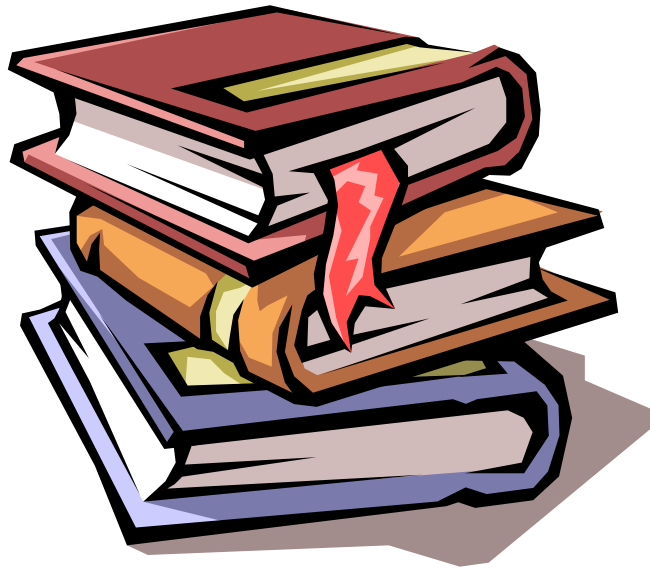


# Code-Finder Index



Biddeford School Department

**NOTE:** Policy Manual review done by Policy Committee and completed by Spring 2003  
Reviewed and Approved by School Committee Summer 2003.

Last Updated: October 2011

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Temporary Modified/Light-Duty Assignments	GBGE	
<b>Line Item Transfer Authority/Budget Transfer</b>		
Budget Transfer Authority	DBJ	
<b>Loitering</b>		
Visitors to the Schools	KI	
<b>Long-Range Planning</b>		
School Committee Operational Goals	BA	
Administrative Goals	CA	
Curriculum Development & Adoption	IGA	
<b>Loyalty Oaths</b>		
Superintendent Job Description	CB-R	
Professional Staff Positions	GCA	
Support Staff Positions	GDA	
<b>Lunch Periods</b>		
School Day	ID	
<b>Lunch Program</b>		
Free & Reduced Price Food Programs	EFC	
Menu Development/Options-Offer vs Serve	EFCA	
Flavored Milk	EFCB	
Restrictions on Sale of Foods	EFDA	

## M

<b>Maintenance</b>		
Buildings & Grounds Maintenance	ECB	
Custodial/Maintenance Services	ECB-R	
Administrative Regulation		
Material Resources Management	ED	
Maintenance & Control of School Property Regulation	ED-R	
<b>Management</b>		
School Committee Powers & Responsibilities	BBA	
Administrative Organization	CC	
Fiscal Management Goals/Priority Objectives	DA	
Environmental & Safety Program	EB	
Material Resources Management	ED	
Transportation Service Management	EE	
Pest Management in School Facilities & on School Grounds	ECC	
<b>Marijuana</b>		
Drug-Free Workplace	GBEC	
Drug & Alcohol Use by Students	JICH	
<b>Material Resources Records &amp; Reports</b>		
Material Resources Management	ED	
Maintenance & Control of School Property Regulation	ED-R	
<b>MEA</b>		
Role of the Maine Education Assessment (MEA)	ILA-R	
<b>Medical Care</b>		
First Aid and Emergency Medical Care	JLCE	
First Aid Regulations	JLCE-R	

<b>Medicines/Medications</b>		
Administering Medications to Students	JLCD	
Medication Administration on School Field Trips	JLCD-E	
<b>Middle School Dances</b>		
Middle School Dances	JJBA	
<b>Mileage Allowance/Expense Reimbursements</b>		
Use of Private Vehicles on School Business	EEBB	
Personal Vehicle Use Checklist	EEBB-E	
Use of Private Vehicles on School Business	EEBB-R	
Administrative Regulation		
<b>Minimal Competency Requirements/Graduation</b>		
Graduation Requirements	IKF	
<b>Minimum Standards</b>		
Participants in Athletics	JJIC	
<b>Minutes/Board Meetings</b>		
Minutes	BEDG	
<b>Mission Statement</b>		
Educational Philosophy/Mission	AD	
<b>Modified/Light-Duty Assignments</b>		
Temporary Modified/Light-Duty Assignments	GBGE	

