

## **SECTION A: FOUNDATIONS AND BASIC COMMITMENTS**

Section A of the NEPN/NSBA classification system contains policies, regulations, and exhibits on the District's legal role in providing public education and the basic principles underlying School Board governance. These policies provide a setting for all of the School Board's other policies and regulations.

- AA            **School District Legal Status**
  
- AB            The People and Their School District**
  - ABA\*                    **Community Involvement in Decision-Making**
  - ABB\*                    **Staff Involvement in Decision-Making**
  - ABC\*                    **Student Involvement in Decision-Making**
  - ABD                    **Shared Decision-Making**
  
- AC            **Nondiscrimination**
  - ACA                    **Nondiscrimination on the Basis of Sex**
  - ACB                    **Nondiscrimination on the Basis of Ethnicity and Race**
  - ACC                    **Nondiscrimination on the Basis of Age**
  - ACD                    **Nondiscrimination on the Basis of Religion**
  - ACE                    **Nondiscrimination on the Basis of Handicap/Disability**
  - ACF                    **Interpersonal/Human Relations**
  - ACG                    **Resolution of Discrimination Complaints**
  
- AD            **Educational Philosophy/School District Mission**
  - ADA                    **School District Goals and Objectives**
  - ADB                    **Drug-Free Schools**
  - ADC                    **Smoke-Free Environment**
  - ADD                    **Safe Schools**
  - ADE                    **Effective Schools**
  - ADF                    **Wellness**
- AE            **Accountability/Commitment to Accomplishment**
  - AEA                    **Goal/Outcome-Based Education**
  - AEB                    **Recognition for Accomplishment**
  - AEC                    **Accomplishment Reporting to Public**
  
- AFB            **Evaluation of the Superintendent**
- AFC            **Evaluation of Professional Staff**

# A

## Absences (also see Leaves)

Administrative Staff Leaves and Absences	GCCB
Instructional Staff Leaves and Absences	GCCA
Professional Staff Leaves and Absences	GCC
Student Absences and Excuses	JH
Support Staff Leaves and Absences	GDC

## Abuse of Children

Child Abuse/Neglect Counseling	JLDBD
Reporting Child Abuse/Child Protection	JLF

## Abusive Language

Public Participation at Board Meetings	BEDH
Staff Conduct	GBEB
Student Conduct	JIC
Student Publications	JICE

## Academics

Academic Achievement	IK
Academic Award	
Honor Rolls for specific listing of students making a certain measure of achievement.	IKD
Student Awards, Honors and Scholarships for other recognitions, not necessarily related to academics	JM
Academic Freedom	IB
Instructional Program	IH
Requirements for	
Promotion/Retention/Acceleration of Students	IKE
Graduation Requirements	IKF
Participation standards for athletics	JJIC
All extracurricular activities	JJJ

## Acceleration of Students

Grade Advancement	IKE
of at At-Risk Students	IHBDC

## Access

Buildings	ECAB
Computer Access and Control/Computer Security	EHAA
Records	
Personnel Records and Files	GBJB
Public's Right to Know	KDB
Student Information	JR

## Accidents

Accident Insurance	EI
Insurance Program/Risk Management	GBGD
Workers' Compensation	EBB
Accident Prevention and Safety Procedures	EBBB
Accident Reports	EEAEE
Bus Accidents/Emergencies	EEAE
Bus Safety Program	

## Accountability

Accountability/Commitment to Accomplishment	AE
Accountability of Administrative Staff	GCOD
Accountability of Instructional Staff	GCOB
Accountability of Support Staff	GDOA

## Accommodations

Accommodations for Handicapped	
Buildings	FC
Programs and Services/Special Education	IHBA
Building Accommodations	FC

## Accomplishment

Accomplishment Reporting to the Public ceremonies or publications promoting individual or district achievements	AEC
Accountability/Commitment to Accomplishment	AE
Recognition for Accomplishment for overall program	AEB
Staff Awards and Recognition	GBL
Student Awards, Honors, and Scholarships	JM

## Accounting

Accounting System	DIA
Fiscal Accounting and Reporting	DI
Student Activities Funds	JJF

## Accreditation Agencies, Relations with

LH

## Achievement

Academic Achievement	IK
Evaluation of Professional Staff	GCO
Evaluation of Support Staff	GDO
Goal- Outcome-Based Education	AEA

## Acting Administrator/Temporary Administrative Assignments

CI

## Active Learning

IFB

## Activities

Activities Fees	
Adult/Community Education	IHD
Student Activities Fees	JJD
Activities Funds/Students	JD
Community Activities/Organizations	KJ
Staff Participation in Community Activities	GBH
Staff Participation in Political Activities	GBI
Student Activities	JJ
Student Social Events	JJB

## Adjourned Board Meetings/Meeting Procedures/ Bylaws

BED

## Administering Medicines to Students

JLCD

## Administration

Administration Goals/Priority Objectives	CA
Administration in Policy Absence	CHD
Adult Education Program Administration	CGC
Employee Benefits Administration	DLA
General School Administration	
(see policy codes)	Section
	C
School Building Administration	CF
Special Programs Administration	CG
Summer Program Administration	CGA
State and Federal Programs Administration	CGD
Test/Assessment Administration	ILB

<b>Administrative</b>		<b>Advanced College Placement</b>	IHCD
Administrative Authority	CB	<b>Advertising in Schools</b>	KHB
School Superintendent	CC	Business Solicitations in Schools	KHD
Administrative Organization	CF	Distribution/Posting of Promotional Materials	KHC
School Building Administration	CK	Legal Advertising	
Administrative Consultants	CE	Bidding Procedures	DJE
Administrative Councils, Cabinets, and Committees	CJ	Construction Contracts Bidding and Awards	FEG
Administrative Intern Programs	CC	Posting and Advertising of Professional Vacancies	GCEC
Administrative Organization	GC		
Administrative Personnel, see policy codes under Professional Staff	CH	Posting and Advertising of Support Staff Vacancies	GDEA
Administrative Procedures/Policy Implementation	CH	Political Solicitations in Schools	KHE
Administrative Regulations, use Policy Implementation	CH	Public Solicitations in Schools	KHA
Administrative Research/Reports	CL	Solicitations in Schools	KH
Administrative Rules, use Policy Implementation	CH	Special Interest Publications	JM
Administrative Staff, see policy codes under Management Team/Senior Staff	GCAB/CD	Student Publications	JICE
		<b>Advisory Committees</b>	BDF
<b>Administrators</b> (see policy codes under Professional Staff)	GC	Administrative Councils, Cabinets, and Committees	CE
		Board Advisory Councils and Committees	BDF
<b>Admissions, Student Admissions/Withdrawals from School</b>	IJF	School Building Committees	
Admission of Exchange and Foreign Students	JFABB	Construction Projects	FBA
Admission of Nonresident Students	JFAB	School-/Site-Based Management	CFD
Admission of Resident Students	JFAA	Community Involvement in Decision Making	KCB
Admission of Transfer Students	JFABC	Staff Involvement in Decision Making	GBB
Free Admissions	DFDA	Student Advisory Councils	JIBC
Gate Receipts and Admissions	DFD		
		<b>Affirmative Action</b>	
<b>Adopt-A-School Programs</b>	KGB	Bidding Procedures	DJE
		Construction Contracts Bidding and Awards	FEG
<b>Adoption</b>		Equal Employment Opportunity for Staff	GBA
Adoption Leave		Nondiscrimination/general policy	AC
Instructional Staff Maternity/Paternity/Parental Leave	GCCAC	Student Affirmative Action	JB
Administrative Staff Maternity/Paternity/Parental Leave	GCCBC		
Support Staff Maternity/Paternity/Parental Leave	GDCC	<b>Afro-American Studies</b>	
Budget Adoption Process	DBG	Curriculum Programs	IH
Curriculum Adoption	IGD	Multiculturalism	IFC
Library Materials Selection and Adoption	IJL	Social Studies Education	IHAC
Special Interest Materials Selection and Adoption	IJM		
Technology Resource Selection and Adoption	IJKA	<b>After-School</b>	
Test/Assessment Selection	ILA	After-School Activities	JJ
Textbook Selection and Adoption	JJ	After-School Child Care	IHCF
<b>Adult</b>		<b>Agenda</b>	BEDB
Adult Basic Education	IHDA		
Adult/Community Education	IHD	<b>Age</b>	
Adult Education Staff, use appropriate Personnel policy code under	GC/GD	Entrance Age Requirements	JEB
		Students of Legal Age	JID
<b>Adult Education Program Administration</b>	CGC	<b>Agricultural Education</b>	
Adult Food Services	EFF	Curriculum Programs	IH
Adult High School/GED Programs	HDB	Vocational-Technical Education	HAI
Adult Vocational/Career Education	HDC		
Adult Students/Students of Legal Age	JID	<b>Aides</b>	
Life-Long Learning Programs		Part-Time and Substitute Support Staff	
Administration	CGC	Employment	GDG
Curriculum	HD	Teacher Aides	IJNA
		<b>AIDS</b>	
		AIDS/HIV Education	IHAMC
		Students with HIV/AIDS	JLCCA
		Staff with HIV/AIDS/Staff Health	GBGA

