# BETHEL PUBLIC SCHOOLS
# BETHEL SCHOOL DISTRICT NO. I-003

# 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 |

BETHEL BOARD OF EDUCATION

SCHOOL POLICY REFERENCE MANUAL
TABLE OF CONTENTS


| | |
|---|---|
| A | SCHOOL DISTRICT |
| AA | SCHOOL DISTRICT LEGAL STATUS |
| AB | OFFICIAL NAME OF THE SCHOOL DISTRICT |
| AE | EDUCATIONAL PHILOSOPHY |
| AEA | MISSION STATEMENT |
| B | SCHOOL BOARD OPERATIONS |
| BA | BOARD OF EDUCATION LEGAL STATUS |
| 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-E3 | APPLICATION FOR VACANT BOARD POSITION |
| BBF | CODE OF ETHICS FOR BOARD MEMBERS |
| 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 |
| BDD | BOARD OF EDUCATION ATTORNEY |
| 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-E | SAMPLE AGENDA |
| 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 |

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
CDCC EQUAL OPPORTUNITY EDUCATION SCHOLARSHIP TAX CREDIT
CE ANNUAL BUDGET
CEA PRELIMINARY ESTIMATE OF NEED

CFB ACTIVITY FUNDS
CFB-R4 EXEMPT FOOD FUNDRAISERS
CFBA ACTIVITY FUNDS, SCHOOL SUPPORT GROUPS AND CLUBS
CFBB SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS
CFC AUDITOR
CFEA SALARY DEDUCTIONS

CHA PURCHASING AND DISTRIBUTION
CHA-R PURCHASING AND DISTRIBUTION, REGULATION
CHA-P3 PURCHASING AND PROCEDURES GUIDE
CHAH E-RATE RECORD RETENTION AND PROCUREMENT
CI DISPOSAL OF SURPLUS SCHOOL PROPERTY

CK SAFETY PROGRAM
CK-R SAFETY PROGRAM, REGULATION
CKAC EMERGENCY PLANS
CKAC-R1 EMERGENCY PLANS, REGULATION
CKAD SCHOOL SECURITY DRILLS
CKAE DRUGS, ALCOHOL, AND CONTRABAND SEARCHES
CKAE-R DRUGS, ALCOHOL, AND CONTRABAND SEARCHES, REGULATION
CKBB WARNING SYSTEMS, INCLEMENT WEATHER
CKC SAFETY DRILLS
CKC-R1 FIRE DRILLS, RULES AND PROCEDURES
CKC-R2 TORNADO DRILLS, RULES AND PROCEDURES
CKCD DISASTER PLAN
CKCD-P DISASTER PLAN PROCEDURES
CKDA TOBACCO USE PROHIBITED
CKE HAZARDOUS MATERIALS
CKEA HAZARD COMMUNICATION
CKEA-R HAZARD COMMUNICATION STANDARD, REGULATIONS
CKHA ASSAULTS UPON SCHOOL EMPLOYEES
CKHA-R ASSAULTS UPON SCHOOL EMPLOYEES

CL BUILDINGS, EQUIPMENT, AND GROUNDS
CLB EQUIPMENT ACCOUNTABILITY

CN SCHOOL TRANSPORTATION
CN-A2 APPENDIX 2, STUDENT CONDUCT ON BUSES
CNA SCHOOL BUS, EXTRACURRICULAR USE OF
CNBA SCHOOL BUS SAFETY INSPECTIONS

COB FOOD PROCUREMENT
COB-R FOOD PROCUREMENT, REGULATION
COF VENDING MACHINES

CRBA CONTRACTOR INSURANCE
CRE WORKERS' COMPENSATION INSURANCE

CVFA FAIR LABOR STANDARDS ACT
CVFA-R FAIR LABOR STANDARDS ACT, REGULATION
CVFA-P FAIR LABOR STANDARDS ACT, PROCEDURES
CVFA-E1 TIMEKEEPING, NON-EXEMPT EMPLOYEES
CVFA-E2 OVERTIME AUTHORIZATION FORM