<b>Molestation/Child</b>		
Reporting Child Abuse & Neglect	JLF	
Initial Referral for Suspected Child Abuse & Neglect	JLF-E	
<b>Money Collection</b>		
Restrictions on Sale of Foods	EFDA	
Admission of Non-Resident Students	JFAB	
<b>Money-Raising Activities/Fund Raising</b>		
Student Fund-Raising Activities	JJE	
<b>Motorbikes/Student Automobile Use</b>		
Student Automobile Use & Parking	JLIE	
<b>Motor Pool/Business &amp; Personnel Transportation Services</b>		
Use of Private Vehicles on School Business	EEBB	
Personal Vehicle Use Checklist	EEBB-E	
Use of Private Vehicles on School Business	EEBB-R	
Business Administrative Regulation		
<b>Multiculturalism</b>		
Multiculturalism	IFC	

## N

<b>Needs Assessment</b>		
School Committee Operational Goals	BA	
Evaluation of Instructional Programs	IL	
Tests/Assessment	ILA	
<b>Nepotism</b>		
School Committee Member Code of Ethics	BCA	
School Committee Member Conflict of Interest	BCB	



<b>Personnel</b>			Private School Student Application for Participation in Biddeford's Co-curricular Activities	<b>JJIAA-E1</b>
Personnel Goals	<b>GA</b>			
Personnel Records & Files	<b>GBJ</b>			
Personnel Development	<b>IHBAD</b>		Private School Student Application for Participation in Biddeford's Extra Curricular Activities	<b>JJIAA-E2</b>
<b>Pest Management</b>				
Pest Management in School Facilities & on School Grounds	<b>ECC</b>		Verification of Private School Student Eligibility for Participation in Biddeford's Co-curricular Activities	<b>JJIAA-E3</b>
Pest Management Notification	<b>ECC-E1</b>			
Notice of Planned Pesticide Application	<b>ECC-E2</b>		Verification of Private School Student Eligibility for Participation in Biddeford's Extra Curricular Activities	<b>JJIAA-E4</b>
<b>Philosophy</b>				
Educational Philosophy/Mission	<b>AD</b>			
Philosophy of Biddeford Regional Center of Technology	<b>IHAI</b>			
<b>Physical Examinations</b>			<b>Private Vehicles</b>	
Student Health Services	<b>JLC</b>		Traffic & Parking Controls	<b>ECE</b>
			Use of Private Vehicles on School Business	<b>EEBB</b>
			Use of Private Vehicles on School Business Administrative Regulation	<b>EEBB-R</b>
<b>Pilot Program</b>				
Pilot Programs	<b>IGC</b>			
<b>Planning</b>			<b>Privacy, Right to</b>	
School District Goals & Objectives	<b>ADA</b>		Executive Sessions	<b>BEC</b>
Administrative Goals	<b>CA</b>		Executive Sessions Law	<b>BEC-E</b>
			Questioning & Searches of Students	<b>JIH</b>