<b>Air Conditioning</b>			
Construction Plans and Specifications	FED	Appeals to Board	BEE
Energy Conservation	ECF	Grievances	
		Resolution of Discrimination Complaints	ACG
		Staff	GBK
		Students	JII
<b>Air Pollution</b>		<b>Appointed Board Officials</b>	<b>BDC</b>
Environmental Education	IHAO		
Weather-Related Emergencies	EBDC		
<b>Alarms</b>		<b>Appointment</b>	
Reporting of Hazards/Warning Systems	EBAA	Advisory Committees	BDF
Security of Building	ECA	Appointed Board Officials	BDC
Student Conduct (setting off false alarms)	JIC	Board Committees	BDE
		Board Membership - Elections/Appointments	BBB
		Student Member of Board	JIBB/ BBB
<b>Alcohol</b>		<b>Appraisals</b>	
Catering and Food Service at School		School Properties Disposition	DN
Activities/Events	EFG	Site Acquisition	FEE
Drug and Alcohol Use by Students	JICH		
Programs for Substance Abusers	IHBCB	<b>Apprenticeships</b>	
Public Conduct on School Property	KFA	Adult/Community Education	IHD
Staff Conduct	GBEB	Career/Transition-to-Work Education	IHAQ
Substance Abuse Counseling	JLDBC	Employment of Students	JO
Teaching about Drugs, Alcohol, and Tobacco	IHAMA	Student Volunteers for School and Community Service	JN
<b>Alien Residence Requirements</b>		<b>Appropriations</b>	
School Employment	GCF/ GDF	Annual Budget	DB
Student Admissions	JFABB	Revenues from Tax Sources	DE
		<b>Arbitration</b>	
		Impasse Procedures	HO
<b>Allocations to Schools</b>		<b>Architect</b>	<b>FEB</b>
Equal Educational Opportunities	JB		
Site-/School-Based Management	CFD	<b>Armed Forces</b>	
Staffing Formulas/Ratios	CCC	Relations with Military Agencies	KLMA
Support Personnel for Building Administration	CFF	<b>Arrangements</b>	
		for Professional Staff Substitutes	GCGB
		for Support Staff Substitutes	GDGB
<b>Alternative Learning Experiences</b>	IMBA	<b>Arrests</b>	
		Building and Grounds Security	ECA
<b>Alternative Schools</b>	IHBHA	Relations with Law Enforcement Authorities	KLG
		Student Interrogations, Searches, and Arrests	JIH
<b>Animals In School</b>	IMG	<b>Arson Protection</b>	
in curriculum use appropriate Curriculum		Building and Grounds Security	ECA
Program/IH or Teaching about Controversial/ Sensitive Issues/IMB, e.g., dissection		Warning Systems	EBAA
<b>Announcement of Final Negotiated Agreement</b>	HM	<b>Arts</b>	
		Arts and Music Resources and Materials	IJE
<b>Annual</b>		Arts Education	IHAF
Board Meeting		Relations with Cultural Institutions	KM
Board Organizational Meeting	BDA	<b>Asbestos</b>	<b>EBAB</b>
Budget	DB		
District Meeting		<b>Assaults</b>	
Board Elections	BBBG	Public Conduct on School Property	KFA
Board Organizational Meeting	BDA	Security of Building and Grounds	ECA
Report	CM	Staff Personal Security and Safety	GBGB
<b>Annuities</b>		Student Conduct	JIC
Management of Staff Funds	DL	Student Discipline	JK
Retirement of Professional Staff	GCQE		
Retirement of Support Staff	GDQC		
Salary Deductions	DKB		
<b>Anti-Poverty Authorities</b>			
Relations with Federal Government Authorities	KLM		
Relations with Local Government Authorities	KLK		
Relations with Social Service Agencies	KLC		
Relations with State Government Authorities	KLL		