D PERSONNEL

DA SEXUAL HARASSMENT
DAA NONDISCRIMINATION
DAA-P DISCRIMINATION COMPLAINTS, PROCEDURES
DAAC FEDERAL PROGRAMS, COMPLAINT RESOLUTION
DAAC-E INVESTIGATION REPORT ON THE ADMINISTRATION OF ESEA TITLE I PROGRAM ACTIVITIES
DABB RECORDS INVESTIGATION
DABB-E3 TEMPORARY CONTRACT, NOTICE OF LIMITED EMPLOYMENT

DBA TEACHER ASSISTANTS
DBAA TITLE I PARAPROFESSIONALS
DBCA STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS
DBD CONFLICTS OF INTEREST
DBH ACCOMMODATION FOR LACTATING EMPLOYEES

DC EMPLOYMENT PRACTICES
DC-R1 EMPLOYMENT PRACTICES, REGULATIONS
DC-R4 CERTIFICATION
DCBE HIRING PERSONNEL

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
DCD EMPLOYMENT OF SUPPORT PERSONNEL
DDC EMPLOYEE RESIGNATIONS AND REFERENCE REQUESTS
DDCA ACCEPTANCE OF LETTERS OF RESIGNATION
DE-R1 SALARY SCHEDULES

| | |
|---|---|
| DEC-R1 | SICK LEAVE, CERTIFIED PERSONNEL, REGULATIONS |
| DEC-R2 | SICK LEAVE, SUPPORT PERSONNEL, REGULATIONS |
| DEC-R3 | PERSONAL BUSINESS LEAVE, REGULATIONS |
| DEC-R4 | EMERGENCY LEAVE, REGULATIONS |
| DEC-R5 | JURY DUTY SERVICE AND WITNESS LEAVE, REGULATIONS |
| DEC-R6 | MILITARY LEAVE, REGULATIONS |
| DECA | FAMILY MEDICAL LEAVE |
| DED-R2 | BEREAVEMENT LEAVE, REGULATIONS |
| DEE | EXPENSE REIMBURSEMENT |
| DEE-R | TRAVEL AND EXPENSES |
| DEEC | STUDENT ACTIVITIES, EXPENSE REIMBURSEMENT |
| DEFA | LEAVE SHARING PLAN |
| DEFA-R1 | LEAVE SHARING PROGRAM, REGULATION |
| DEFA-E1 | LEAVE SHARING AGREEMENT |
| DF | RETIREMENT PROGRAM |
| 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 |
| DIAF-E3 | EXPOSURE INCIDENT ASSESSMENT |
| DIAF-E4 | POST-EXPOSURE EVALUATION FORM |
| DIAF-E5 | OSHA BLOODBORNE PATHOGENS INFORMATION AND TRAINING ATTENDANCE RECORD FOR SCHOOL EMPLOYEES |
| DJ | DRESS AND PERSONAL GROOMING, TEACHERS |
| DLA | EXTRA DUTY ASSIGNMENTS |
| DLB-R | SUPPORT PERSONNEL SCHEDULES, REGULATION |
| DLD | PLANNING PERIODS |
| DLD-R | FACULTY SUBSTITUTING ON PLANNING TIME |
| DMB | PROFESSIONAL GROWTH AND DEVELOPMENT |
| DMB-R1 | PROFESSIONAL GROWTH AND DEVELOPMENT, REGULATION |
| DNA | TEACHER EVALUATION |
| DNAA | EVALUATION OF ADMINISTRATIVE PERSONNEL |
| DNAB | SUPPORT STAFF EVALUATION |
| DNB | PERSONNEL FILES, CERTIFIED STAFF |
| DO | TERMINATION OF EMPLOYMENT, TEACHERS |
| DO-R | TEACHER TERMINATION PROCEDURES |
| DOAC | SUPPORT PERSONNEL SUSPENSION, DEMOTION, NONRENEWAL, OR TERMINATION |
| DOBD | SUSPENSION OF CERTIFIED PERSONNEL |
| DOCA | REDUCTION-IN-FORCE, CERTIFIED PERSONNEL |
| DOCB | REDUCTION-IN-FORCE, SUPPORT PERSONNEL |
| DOCCA | WRITTEN ADMONISHMENT, TEACHER |