			Questioning & Searches of Students Administrative Regulation	<b>JIH-R</b>
			Student Educational Records	<b>JRA</b>
<b>Pledge of Allegiance</b>			Notification of Rights Under FERPA	<b>JRA-E</b>
Patriotic Exercises	<b>IMDA</b>			
<b>Police/Law Enforcement Authorities</b>			<b>Procedures /Development of Regulations</b>	
Relations with Law Enforcement Authorities	<b>KLG</b>		Nondiscrimination/Equal Opportunity & Affirmative Action Complaint Procedure	<b>AC-R</b>
Relations with Law Enforcement Authorities Administrative Procedure	<b>KLG-R</b>		Development of Regulations	<b>CHA</b>
			Referral/Pre-Referral Procedures	<b>IHBAA</b>
			Grievance Procedure for Persons with Disabilities	<b>IHBAL</b>
<b>Policy</b>			Procedures on Therapeutic Restraint	<b>JKGA-R</b>
School Committee Policy Process	<b>BG</b>			
Policy Adoption Procedure	<b>BG-R</b>			
Policy Implementation	<b>CH</b>		<b>Profanity</b>	
Administration in the Absence of Policy	<b>CHD</b>		Public Participation at School Committee Meetings	<b>BEDH</b>
<b>Political</b>			Staff Conduct	<b>GBEB</b>
Staff Participation in Political Activities	<b>GBI</b>		Student Conduct	<b>JIC</b>
<b>Positions</b>			<b>Professional</b>	
Professional Staff Positions	<b>GCA</b>		Superintendent Professional Development Opportunities	<b>CBG</b>
Support Staff Positions	<b>GDA</b>		Professional Staff Positions	<b>GCA</b>
<b>Postgraduate/Post Secondary Education</b>			Professional Staff Development Opportunities	<b>GCI</b>
Post-Secondary Enrollment Options	<b>IHCDA</b>		Supervision & Evaluation of Professional Staff	<b>GCOA</b>
<b>Powers</b>				
School Committee Powers & Responsibilities	<b>BBA</b>			
<b>President of the Board</b>			<b>Proficiency Requirements</b>	
School Committee Officers	<b>BDB</b>		Promotion & Retention of Students	<b>IKE</b>
			Graduation Requirements	<b>IKF</b>
<b>Private Schools</b>			<b>Programming</b>	
Special Education Services for Students in Private Schools or Home Schooling	<b>IHBGB</b>		Programming in the Least Restrictive Environment	<b>IHBAG</b>
Private School Student Participation in Middle School Athletic Programs	<b>IHBGC</b>			
<b>Private School Students</b>			<b>Promotions</b>	
Private School Students-Access to Public School Co-curricular, Interscholastic & Extra Curricular Activities	<b>JJIAA</b>		Promotion & Retention of Students	<b>IKE</b>
			Promotion/Retention Administrative Regulation	<b>IKE-R</b>
			<b>Propaganda</b>	
			Teaching About Controversial/Sensitive Issues	<b>IMB</b>