<b>Assemblies</b>	<b>IME</b>	Professional Staff Leaves and Absences	<b>GCC</b>
		Student Attendance	<b>JE</b>
<b>Assessment</b>		Support Staff Leaves and Absences	<b>GDC</b>
Revenues from Tax Sources	<b>DE</b>	Student Absences and Excuses	<b>JH</b>
Student Assessments		Truancy	<b>JHB</b>
Instructional Program	<b>IL</b>		
District Assessments	<b>ILBA</b>	<b>Attorney for the Board</b>	
National Assessments	<b>ILBC</b>	School Attorney/Legal Services	<b>BDG</b>
State Assessments	<b>ILBB</b>		
Student Achievement	<b>IK</b>	<b>Audiovisual Aids</b>	
		Instructional Resources and Materials	<b>IJ</b>
<b>Assignment</b>			
of Students to School	<b>JCA</b>	<b>Audiovisual Director</b>	
of Students to Classes and Grade Levels	<b>JG</b>	Professional Staff Positions	<b>GCA</b>
of Continuing Students to Classes	<b>JGB</b>		
of New Students to Classes/Grade Levels	<b>JGA</b>	<b>Auditorium</b>	
Professional Staff Assignments and Transfers	<b>GCK</b>	Community Use of School Facilities	<b>KF</b>
Support Staff Assignments and Transfers	<b>GDJ</b>	School Assemblies	<b>IME</b>
Class Assignments			
Curriculum Programs	<b>IH</b>	<b>Audits</b>	<b>DIE</b>
Homework	<b>IKB</b>	Claims Auditing	<b>DK</b>
		Educational Audits/Evaluation of Instruction	<b>IL</b>
<b>Assistant Principals</b>		Energy Audits	<b>ECF</b>
Building Administrators	<b>CFA</b>	Environmental and Safety Audits	<b>EBAC</b>
		Independent Auditors	<b>DIE</b>
<b>Assistant Superintendents</b>		Internal Audits	<b>DIE</b>
Administrative Staff Positions	<b>GCAB</b>		
Management Team/Senior Staff	<b>CD</b>	<b>Authority</b>	
		Line of Authority	
<b>Assistants</b>		Administrative Organization	<b>CC</b>
Board Consultants/Staff Assistants	<b>BDH</b>	Line and Staff Relations	<b>CCB</b>
		Board Member Authority	<b>BBAA</b>
<b>Associate Superintendents</b>			
Management Team/Senior Staff	<b>CD</b>	<b>Authorized Signatures</b>	<b>DGA</b>
<b>Associations</b>		<b>Authorized Use of School Materials and Equipment</b>	<b>EDC</b>
School Board Memberships	<b>BK</b>		
Liaison with School Boards Associations	<b>BKA</b>		
Relations with Community Organizations	<b>KJ</b>	<b>Automobiles</b>	
Relations with Education Accreditation Agencies	<b>LH</b>	Automotive Shop/Income from School Sales and Services	<b>DFE</b>
Relations with Professional Associations	<b>KK</b>	Driver Education	<b>IHAN</b>
		Obsolete Vehicles/School Properties	
<b>At-Risk Students</b>		Disposition	<b>DN</b>
At-Risk Student Behaviors	<b>JLDB</b>	Searches of Parking Lots	<b>JHBB</b>
Programs for At-Risk Students	<b>IHBC/</b>	Student Automobile Use	<b>JLIE</b>
<b>IHBCC</b>		Student Transportation in Private Vehicles	<b>EEAG</b>
Student Problems	<b>JLDBA</b>	Traffic and Parking Procedures	<b>ECE</b>
		Transportation Services	<b>EE</b>
<b>Athletics (also Sports)</b>	<b>JJI</b>		
Athletics Director		<b>Auxiliary Services</b>	
Administrative Staff Extra Duty	<b>GCME</b>	Extended Instructional Programs/outside Basic Instruction	<b>HC</b>
Instructional Staff Extra Duty	<b>GCMD</b>	Special Instructional Programs/Basic Instruction	<b>IHB</b>
Professional Staff Positions	<b>GCA</b>		
Eligibility	<b>JJIC</b>		
<b>Attendance</b>		<b>Awards</b>	
Attendance Monitoring/Accounting	<b>JHBB</b>	Recognition for Accomplishment	<b>AEB</b>
Attendance Officer	<b>JHBA</b>	Staff Awards and Recognition	<b>GBL</b>
Attendance Rewards, Students	<b>JM</b>	Student Awards and Scholarships	<b>JM</b>
Compulsory Attendance Ages	<b>JEA</b>		
Exclusions and Exemptions from School Attendance	<b>JHD</b>		

# B

<b>Baccalaureate Services</b>		Bidding Procedures	DJE
Graduation Exercises	IKFB	Bidding Requirements for Sale of School Property/School Properties Disposition	DN
<b>Background Checks (see policy codes)</b>	GCF/ GDF	Construction Contracts Bidding and Awards	FEG
<b>Band</b>		<b>Bilingual Instruction</b>	IHBE
Band Instruments/Maintenance and Control of Materials and Equipment	EDB	<b>Bill Payment</b>	
Band Uniforms/Student Fees, Fines, and Charges	JQ	Payment Procedures	DK
Music Education	HAG	<b>Binding Arbitration</b>	HOA
Student Activities	JJ	<b>Black Studies</b>	
Student Travel	JJH	Curriculum Programs	IH
Student Performances/Exhibits/Competition	JJC	Multiculturalism	IFC
<b>Banking</b>		<b>Boarding School Students</b>	
Banking Services	DG	Alternative School Programs	IHBHA
Management of Staff Funds	DL	Student Admissions	JF
<b>Bargaining (see policy codes)</b>	Section	<b>Board of Cooperative Educational Services (BOCES)</b>	
Negotiations Goals/Priority Objectives	H HA	Relations with County/Regional Education Agencies	LE
		Shared Services and Staff	LBA
<b>Bargaining Agent</b>		<b>Board of Education, School Board</b>	
Employee Negotiating Organizations	HH	(see policy codes)	Section
<b>Basic</b>		<b>Board Committees</b>	B
Education		<b>Board Consultants</b>	BDE
Adult Basic Education	IHDA	<b>Board Communications with Public</b>	BDH
Basic Instructional Program	IHA	<b>Board Communications with Staff</b>	BHD
Basic Instructional Program	IHA	<b>Board Facilities and Services</b>	BHC
Basic Skills		<b>Board Elections</b>	BIC
Basic Instructional Program	IHA	<b>Board Hearings</b>	BBBG
Basic Skills Tests/Academic Achievement	IK/ILB	<b>Board Inspection and Acceptance of New Facilities</b>	BEE
<b>Beepers</b>	JICJ	<b>Board Liability</b>	FG
<b>Behavior</b>		<b>Board Meetings</b>	BBC
Public Conduct on School Property	KFA	Organizational Meeting	BDA
Student Conduct	JIC	School Board Meetings	BE
Staff Conduct	GBEB	Second Language Procedures	BEDE
<b>Benefits</b>		<b>Board Members</b>	BBB
Employee Benefits Administration	DLA	Attendance at Meetings	BBAA
Professional Staff Fringe Benefits	G CBD	Authority and Responsibilities	BBAA
Support Staff Fringe Benefits	GDBD	Code of Ethics	BCA
<b>Bequests</b>		Compensation and Expenses	BID
Public Gifts/Donations to Schools	KCD	Conduct	BC
<b>Bereavement Leave</b>		Conflict of Interest	BCB
Administrative Staff Personal Leave	GCCBB	Development Opportunities	BIB
Instructional Staff Personal Leave	GCCAB	Insurance/Liability	BIE
Support Staff Personal	GDCB	Oath of Office	BBBB
<b>Bible Readings</b>		Orientation/Handbook	BIA
Teaching about Religion	HAL	Removal from Office	BBBD
Religious Observances and Displays	IMDC	Resignation	BBBC
<b>Bicycles</b>		Responsibilities	BBAA
Student Bicycle Use	JLID	Services	BI
<b>Bidding</b>		Student Member	JIBB/ BBB
		Unexpired Term Fulfillment/Vacancies	BBBE
		<b>Board Memberships</b>	BK
		<b>Board Negotiating Agents</b>	HF
		<b>Board Officers</b>	BDB