DP EMPLOYMENT OF TEACHERS
DPA QUALIFICATIONS, TEACHERS
DPAA QUALIFICAITONS, PRINCIPALS
DPAA-R PRINCIPALS
DPAB-R SCHOOL BUS DRIVERS
DPAFB ATHLETIC/ACTIVITIES DIRECTOR
DPAFH ASSISTANT ATHLETIC/ACTIVITIES DIRECTOR
DPANA CUSTODIAL AND MAINTENANCE STAFF, DUTIES
DPAO DIRECTOR OF FEDERAL PROGRAMS
DPB SUBSTITUTE TEACHERS
DPBB TEACHER INSTRUCTIONS FOR A SUBSTITUTE

E INSTRUCTION

EBA SCHOOL HOURS
EFA SCHOOL LIBRARY MEDIA CENTER
EFA-R1 SCHOOL LIBRARY MEDIA CENTER, SELECTION OF MATERIALS, REGULATION
EFA-E1 REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL
EFBC COMPUTER USE
EFBC-R COMPUTER USE, REGULATION
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
EFBCC WEB PAGES
EFBCC-R WEB SITE GUIDELINES
EFD FIELD TRIPS AND EXCURSIONS
EFD-R2 STUDENT OUT-OF-STATE TRIPS
EFD-E1 FIELD TRIPS, EXCURSIONS, AND CONTESTS (STUDENT-PARENT FORM)
EFEA USING COPYRIGHTED MATERIAL
EFEA-R USING COPYRIGHTED MATERIAL, REGULATION
EFEA-E1 COPYRIGHTED MATERIALS CHECKLIST
EFEA-E2 PERMISSION RELEASE FOR COPYRIGHTED MATERIALS

EGA CURRICULUM DESIGN
EGE CURRICULUM EVALUATION
EGG PROHIBITION OF RACE AND SEX DISCRIMINAITON IN CURRICULUM AND COMPLAINT PROCESS
EGG-E PROHIBITION OF RACE AND SEX DISCRIMINAITON IN CURRICULUM AND COMPLAINT PROCESS COMPLAINT FORM
EHA BASIC INSTRUCTIONAL PROGRAM
EHACA DIPLOMAS FOR VETERANS
EHAI AIDS PREVENTION EDUCATION FOR STUDENTS
EHAI-E1 ATTENDANCE WAIVER FOR AIDS PREVENTION EDUCATION
EHAK PHYSICAL EDUCATION
EHBB GIFTED CHILD EDUCATIONAL PROGRAM
EHBB-R1 GIFTED CHILD EDUCATIONAL PROGRAMS, REGULATION
EHBC SPECIAL EDUCATION
EHBC-R4 SPECIAL EDUCATION SERVICES FOR CHILDREN ENROLLED IN PRIVATE SCHOOL
EHBCA EXTENDED SCHOOL YEAR SERVICES

TABLE OF CONTENTS (Cont.)