<b>Rights</b>			School Committee Member Development Opportunities	<b>BIB</b>
	Notification of Rights Under FERPA	<b>JRA-E</b>	School Committee Member Compensation & Expenses	<b>BID</b>
<b>Rules</b>			School Committee Comm. With Staff	<b>GBD</b>
	Rules of Order	<b>BEDD</b>	<b>Searches</b>	
	General Rules for Students Participating in Athletics & Extra-Curricular Activities	<b>JJIC-R</b>	Questioning & Searches of Students	<b>JIH</b>
			Questioning & Searches of Students	<b>JIH-R</b>
			Administrative Regulation	
<b>S</b>				
<b>Safety</b>			<b>Security</b>	
	School Bus Safety Program	<b>EEAB</b>	Buildings & Grounds Security	<b>ECA</b>
	Environmental & Safety Program	<b>EB</b>	<b>Service Charges</b>	
<b>Salary Schedules</b>			Community Use of School Facilities	<b>KF</b>
	Support Staff Salary Schedules/Overtime	<b>GDB</b>	Community Use of Facilities Administrative Regulation	<b>KF-R</b>
<b>Sales</b>			<b>Sex Discrimination</b>	
	School Properties Disposition	<b>DN</b>	Non-Sexist Language	<b>ACA</b>
<b>Sanitation</b>			<b>Sexual Harassment</b>	
	Buildings & Grounds Maintenance	<b>ECB</b>	Harassment & Sexual Harassment of Students	<b>ACAA</b>
	Custodial/Maintenance Services	<b>ECB-R</b>	Harassment & Sexual Harassment of School Employees	<b>ACAB</b>
	Administrative Regulation		Non-Discrimination/Equal Opportunity & Affirmative Action Complaint Procedure	<b>AC-R</b>
<b>Schedules</b>			<b>Sharps Injury Log</b>	
	School Day	<b>ID</b>	Exposure Control Recordkeeping – Appendix F – Sharps Injury Log	<b>GBGAA-R3</b>
<b>School</b>			<b>Smoking</b>	
	School District Legal Status	<b>AA</b>	Tobacco Use & Possession	<b>ADC</b>
	School District Goals & Objectives	<b>ADA</b>	Tobacco Use & Possession – Administrative Regulation	<b>ADC-R</b>
	School District Commitment to Learning Results	<b>ADF</b>	<b>Social Events</b>	
	School Superintendent	<b>CB</b>	High School Dances	<b>JJB</b>
	School Properties Disposition	<b>DN</b>	Middle School Dances	<b>JJBA</b>
	Authorized Staff Use of School Property	<b>EDC</b>	<b>Special</b>	
	School Bus Safety Program	<b>EEAB</b>	Special Use of School Buses	<b>EEAF</b>
	Extended School Year Services	<b>ICB</b>	<b>Special Education</b>	
	School – Community Relations Goals	<b>KA</b>	Special Education Independent Evaluations	<b>IHBAL</b>
<b>School Committee</b>			Grievance Procedure for Persons with Disabilities	<b>IHBAL</b>
	School Committee Operational Goals	<b>BA</b>	Special Education Services for Students in Private Schools or Home Schooling	<b>IHBGB</b>
	Evaluation of School Committee Operations	<b>BAA</b>	Suspension/Expulsion of Special Education Students	<b>JKF</b>
	School Committee Powers & Responsibilities	<b>BBA</b>	<b>Sports</b>	
	School Committee Member Authority	<b>BBAA</b>	Private School Student Participation in Middle School Athletic Programs	<b>IHBGC</b>
	School Committee Member Code of Ethics	<b>BCA</b>	Participants in Athletics	<b>JJIC</b>
	School Committee Member Conflict of Interest	<b>BCB</b>	General Rules for Students Participating in Athletics & Extra-Curricular Activities	<b>JJIC-R</b>
	School Committee Organizational Meeting	<b>BDA</b>	<b>Staff/Staff Development</b>	
	School Committee Officers	<b>BDB</b>	Purchasing and Contracting: Procurement	<b>DJH</b>
	School Committee-Superintendent Relationship	<b>BDD</b>	Staff Code of Conduct	
	School Committee Committees	<b>BDE</b>	Staff Involvement in Decision Making	<b>GBB</b>
	Advisory Committees to the School Committee	<b>BDF</b>	School Committee Communications with Staff	<b>GBD</b>
	Student Representation on the School Committee	<b>BDF-A</b>	Staff Conduct	<b>GBEB</b>
	School Committee Meetings	<b>BE</b>		
	School Committee Use of Electronic Mail	<b>BEA</b>		
	Notification of School Committee Meetings	<b>BEDA</b>		
	Public Participation at School Committee Meetings	<b>BEDH</b>		
	News Media Services at School Committee Meetings	<b>BEDI</b>		
	School Committee Policy Process	<b>BG</b>		
	New School Committee Member Orientation	<b>BIA</b>		