Board Officials	BDC	<b>Boycotts</b>	
Board Operational Goals	BA	Employee Job Actions	HP
Board Policy/School Board Policy Process	BG	Student Boycotts/Protests/Demonstrations/ Strikes	JIJ
Board Powers and Responsibilities	BBA		
Board President/Board Officers	BDB	<b>Breakfast Program/Food Services</b>	EF
Board Review of Regulations	BGD/ CHB	Free and Reduced Price Food Services	EFC
Board Staff Assistants	BDH		
Board-Superintendent Relationship	BDD	<b>Broadcasting/Broadcasts</b>	
<b>Board of School Directors</b> (see policy codes under School Board/Board of Education)	<b>Section B</b>	Broadcasting/Taping of Board Meetings	BEDJ
		Broadcasts of Emergency Closings	EBCE
		Broadcasting as part of the curriculum/ Technology Resource Selection and Adoption	IJKA
<b>Board of School Trustees</b> (see School Board/ Board of Education)		Technology Resources	IJND
		Relations with Broadcasting Stations/Media Relations	KDD
<b>Bomb Threats</b>	EBCC	Royalties from School Broadcasts	DFE
		School-Operated Radio or TV Station	
<b>Bond/Bonded/Bonds</b>		School-Sponsored Information Media	KDC
Bond Anticipation Notes/Taxing and Borrowing	DC	Special Programs Administration	CG
Bond Campaigns	FDA/ KCCA	Sports and Special Events News Coverage	KDDB
		Taping of Broadcasts	
Bond Payments/Payment Procedures	DK	Communication Services	EGA
Bonded Employees and Officers	DH	Copyright Compliance	EGAD
Bond Referenda	FDA		
Bond Revenues/Revenues from Investments	DFA	<b>Budget/Annual Budget</b>	DB
Contractor's Affidavits and Guarantees	FEGB	(see policy codes)	
Facilities Funding	FD	School Budgets/School-Based Management	CFD
Fidelity Bonds/Bonded Employees and Officers	DH	Budget Referenda	DBGA/ KCCB
Management of Capital Reserves	DCA		Section F
Use of Students in Bond Campaigns		<b>Buildings/Facilities</b> (see policy codes)	F
Use of Students in Public Information Program	KDCA	Building Administration	CF
		Building and Grounds Staff Positions	GDAB
<b>Books</b>		Building Committees	
Book Disposal/Disposition	DN	Advisory Committees	BDF
Book Fairs		Planning Advisors/Construction	FBA
if part of instruction/School Fairs	IMF	School-Based Management	CFD
if a school-sponsored activity		Staff Involvement in Decision Making	GBB
Student Activities	JJ	Building Funds/Types of Funds	DIB
Solicitations in Schools	KH	if a special fund through gifts/grants	
Relations with Parent Organizations	KBE	from private sources	DDA
Book Loans		from school foundations	KGA
Relations with Nonpublic Schools	LBC	Buildings/Grounds/Property Management	EC
Relations with Libraries/Cultural Institutions	KM	Building and Grounds Security	ECA
Book Selection and Adoption		Building and Grounds Records and Reports	ECC
Library Materials Selection and Adoption	IJL	Building Plaques	FFB
Special Interest Materials Selection and Adoption	IJM	Building Use by Community	KF
Supplementary Materials Selection and Adoption	IJK	Planning and Construction	FE
Textbook Selection and Adoption	IJJ		
Book Stores/School Stores	IMI	<b>Bulletin Boards</b>	
Public Concerns/Complaints about Instructional Resources	KEC	use by employee negotiating organizations	HI
		use by outside groups/Distribution/Posting of Promotional Material	KHC
<b>Booster Organizations</b>	KJA	use by professional staff	GCV
		use by support staff	GDT
<b>Boundary Lines</b>		use by students/student information	JR
Board Member Districts/Board Legal Status	BB	Burglar Alarms/Warning Systems	EBAA
School Attendance Areas/Redistricting	JCAA		
School District Boundaries/Legal Status	AA	<b>Burglary Precautions and Reports/Security</b>	ECA
		<b>Bus/Buses/Student Transportation</b>	EEA
		Accidents/Emergencies	EEAEE
		Bus Driver	
		Requirements, Training, and	

Responsibilities	EEAEA
Transportation and Food Management Positions	GDAC
Bus Emergencies	EEAEE
Bus Maintenance	EEAEB
Bus Passes	EEAD
Bus Purchasing and Maintenance	EEAEB
Bus Safety Program	EEAE
Busing/Desegregation	JCAB
Eligibility for Bus Transportation/Walkers and Riders	EEAA
Scheduling and Routing	EEAC
Special Education Student Transportation	EEAB
Special Use of Buses	EEAF
Student Conduct on Buses	EEAEC

Business and Industry Donations/Joint Ventures	KGD
Business and Personnel Transportation Insurance	EEBC
Business and Personnel Transportation Records and Reports	EEBD
Business and Transportation Services	EEB
Business Education/Vocational-Technical Education	IHAI
Business/Fiscal Management (see policy codes)	Section D
Business Manager/Administrative Staff Positions	GCAB
Fiscal and Office Staff Positions	GDA
<b>Bylaws/Meeting Procedures</b>	
Board Committees	BED BDE

**Business**

Business and Industry Involvement in Education KG

**C**

<b>Cabinets/Councils and Committees</b>	CE
<b>Cable Television</b>	
Public Information and Communications	KD
Special Programs Administration if involves school administrators	CG
Technology Resources in Instruction	IJNDB
<b>Cadet Teachers/Student Teaching and Internships</b>	LDA
<b>Cafeterias/Food Services</b> (see policy codes)	EF
Student Conduct in Cafeteria	JICDC
<b>Cafeteria Workers/Aides/Transportation and Food Staff Positions</b>	GDAC
<b>Calculus/Mathematics Education</b>	IHAB
Advanced College Placement	IHCD
<b>Calendar</b>	
Professional Staff Schedules and Calendars	GCL
School Calendar	ICA
Support Staff Schedules and Calendars	GDK
<b>Camps/School</b>	IHCE
<b>Campus, Open/Closed</b>	JHCA
<b>Campus Police/Building and Grounds Security</b>	ECA
<b>Cancellations</b>	EBCE
<b>Candidates</b>	
Board Candidates	BBBF
Board Member Qualifications	BBBA
Political Solicitations in School	KHE
<b>Capital Equipment/Purchasing</b>	DJ
<b>Capital Reserves</b>	DCA
<b>Capitalization/Facilities Funding</b>	FD

<b>Career</b>	
Development/Support Staff Education	GDM
Adult Career Education	IHDC
Student Career Education	IHAQ
Counseling	JLDC
Professional Staff/Professional Development Salary Schedule/Career Ladders	GCI
Administrative Staff	GCBB
Instructional Staff	GCBA
Support Staff	GDBA
<b>Career Teacher</b>	
Instructional Staff Probation, Tenure, and Seniority	GCJA
Merit/Performance Pay for Instructional Staff	GCBA
Professional Staff Contracts and Compensation Plans	GCBA
<b>Care of School Property</b>	
by Students	JICB
by Staff/Staff Conduct	GBEB
<b>Caring Adult Programs</b>	JLDBF
<b>Carnegie Unit Requirements/Graduation Requirements</b>	IKF
<b>Cash in School Buildings</b>	DM
<b>Catalogs/Directories of Instructional Materials</b>	
Curriculum Guides and Course Outlines	IGE
Instructional Resources and Materials	IJ
<b>Catering</b>	EFG
<b>Censorship</b>	
Academic Freedom	IB
Public Concerns/Instructional Resources	KEC
Student Publications	JICE
<b>Census/School</b>	JD
<b>Ceremonies</b>	
Graduation Exercises	IKFB