EHBCA-R EXTENDED SCHOOL YEAR PROGRAM STANDARDS, REGULATIONS

EHBDB TITLE I PARENT INVOLVEMENT
EHBDB-R TITLE I PARENT INVOLVEMENT, REGULATION
EHBDB-E TITLE I PARENTAL ASSESSMENT INSTRUMENT
EHBDBA PARENT PARTICIPATION IN THE SCHOOL DISTRICT

EHBE LIMITED ENGLISH PROFICIENCY INSTRUCTION
EHBH ALTERNATIVE EDUCATION
EHDD CONCURRENT ENROLLMENT, STUDENT
EHDD-R CONCURRENT ENROLLMENT, STUDENT, REGULATION
EHDF ONLINE INSTRUCTION
EHDF-R1 BETHEL VIRTUAL SCHOOL POLICIES AND PROCEDURES

EIA PROMOTION AND RETENTION
EIA-R4 STUDENT RETENTION, REGULATION
EIA-R5 MIDYEAR PROMOTION, FOURTH-GRADE
EIA-E3 READING DEFICIENCY, PARENT NOTIFICATION
EIAD PARENT-TEACHER CONFERENCES
EIAE PROFICIENCY BASED PROMOTION
EIAE-P PROFICIENCY BASED PROMOTION TESTING PROCEDURES
EIC VALEDICTORIAN & SALUTATORIAN SELECTION
EIED GRADUATION REQUIREMENTS
EIEDF INDIVIDUAL CAREER AND ACADEMIC PLAN

EJ SCHOOL COUNSELOR
EJB SUICIDE AWARENESS AND TRAINING
EK-R1 TESTING PROGRAM, STUDENT SURVEYS, REGULATION
EK-R2 TESTING PROGRAM, REMEDIATION REGULATION
EKBA READING SUFFICIENCY TESTING
EMC GRADUATION POLICY
EMDA MILITARY RECOGNITION
EMDB FLAGS

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
FDA STUDENTS: ENROLLMENT REQUIREMENTS
FDAC PLACEMENT OF MULTIPLE SIBLINGS
FDAAA ELECTRONIC SIGNATURES
FDAHA EDUCATION OF MIGRATORY CHILDREN
FDC STUDENT ATTENDANCE
FDC-R1 ATTENDANCE POLICY, REGULATIONS
FDC-P MEDICAL EXEMPTION REVIEW COMMITTEE PROCESS FOR ELIGIBLE EXEMPTIONS AND DOCUMENTATION FOR DECISION

| | |
|---|---|
| FE | STUDENT TRANSFERS |
| FEF | STUDENT TRANSFERS FOR CHILDREN OF TEACHERS |
| FEH | TRANSFERS FOR SPECIAL EDUCAITON STUDENTS |
| FEG | STUDENT TRANSFERS FOR CHILDREN OF ACTIVE DUTY MILITARY MEMBERS |
| FFA | HEALTH, STUDENTS |
| FFAB | IMMUNIZATIONS, STUDENTS |
| FFAB-R | EXEMPTIONS FROM IMMUNIZATION, REGULATION |
| FFAB-E2 | CERTIFICATE OF EXEMPTION |
| FFACA | MEDICATION: ADMINISTERING TO STUDENTS |
| FFACA-R | MEDICATIONS GIVEN AT SCHOOL, REGULATION |
| FFACA-E1 | MEDICATION, ADMINISTERING TO STUDENTS, AUTHORIZATION |
| FFACA-E2 | PARENTAL AUTHORIZATION TO ADMINISTER MEDICINE |
| FFACA-E4 | CLINIC CARD |
| FFACD | MEDICAL MARIJUANA |
| FFACDAA | SEIZURE-SAFE SCHOOLS |
| FFFD | VEHICLE USE AND PARKING, STUDENTS |
| FFG | REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT |
| FFG-E | SUSPECTED CHILD ABUSE REPORT FORM |
| FJ | FUND RAISING BY IN-SCHOOL ORGANIZATIONS |
| FL | STUDENT RECORDS |
| FL-R | COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, REGULATION |
| FL-E1 | FORM A: REQUEST TO INSPECT RECORDS (PARENT) |
| FL-E2 | FORM B: REQUEST TO INSPECT RECORDS (STUDENT OVER 18) |
| FL-E3 | FORM C: AUTHORITY TO TRANSFER EDUCATION RECORDS (PARENT) |
| FL-E4 | FORM D: AUTHORITY TO TRANSFER EDUCATION RECORDS (STUDENT OVER 18) |
| FL-E5 | FORM E: EDUCATION RECORD CHALLENGE (PARENT) |
| FL-E6 | FORM F: EDUCATION RECORD CHALLENGE (STUDENT OVER 18) |
| FL-E7 | FORM G: NOTICE OF HEARING TO CONTEST RECORD CONTENT |
| FL-E8 | FORM H: SUMMARY OF HEARING TO CONTEST RECORD CONTENT |
| FL-E9 | FORM I: PERMISSION OF PARENT OR LEGAL GUARDIAN FOR THIRD PARTY ACCESS TO STUDENT'S EDUCATION RECORD |
| FL-E10 | FORM J: PERMISSION OF STUDENT EIGHTEEN OR OVER FOR THIRD PARTY ACCESS TO STUDENT'S EDUCATION RECORD |
| FL-E11 | FORM K: RECORD OF THIRD PARTY ACCESS |
| FL-E12 | FORM L: TRANSFER OF RECORDS UNDER JUDICIAL ORDER OR LAWFULLY ISSUED SUBPOENA |
| FL-E13 | REQUEST FOR RECORDS DENIED, INCOMPLETE FORMS |
| FL-E14 | REQUEST FOR RECORDS INFORMATION DENIED |
| FL-E15 | REVIEW OF STUDENT RECORDS, NOTIFICATION TO PARENT |
| FLE | TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION |
| FLF | INFORMATION COORDINATOR |
| FM | STUDENTS ACTIVITIES, SCHOLASTIC ELIGIBILITY |
| FM-R | STUDENTS ACTIVITIES, ELIGIBILITY, REGULATION |