Staff Participation in Political Activities	<b>GBI</b>	<b>Surplus</b>	
Professional Staff Positions	<b>GCA</b>	School Properties Disposition	<b>DN</b>
Recruiting & Hiring of Administrative Staff	<b>GCFB</b>		
Recruiting & Hiring of Administrative Staff Regulation	<b>GCFB-R</b>	<b>Surveys</b>	
Professional Staff Development Opportunities	<b>GCI</b>	Staff Involvement in Decision Making	<b>GBB</b>
Supervision & Evaluation of Professional Staff	<b>GCOA</b>	Educational Research: Student Submission to Surveys, Analyses, or Evaluations	<b>ILD</b>
Evaluation of Administrative Staff	<b>GCOC</b>	<b>Suspension</b>	
Support Staff Positions	<b>GDA</b>	Rules of Order	<b>BEDD</b>
Support Staff Salary Schedules/Overtime	<b>GDB</b>	Detention of Students	<b>JKB</b>
Support Staff Employment	<b>GDF</b>	Suspension of Students	<b>JKD</b>
Supervision & Evaluation of Support Staff	<b>GDO</b>	Suspension/Expulsion of Special Education Students	<b>JKF</b>
<b>Steroids</b>			
Drug & Alcohol Use by Students	<b>JICH</b>		
<b>Strategic Planning</b>			
School Committee Operational Goals	<b>BA</b>		
Administrative Goals	<b>CA</b>	<b>Taping Copyrighted Materials</b>	
Curriculum Development & Adoption	<b>IGA</b>	Copyright Compliance	<b>EGAD</b>
		Copyright Compliance – Guidelines	<b>EGAD-R</b>
<b>Student Representation</b>		<b>Teacher Aides Employment</b>	
Student Representation on the School Committee	<b>BDF-A</b>	Support Staff Positions	<b>GDA</b>
<b>Students (see policy codes in Section J)</b>		<b>Teaching</b>	
<b>Substance Abuse</b>		Teaching About Controversial/Sensitive Issues	<b>IMB</b>
Tobacco Use & Possession	<b>ADC</b>	<b>Technical Education</b>	
Tobacco Use & Possession-Administrative Regulation	<b>ADC-R</b>	Philosophy of Biddeford Regional Center of Technology	<b>IHAI</b>
Drug & Alcohol Testing of School Bus Drivers	<b>EEAEAA</b>	<b>Technology</b>	
Drug & Alcohol Testing of School Bus Drivers Administrative Regulation	<b>EEAEAA-R</b>	Student Internet & Appropriate Use	<b>IJNDB</b>
Drug-Free Workplace	<b>GBEC</b>	Internet Network Access Agreement	<b>IJNDB-E1</b>
Drug & Alcohol Use by Students	<b>JICH</b>	Network Etiquette	<b>IJNDB-E2</b>
Administering Medication to Students	<b>JLCD</b>	Student Internet & Appropriate Use Administrative Regulation	<b>IJNDB-R</b>
		Biddeford School Department Web Site	<b>IJNDC</b>
<b>Substitute Teachers</b>		Web Site Guidelines	<b>IJNDC-R</b>
Substitute Teachers	<b>GCGA</b>	Agreement to Publish Student Information on the Biddeford School Department Web Site	<b>IJNDC-E</b>
Educational Technician Substitutes	<b>GDGB</b>	Parent/Guardian Agreement Form to Publish Student Information on Biddeford School Department Web Site	<b>IJNDC-E1</b>
<b>Suicide Awareness Program</b>		<b>Television</b>	
Suicide Awareness Program	<b>JLIF</b>	Public Information Program	<b>KD</b>
<b>Superintendent</b>		<b>Tests/Testing</b>	
School Superintendent	<b>CB</b>	Drug & Alcohol Testing of School Bus Drivers	<b>EEAEAA</b>
Superintendent Job Description	<b>CB-R</b>	Drug & Alcohol Testing of School Bus Drivers Administrative Regulation	<b>EEAEAA-R</b>
Superintendent's Contract	<b>CBD</b>	Tests/Assessment	<b>ILA</b>
Superintendent's Compensation & Benefits	<b>CBE</b>		
Superintendent's Professional Development Opportunities	<b>CBG</b>		
Evaluation of the Superintendent	<b>CBI</b>		
Evaluation of the Superintendent Administrative Regulation	<b>CBI-R</b>		
<b>Support Services (see policy codes in section E of the Policy Book)</b>		<b>Therapeutic Restraint</b>	
<b>Support Staff</b>		Therapeutic Restraint	<b>JKGA</b>
Support Staff Positions	<b>GDA</b>	Procedures on Therapeutic Restraint	<b>JKGA-R</b>
Support Staff Salary Schedules/Overtime	<b>GDB</b>	<b>Title I Parent Involvement</b>	
Support Staff Employment	<b>GDF</b>	Title I Parent Involvement – School Committee Level	<b>KBF</b>
		Title I Parent Involvement – District Level	<b>KBF-E1</b>