Patriotic Exercises	IMDA	Child Abuse/Neglect Counseling	JLDBD
School Ceremonies and Observances	IMD	Reporting Child Abuse/Child Protection	JLF
<b>Certificated/Certified Personnel</b>		Child Care Centers/Programs	
Administrative Staff Positions	GCAB	(emphasize child care over education)	
Instructional Staff Positions	GCA	Child Care Programs	IHCF
Professional Staff	GC	Child Care Programs Administration	CGB
		Latchkey Programs	IHCFB
<b>Certification Requirements</b>	GCFC	Preschool Child Care	IHCFC
		Relations with Child Care Providers	KJH
<b>Chairperson of the Board/Board Officers</b>	BDB	School-Based Child Care	IHCFA
<b>Challenged Materials</b>		Child-Rearing Leave/Parental Leave	
Public Concerns about Instructional Resources	KEC	Administrative Staff Parental Leave	GCCBC
Teaching about Controversial/Sensitive Issues	IMB	Instructional Staff Parental Leave	GCCAC
		Support Staff Parental Leave	GDCC
<b>Change Orders/Construction Contracts Bidding and Awards</b>	FEG	<b>Choice of Schools/School Choice/Open Enrollment</b>	JFB
		Interdistrict Choice	JFBB
<b>Chaperones</b>		Intra-District Choice	JFBA
Field Trips	IJOA	Magnet School Programs/Admissions	JFBD
Student Social Events	JJB	Magnet Schools/Alternative Schools/Programs	IHBHB
Student Travel	JJH	School Choice Voucher Program	JFBC
Supervision of Students	JLIA		
<b>Chapter I</b>		<b>Christmas/School Ceremonies and Observances</b>	IMD
Compensatory Education	IHBD	Religious Observances and Displays	IMDC
Programs for At-Risk/Disadvantaged Students	IHBC	Teaching about Religion	IHAL
State and Federal Programs Administration	CGD		
<b>Charges</b>		<b>Churches</b>	
Civil or Criminal		Relations with Churches	KJC
Student Interrogations, Searches, and Arrests	JIH	Relations with Nonpublic Schools	LBC
Vandalism	ECAC		
Gate Receipts and Admissions	DFD	<b>Citizens Committees</b>	
Income from School Sales and Services	DFE	Advisory Committees	BDF
Student Fees, Fines, and Charges	JQ	Community Involvement in Education	KC
Tuition	JFABA	Site-/School-Based Management	CFD
<b>Checking Accounts/Banking Services</b>	DG		
		<b>Citizenship Education/Values Education</b>	IHAK
<b>Check-Writing Services</b>	DGB	<b>City Government/Relations with Local Government Authorities</b>	KLK
<b>Cheerleaders/Cheerleading/Students Athletics</b>	JJI	<b>Civic Organizations/Relations with Community Organizations</b>	KJ
Cheerleading Camp/School Camps	IHCE		
Insurance Program/Risk Management	EI	<b>Civil</b>	
<b>Chemical Use/Drugs and Alcohol</b>		Civil Defense	
Drug and Alcohol Use by Students	JICH	Relations with Fire and Emergency Preparedness Authorities	KLH
Drug-Free Schools	ADB	Plans/Disaster Plans	EBCA
Drug-Free Work Place	GBEC	Civil Rights	
Programs for Substance Abusers	IHBCB	of Minors/Student Due Process Rights of Staff	JIA
Staff Conduct	GBEB		GBK/ GBE
Substance Abuse Counseling	JLDBC	<b>Class/Classroom</b>	
Teaching about Drugs, Alcohol, and Tobacco	IHAMA	Class Gifts/Student Gifts and Solicitations	JP
Tobacco-Free Schools	ADC	Class Gifts to School/Student Donations	JP
		Class Interruptions	IMH
<b>Chemistry/Science Education</b>	IHAD	Class Rankings	IKC
Advanced College Placement	IHCD	Class Size	IIB
Science Resources and Materials	IJD	Classroom Materials and Resources	IJ
<b>Chief School Administrator/Executive Officer/ Superintendent (See policy codes)</b>	CB	Classroom Organization	
		Grade-level organization	IE
<b>Child</b>		Instructional Approach for classrooms and schools	IF
Child Abuse/Maltreatment/Neglect		Instructional Arrangements for organization within schools and classes	II

<b>Classified/Support Personnel</b> (see policy codes)	<b>GD</b>	Collection of Money from Students Collection of Money/Food Tickets Gate Receipts	<b>JQA</b> <b>EFDA</b> <b>DFD</b>
<b>Cleaning Program/Custodial Services</b>	<b>ECD</b>	Public Solicitation in Schools Revenues from Tax Sources Revenues from Nontax Sources Staff Gifts and Solicitations	<b>KHA</b> <b>DE</b> <b>DF</b> <b>GBEBC</b>
<b>Clerical Services</b> Board Member Facilities and Services Office Services Support Personnel for Building Administration	<b>BIC</b> <b>EGB</b> <b>CFF</b>	<b>Collective Bargaining</b> (see policy codes)	<b>Section H</b>
<b>Clerk of the Board/Appointed Board Officials</b>	<b>BDC</b>	<b>College Courses</b> Advanced College Placement Postsecondary Options/Concurrent Enrollment Relations with Colleges and Universities	<b>IHCD</b> <b>IHCDA</b> <b>LD</b>
<b>Climate/School</b>	<b>CFE</b>	<b>College Preparatory Program</b> Basic Instructional Program Graduation Requirements Honors Program	<b>IHA</b> <b>IKF</b> <b>IHCC</b>
<b>Closed Board Meeting/Executive Session</b>	<b>BEC</b>	<b>Colleges and Universities/Relations with</b>	<b>LD</b>
<b>Closed Campus/Open Campus</b>	<b>JHCA</b>	<b>Combining Schools/Consolidation</b>	<b>FCA</b>
<b>Closed Forum</b> Limited Open/Closed Forum	<b>JJAB</b>	<b>Commencement Exercises/Graduation Exercises</b>	<b>IKFB</b>
<b>Closing Schools</b> Retirement of Facilities School Closings and Cancellations	<b>FCB</b> <b>EBCE</b>	<b>Commitment to Accomplishment</b>	<b>AE</b>
<b>Clubs</b> Secret Societies Student Organizations Relations with Community Organizations	<b>JICF</b> <b>JJA</b> <b>KJ</b>	<b>Commitment to Excellence/Educational Philosophy</b> <b>School District Mission</b>	<b>AD</b>
<b>Coaches</b> Professional Staff Positions Student Athletics Supplementary Pay Plans	<b>GCA</b> <b>JJI</b> <b>GCBC</b>	<b>Committees</b> Advisory Committees Administrative Councils, Cabinets, and Committees Board Committees Student Advisory Council	<b>BDF</b> <b>CE</b> <b>BDE</b> <b>JIBC</b>
<b>Cocaine</b> Drug and Alcohol Use by Students Drug and Steroid Use in School Athletics Drug-Free Schools Drug-Free Work Place Employee Assistance Program Programs for Substance Abusers Staff Conduct Substance Abuse Counseling Teaching about Drugs, Alcohol, and Tobacco	<b>JICH</b> <b>JJIE</b> <b>ADB</b> <b>GBEC</b> <b>GBGC</b> <b>IHBCB</b> <b>GBEB</b> <b>JLDBC</b> <b>IHAMA</b>	<b>Commodities, Government/Surplus</b> <b>Commodities</b>	<b>EFAA</b>
<b>Cocurricular/Extracurricular Programs</b>	<b>JJ</b>	<b>Communicable Diseases</b> Staff Welfare/Protection Students/Communicable/Infectious Diseases	<b>GBG</b> <b>JLCC</b>
<b>Code of Conduct</b> Board Member Conduct Student Code of Conduct Staff Conduct Superintendent's Conduct	<b>BC</b> <b>JICDA</b> <b>GBEB</b> <b>CBF</b>	<b>Communications</b> Board Communications with Public Board Communications with Staff Communication of Budget Recommendations Communication Services Communications with Parents Communications with Staff Confidentiality of Student Communications Crisis Management/Communications Policy Communication/Feedback Public Information and Communications Regulations Communication School Board Communications School Communications Program	<b>BHD</b> <b>BHC</b> <b>DBE</b> <b>EGA</b> <b>KBD</b> <b>GBD</b> <b>JLDAA</b> <b>KDE</b> <b>BGE</b> <b>KD</b> <b>CHC</b> <b>BH</b> <b>KDA</b>
<b>Code of Ethics</b> (see policy codes under Code of Conduct) Board Member Code of Ethics	<b>BCA</b>	<b>Community</b> Adult/Community Education Community Advisory Council/Advisory Committees	<b>IHD</b> <b>BDF</b>
<b>Collaborative Bargaining</b>	<b>HD</b>		
<b>Collaboratives/Relations with other Schools and School Districts</b>	<b>LB</b>		
<b>Collaborative/Team Teaching</b>	<b>IIF</b>		
<b>Collection of Money</b> Charges and Tuition	<b>JFABA</b>		

