOL VISITORS, GRIEVANCE/APPEALS PROCESS
$GIR \Delta$	STUDENT RECRUITMENT ACCESS TO STUDENTS AND DIRECTORY INFORMATION

GK USE OF SCHOOL PROPERTY GK-R1 USE OF SCHOOL PROPERTY, REGULATION GK-E1 REQUEST FOR USE OF SCHOOL PROPERTY GKA RELEASING STUDENTS TO POLICE FORM FOR SIGNATURE OF ARRESTING OFFICER GKA-E GKAA LAW ENFORCEMENT AND BODY CAMERAS ON SCHOOL PREMISES

GKF DISCIPLINARY ACTION FOR MISUSE OF SCHOOL BATHROOMS AND CHANGING

**FACILITIES**