Title I Parent Involvement – School Level – JFK	<b>KBF-E2</b>	<b>Venereal Disease</b>	
Title I Parent Involvement – School Level – BPS	<b>KBF-E2</b>	Communicable/Infectious Diseases	<b>JLCC</b>
Title I Parent Involvement – School Level – BIS	<b>KBF-E2</b>	<b>Visitors</b>	
Title I Parent Involvement – School Level – BMS	<b>KBF-E2</b>	Visitors to the School	<b>KI</b>
		<b>Voting Method</b>	
		Voting Method	<b>BEDF</b>
<b>Title IX</b>			
Non-Sexist Language	<b>ACA</b>		<b>W</b>
<b>Tobacco</b>		<b>Wages (see Compensation)</b>	
Tobacco Use & Possession	<b>ADC</b>		
Tobacco Use & Possession – Administrative Regulation	<b>ADC-R</b>	<b>Walking Guidelines</b>	
		Student Transportation Services	<b>EEA</b>
<b>Traffic</b>		<b>Warrants</b>	
Traffic & Parking Controls	<b>ECE</b>	Warrants	<b>DJB</b>
		Relations with Law Enforcement Authorities	<b>KLG</b>
<b>Transfer of Funds</b>		Relations with Law Enforcement Authorities	<b>KLG-R</b>
Budget Transfer Authority	<b>DBJ</b>	Administrative Procedure	
<b>Transportation</b>		<b>Weapons</b>	
Transportation Services Management	<b>EE</b>	Weapons, Violence & School Safety	<b>JICIA</b>
Student Transportation Services	<b>EEA</b>		
Student Transportation Employee Requirements, Training & Responsibilities	<b>EEAEA</b>	<b>Wellness</b>	
		Student Wellness	<b>JL</b>
		Student Health Services	<b>JLC</b>
<b>Travel</b>		<b>Withdrawal from School</b>	
School Committee Member Compensation & Expenses	<b>BID</b>	Dropout Prevention – Student Withdrawal From School	<b>JFC</b>
Special Use of School Buses	<b>EEAF</b>		
Charter/Trip Regulations	<b>EEAF-R</b>	<b>Work Experience Opportunities</b>	
Use of Private Vehicles on School Business	<b>EEBB</b>	Employment of Students	<b>JO</b>
Use of Private Vehicles on School Business	<b>EEBB-R</b>		
Administrative Regulation		<b>Working Conditions</b>	
		Drug-Free Workplace	<b>GBEC</b>
<b>Trips</b>		<b>Work Study Programs</b>	
Special Use of School Buses	<b>EEAF</b>	Employment of Students	<b>JO</b>
Charter/Trip Regulations	<b>EEAF-R</b>		
Overnight Field Trips	<b>EEAF-R2</b>		
<b>Truancy</b>			<b>Y</b>
Truancy	<b>JHB</b>		
<b>Tuition</b>		<b>Year</b>	
Biddeford Adult/Community Education	<b>IHD</b>	Extended School Year Services	<b>ICB</b>
Admission of Non-Resident Students	<b>JFAB</b>		

## U

<b>Unaccredited School</b>			
Home Schooling	<b>IHBG</b>		
Home Schooling – Participating in School Programs	<b>IHBGA</b>		

## V

<b>Vehicles</b>			
Use of Private Vehicles on School Business	<b>EEBB</b>		
Use of Private Vehicles on School Business	<b>EEBB-R</b>		
Administrative Regulation			
Use of Private Vehicles on School Business	<b>EEBB-R2</b>		
Permit Authorization Form			