Community College Program		Competitive Purchasing	DJF
Relations with Colleges and Universities	LD	Complaints/Concerns-Public (see policy codes)	KE
or add new code under Extended		Staff Concerns/Complaints/Grievances	GBK
Instructional Programs	IHC	Student Concerns/Complaints/Grievances	JII
Community Education	IHDD	Complimentary Athletic Passes/Free	
Community Intern/Service Program for Students	JN	Admissions	DFDA
Community Instructional Resources/Learning		Composition of the School Board/School Board	
Resources	IJO	Legal Status	BB
Community Involvement in Decision Making	KCB	Comprehensive High School Program	
Community Involvement in Education	KC	Basic Instructional Program/Curriculum	IHA
Community Involvement in School Elections	KCC	High School Administration/Management	CFHB
Community Learning Resources	IJO	Compulsory Attendance Ages	JEA
Community Organizations/Relations with	KJ	Computers/Technology	
(see policy codes)		Authorized Use of School Equipment and	
Community Recreation Program		Materials	EDC
Community Use of School Facilities	KF	Board Facilities and Services	BIC
Construction of Recreational Facilities	FEI	Business Donations	KGD
Relations with Community Organizations	KJ	Computer-Assisted Instruction	IJNDA
Community Relations/School, Community,		Computerized Data Systems	EHA
and Home Relations (see policy codes)	Section	Computer Labs/Resource Centers	IJNC
	K	Computer Security	EGAA
Community Resource Guides/Community		Copyright Compliance	EGAD
Learning Resources	IJO	Computer/Technology Literacy	IHAJ
Community Resource Persons/Speakers	IJOB	Computer Software Developed	
Community Schools/Adult, Community		by Students/Rights and Responsibilities	JJ
Education	IHD	by Staff/Professional Research and	
Community Service by Students	JN	Publishing	GCS
Community Use of School Buses/Special Use		Vocational/Technical Education	IHAJ
of Buses	EEAF	Gifts of Computers/Public Gifts and Donations	KCD
Community Use of School Equipment		Royalties/Computer Software	DFE
Authorized Use of School Equipment	EDC	Technology Resource Selection and Adoption	IJKA
Buildings and Grounds	KF	Use of Technology in Office Services	EGD
Community Use of School Facilities	KF	Use of Technology Resources in Instruction	IJNDB
Relations with Community Organizations	KJ	Concerns/Complaints/Grievances	
School, Community, and Home Relations (see		Public Concerns and Complaints (see policy	
policy codes)	Section	codes)	KE
	K	Staff Concerns/Complaints/Grievances	GBK
Staff Participation in Community Activities	GBH	Student Concerns/Complaints/Grievances	JII
Compensation		Concurrent Enrollment/Postsecondary Options	IHCDA
Board Member Compensation	BID	Conduct	
Staff Compensation/general	GBC	Public Conduct on School Property	KFA
specific information under appropriate		Staff Conduct	GBEB
GC/GD codes		Student Conduct	JIC
Superintendent's Compensation	CBE	in Cafeteria	JICDC
Compensatory Education	IHBD	in Halls	JICDB
Compensatory Time		Student Conduct on School Buses	JICC
if an alternative to overtime pay/Supplementary		Superintendent's Conduct	CBF
Pay		Conferences	
Professional Staff	GCBC	Parent Conferences	IKACA
Support Staff	GDBC	Professional Staff Leave/Conferences	GCCAE
Competency		Student Conferences	IKACB
Competency Based Salary/Merit Pay	GBCA	School Board Conferences	BIBA
Professional Staff Merit Pay	GCBAA	Support Staff Leave/Conferences	GDCE
	GCBBA	Teachers with other school staff/Professional	
Support Staff Mert Pay	GDBB	Work Load	GCMC
Competency Requirments for Graduation	IKF		
Competency Testing/Grading and Evaluation of	IKA		
Students			
Competitive Food Sales/Vending Machines	EFE		

<b>Conferences, Conventions, and Workshops</b>			<b>Contracting, Contractors, Contracts</b>	
Administrative Staff Leave-Conferences/ Training/Workshops		GCCBE	Contracted Bus Service/Transportation Management	EE
Instructional Staff Leave-Conferences/ Training/Workshops		GCCAE	Contracting for Instruction	IJK
Professional Training, Workshops, Conferences		GCID	Contracting for Purchases and Services	DJ
School Board Conferences, Conventions, and Workshops		BIBA	Contracting with Minority Business/Bidding	DJE
Support Staff Leave-Conferences/Training/ Workshops		GDCE	Contractor's Affidavits and Guarantees	FEGB
Support Staff Training, Workshops, Conferences		GDMB	Contractor's Fair Employment Clause	FEGA
			Contracts and Compensation Plans	
			Professional Staff	GCB
			Support Staff	GDB
			Construction Contracts Bidding and Awards	FEG
<b>Confidential Information</b>			Employment Contracts	
Public Right to Know/Freedom of Information		KDB	Professional Staff	GCB
Personnel File/Disclosure of Information		GBJA	Support Staff	GDB
Student Communications		JLDAA	Superintendent's Contract	CBD
Student Records		JRA	Negotiated Contracts with Bargaining Units	HL/HM/ HN
				IJK
<b>Conflict of Interest</b>			Performance Contracting	DHA
Board Member Conflict of Interest		BCB	Signing Authority	IJK
Staff Conflict of Interest		GBEA	Student Contracts	CBD
Superintendent's Conflict of Interest		CBF	Superintendent's Contract	
<b>Congressional Representatives</b>			<b>Controversial Issues/Teaching about</b>	IMB
Relations with Federal Government Authorities		KLM		
School Board Legislative Program		BJ	<b>Controversial Speakers</b>	IMC
<b>Conservation</b>			<b>Conventions</b>	
Conservation of Energy		ECF	Administrative Staff Leave/Conferences	GCCBE
Construction Plans and Specifications		FED	Instructional Staff Leave/Conferences	GCCAE
Environmental Education		IHAO	School Board Conventions	BIBA
			Support Staff Leave Conferences	GDCE
<b>Constituencies/People and Their School District</b>		AB		
Public Information and Communications		KD	<b>Cooperative Programming</b>	
Relations with Community Organizations		KJ	with business and industry	KGC
			with other schools/school systems	LBB
<b>Construction (see policy codes)</b>		Section F	<b>Cooperative Learning</b>	IIN
<b>Consultants</b>			<b>Cooperative Purchasing</b>	DJD
Consultants to the Board		BDH		
Facilities Planning Advisors		FBA	<b>Cooperative Vocational Education</b>	IHAI
Program Consultants		CK		
			<b>Coordinators/Instructional/Administrative Staff Positions</b>	GCAA/ GCAB
<b>Consulting Activities</b>				
Professional Staff Consulting Activities		GCRC	<b>Copyright</b>	
Superintendent's Consulting Activities		CBH	Copyright Compliance	EGAD
			Royalties	DFE
<b>Consumer Education</b>		IHAP	Printing and Duplicating Services	EGAC
<b>Contagious Diseases/Communicable Diseases</b>			<b>Corporal Punishment</b>	JKA
Staff Health		GBGA		
Students/Communicable and Infectious Diseases		JLCC	<b>Correspondence Courses</b>	
			Extended Instructional Programs/school sponsored	IHC
<b>Contests for Students</b>		JJG	Graduation Requirements/acceptance of credits/Graduation	IKF
<b>Contingency Funds/Types of Funds</b>		DIB		
			<b>Cost Estimates</b>	
<b>Continuing Education</b>			Construction Cost Estimates	FEF
Adult/Community Education		IHD	Purchasing Procedures	DJB
Adult Education/Lifelong Learning Program Administration		CGC		
Professional Staff Continuing Education		GCIE	<b>Councils</b>	
Support Staff Continuing Education		GDMD	Advisory Committees and Cabinets	CE
			Student Advisory Councils	JIBC
<b>Continuous Progress Education</b>		IFD	Student Government	JIBA