FMA EXTRACURRICULAR ACTIVITIES
FMAAA EXTRACURRICLUAR ACTIVITIES EMERGENCY MEDICAL SERVICES
FMAAA-E EMERGENCY ACTION PLAN
FMAAA-E2 EVALUATION OF EMERGENCY ACTION PLAN
FMC STUDENT CLUBS AND ORGANIZATIONS SPONSORS
FMCAA GANG ACTIVITY
FMCB STUDENT COUNCIL
FMCB-R STUDENT COUNCIL, REGULATION
FMD DANCE RULES AND REGULATIONS
FMFE SPECTATOR CODE OF CONDUCT ATHLETICS PROGRAM

FNCA STUDENT CONDUCT, DRESS CODE
FNCC HAZING
FNCD BULLYING
FNCD-R PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING, REGULATION
FNCD-P PROHIBITING HARASSMENT, INTIMIDATION AND 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
FNCGA WEAPONS-FREE SCHOOLS
FNF SEARCH OF STUDENTS
FNF-R SEARCH OF STUDENTS, REGULATION
FNF-E STUDENT SEARCHES CHECKLIST
FNG WIRELESS TELECOMMUNICATION DEVICES

FO STUDENT DISCIPLINE
FO-R1 CONTROL AND DISCIPLINE POLICY
FO-R4 STUDENT DISCIPLINE, THREATENING BEHAVIOR, REGULATION
FOB CORPORAL PUNISHMENT
FOD SUSPENSION OF STUDENTS
FOD-R SUSPENSION OF STUDENTS, REGULATION
FP STUDENTS: FEES, FINES, AND CHARGES

G COMMUNITY RELATIONS

GBA OPEN RECORDS ACT
GBA-R OPEN RECORDS ACT, REGULATIONS
GF PUBLIC COMPLAINTS

GGFA INDIAN TRIBAL INVOLVEMENT
GGFC INDIAN STUDENTS, PARENTS COMMITTEE
GJ SCHOOL VISITORS
GJ-P SCHOOL VISITORS, GRIEVANCE/APPEALS PROCESS
GJBA STUDENT RECRUITMENT, ACCESS TO STUDENTS AND DIRECTORY INFORMATION

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