<b>Counseling and Guidance</b>	<b>JLD</b>	<b>Credit/Credits</b>	
At-Risk Student Behaviors	<b>JLDB</b>	Acceptance of credits from another school/	
Career Counseling	<b>JLDC</b>	Admission Procedures	<b>JFAB</b>
Child Abuse/Neglect Counseling	<b>JLDBD</b>	College/graduate credits for placement on	
Counselor job positions/responsibilities	<b>JLDA/</b>	salary schedule/Professional Staff	
	<b>GCAAB</b>	Contracts/Compensation	<b>GCB</b>
Mentor Teacher/Caring Adult	<b>JLDBF</b>	Credit Cards	<b>DGD</b>
Peer Counseling	<b>JLDBE</b>	Credit Unions	<b>DGC</b>
Staff Welfare	<b>GBG</b>	For graduation	<b>IKF</b>
Employee Assistance/Wellness Programs	<b>GBGC</b>		
Substance Abuse Counseling	<b>JLDBC</b>		
<b>County Education Agency Relations</b>	<b>LE</b>	<b>Crime</b>	
<b>County Government/Relations with</b>	<b>KLKB</b>	Reporting Crimes in Schools/Signing Criminal	
<b>Course Loads/Student</b>	<b>IIE</b>	Complaints	
<b>Course Requirements</b>		Student Interrogations, Searches, and Arrests	<b>JIH</b>
Academic Achievement	<b>IK</b>	Relations with Law Enforcement Authorities	<b>KLG</b>
Graduation Requirements	<b>IKF</b>	Staff Conduct	<b>GBEB</b>
<b>Courses of Study/Curriculum Guides and Course</b>		Student Conduct	<b>JIC</b>
Outlines	<b>IGE</b>	<b>Crisis Management/Communications</b>	<b>KDE</b>
<b>Court Appearances</b>		<b>Crowd Control/Security</b>	<b>ECA</b>
Administrative Staff Legal Leave	<b>GCCBB</b>	<b>Crossing Guards/Safety, Bus Patrols</b>	<b>EEAED</b>
Instructional Staff Legal Leave	<b>GCCAB</b>		<b>JLIC</b>
Support Staff Legal Leave	<b>GDCB</b>	<b>Cults</b>	<b>JICF</b>
<b>Court Orders</b>		<b>Culture</b>	
if affects a particular program, e.g.,		Culture-Free Tests	<b>IKA/ILA</b>
desegregation,	<b>JCAB</b>	Multiculturalism	<b>IFC</b>
file under topic, otherwise under		Social Studies Education	<b>IHAC</b>
School Attorney/Legal Services	<b>BDG</b>	<b>Curriculum</b>	
<b>Court/Relations with Juveniles</b>		Curriculum Programs (see policy codes)	<b>IH</b>
Homeless Children	<b>JLG</b>	Curriculum Development, Adoption, and Review	<b>IG</b>
Missing Children	<b>JLH</b>	Curriculum Directors/Administrative Staff	
Relations with Law Enforcement Authorities	<b>KLK</b>	Positions	<b>GCAB</b>
Student Interrogations, Searches, and Arrests	<b>JIH</b>	if a part of Management Team/Senior	
<b>Crack</b>		Staff	<b>CD</b>
Crack Babies/Admission Procedures (to		Curriculum Guides and Course Outlines	<b>IGE</b>
determine if student was a "crack baby")	<b>JFA</b>	Curriculum Libraries	
Drug and Alcohol Use by Students	<b>JICH</b>	Instructional Materials Centers	<b>IJNC</b>
Drug and Steroid Use in School Athletics	<b>JJIE</b>	Professional Libraries	<b>IJNCA</b>
Drug-Free Schools	<b>ADB</b>	Curriculum Research	<b>IGB</b>
Drug-Free Work Place	<b>GBEC</b>	Public Concerns/Complaints about Curriculum	<b>KEC</b>
Teaching about Drugs, Alcohol, and Tobacco	<b>IHAMA</b>	<b>Custodial Services</b>	
Programs for Substance Abusers	<b>IHBCB</b>	Custodians/Support Staff Positions	<b>ECD</b>
Substance Abuse Counseling	<b>JLDBC</b>	<b>Custodian of School Moneys/Appointed</b>	
		<b>Board Officials</b>	<b>BDC</b>

## D

<b>Damage to School Property</b>		<b>Day Care</b>	
Care of School Property by Students	<b>JICB</b>	Child Care Programs (see policy codes)	<b>IHCF</b>
Public Conduct on School Property	<b>KFA</b>	Relations with Child Care Providers	<b>KJH</b>
Vandalism	<b>ECAC</b>	<b>Deans</b>	
<b>Dangerous Weapons in Schools</b>	<b>JICI</b>	Instructional Staff Positions	<b>GCAA</b>
<b>Data</b>		Administrative Staff Positions	<b>GCAB</b>
Management	<b>EH</b>	<b>Debt</b>	
Processing	<b>EGAA</b>	Debt Service Fund/Types of Funds	<b>DIB</b>
		Limitation/Taxing and Borrowing	<b>DC</b>
		Personal Debts of Employees	<b>DGE</b>

<b>Decentralization/Site-/School-Based Management</b>	CFD	Plans School Attendance Areas	JCAB JC
<b>Decision Making</b>		<b>Desktop Publishing</b>	EGAC
Community Involvement in Decision Making	KCB		
Site-/School-Based Management	CFD	<b>Destaffing/Reduction in Work Force</b>	
Staff Involvement in Decision Making	GBB	Administrative Staff Reduction in Force	GCQB
Student Involvement in Decision Making	JIB	Instructional Staff Reduction in Force	GCQA
		Support Staff Reduction in Force	GDQA
<b>Dedication of New Facilities</b>	FI		
<b>Deductions from Pay/Salary Deductions</b>	DKB	<b>Detention of Students</b>	JKB
<b>Defacement of School Property</b>		<b>Determination of Budget Priorities</b>	DBD
Care of School Property by Students	JICB	<b>Development</b>	
Public Conduct on School Property	KFA	Development Opportunities	
School and Personal Property Replacement/ Restitution	ECAD	Board Member Development Opportunities	BIB
Vandalism	ECAC	Professional Staff Development	GCI
		Superintendent's Development Opportunities	CBG
<b>De Facto Segregation</b>		Support Staff Career Development of Administrative Rules	GDMA
Desegregation Plans	JCAB	of Policies	CHA
Equal Educational Opportunities	JB	of Regulations	BGA
Nondiscrimination	AC		CHA
School Attendance Areas	JC		
<b>Deferred Compensation Plans/Tax-Sheltered Annuities</b>	DLB	<b>Differentiated Staffing</b>	IIG
<b>Delinquent Behavior/Student Conduct</b> (see policy codes)	JIC	<b>Diplomas</b>	
<b>Delivery Services/Mail and Delivery</b>	EGAE	Adult High School/GED Programs	IHDB
<b>Demonstration Schools</b>		Graduation Requirements	IKF
Grants and Special Projects	DD	<b>Direct Affiliate Membership in NSBA/School Boards Memberships</b>	BK
Pilot Projects	IGC	<b>Directives/Handbooks and Directives</b>	CHCA
<b>Demonstrations</b>		<b>Directories/Handbooks and Directives</b>	
by Staff	GBK/ HP	Curriculum Programs and Resources	IGE/IJ
by Students	JIJ	Regulations and Procedures	CHCA
<b>Demonstrations of Products/Sales Calls and Demonstrations</b>	DJGA	Student Handbook	JI
<b>Demotion of Staff</b>		<b>Directors</b>	
Discipline, Suspension, and Dismissal/ Professional Staff	GCQF	Administrative Staff Positions	GCAB
Discipline, Suspension, and Dismissal/Support Staff	GDQD	Management Team/Senior Staff	CD
Professional Staff Probation, Tenure, and Seniority	GCJ	<b>Disability Insurance</b>	
Support Staff Probation, Tenure, and Seniority	GDI	Fringe Benefits	GCBD
<b>Dental Hygienists</b>	JLCA	Professional Staff	GDBD
<b>Dental Insurance</b>	JLA	Support Staff	GBGD
<b>Departmentalization</b>	CC	Workers' Compensation	
<b>Depository of Funds/Banking Services</b>	DG	<b>Disadvantaged Students</b>	IHBC
<b>Desegregation</b>		At-risk Student Behaviors	JDLB
Equal Educational Opportunities	JB	<b>Disaster Drills</b>	EBCB
Nondiscrimination	AC	<b>Discharge of Staff Members/Dismissal</b>	
		Dismissal of Professional Staff	GCQF
		Dismissal of Support Staff	GDQD
		<b>Discipline of Students (see policy codes)</b>	JK
		<b>Discipline of Staff</b>	
		Discipline of Professional Staff	GCQF
		Discipline of Support Staff	GDQD

<b>Disclosure Statements (including Financial)</b>		<b>District Annual Meeting</b>	
Board Member Conflict of Interest	BCB	School Board Elections	BBBG
Staff Conflict of Interest	GBEA	Board Organizational Meeting	BDA
Superintendent Conflict of Interest	CBF		
<b>Discrimination</b>		<b>District Program Assessments</b>	ILBA
Equal Employment Opportunity	GBA	<b>Donations to Schools</b>	
Equal Educational Opportunities	JB	Business Donations	KGD
Nondiscrimination	AC	Public Donations	KCD
		Student Donations	JP
<b>Disease/Disease Prevention</b>		<b>Double Sessions/School Day</b>	ID
Communicable Disease/Students	JLCC		
Immunization of Students	JLCB	<b>Dress Code</b>	
Instruction about Disease/Health Education	IHAM	Student Dress Code	JICA
Physical Examinations of Students	JLCA	Staff Dress Code	GBEBA
Staff Health	GBGA		
<b>Dismissal</b>		<b>Drills/Emergency Plans</b>	EBCB
Dismissal Precautions	JLIB		
Dismissal of Classes/School Day	ID	<b>Drill Squads</b>	JJC
Dismissal of Superintendent	CBJA		
Suspension and Dismissal of Professional Staff	GCQF	<b>Driver Education</b>	IHAN
Suspension and Dismissal of Support Staff Members	GDQD	<b>Dropouts/Student Withdrawal from School</b>	JFC
<b>Displays of Student Work</b>	JJC	<b>Drugs</b>	
<b>Disposal/Disposition of School Property</b>	DN	Administering Medicines to Students	JLCD
		Drug and Alcohol Use by Students	JICH
<b>Disruptions</b>		Drug-Free Work Place	GBEC
Bomb Threats	EBCC	Drug-Free Schools	ADB
Employee Job Actions	HP	Drug Use in School Athletics	JJIE
Public Conduct on School Property	KFA	Programs for Substance Abusers	IHBCB
Student Demonstrations and Strikes	JIJ	Substance Abuse Counseling	JLDBC
		Teaching about Drugs, Alcohol, and Tobacco	IHAMA
<b>Disruptive Students/Student Conduct</b>	JIC	Tobacco-Free Schools	ADC
Alternative School Programs	IHBH	<b>Dual Enrollment/Concurrent Enrollment</b>	IHCDA
<b>Dissemination/Communication of Budget Recommendations</b>	DBE	<b>Due Process</b>	
		Staff Due Process Rights (general)	GBE
<b>Dissemination/Communication of Policy of Regulations</b>	BGE	Discipline, Suspension, and Dismissal of Professional Staff	GCQF
	CHC	Discipline, Suspension, and Dismissal of Support Staff	GDQD
<b>Distribution of Supplies and Equipment/Materials and Equipment Management</b>	ED	Student Due Process Rights	JIA
		<b>Duplicating Services/Photocopying</b>	EGAB
<b>Distribution/Posting of Promotional Materials</b>	KHC	<b>Duties</b>	
		Board Member Authority and Responsibilities	BBAA
<b>Distributive Education</b>		Board Powers and Responsibilities	BBA
Career Education	IHAQ	Duties and Responsibilities (see Powers and Responsibilities)	
Computer/Technology Education	IHAJ	School Board Negotiating Rights and Responsibilities	HE
		Superintendent Powers and Responsibilities	CBC
<b>District Administration (see policy codes)</b>	Section C	<b>Duty-Free Lunch/Professional Staff Schedules</b>	GCL

# E

<b>Early Admissions/Entrance Age</b>	<b>JEB</b>	<b>Employee</b> (see policy codes under Professional Staff/GC; Support Staff/GD; Superintendent/CB)	
<b>Early Childhood Education</b>	<b>IHBI</b>	Employee Assistance Program	<b>GBGC</b>
<b>Early Graduation</b>	<b>IKFA</b>	Employee Benefits Administration	<b>DLA</b>
<b>Early Retirement</b>		Employee Credit Union	<b>DGC</b>
Retirement of Professional Staff	<b>GCQE</b>	<b>Employment</b>	
Retirement of Support Staff	<b>GDQC</b>	Employment of Retired Staff Members	
<b>Economics Education/Social Studies Education</b>	<b>IHAC</b>	Retirement of Professional Staff	
<b>Education Agency/Relations (see policy codes)</b>	<b>Section L</b>	Members/Support Staff if standard practice	<b>GCQE/ GDQC</b>
<b>Educational Philosophy</b>	<b>AD</b>	Consultants if handled on a case-by-case basis	<b>BDH/ CK JO</b>
<b>Educational Specifications/Construction</b>	<b>FEA</b>	Employment of Students	<b>GBA</b>
<b>Educational Television/Technology Resources</b>	<b>IJND</b>	Equal Opportunity Employment	
Technology Resources Selection and Adoption	<b>IJKA</b>	Outside Employment	
<b>Effective Schools</b>	<b>ADE/ ILD</b>	Nonschool Employment by Professional Staff Members	<b>GCR</b>
<b>Eighteen-Year-Olds/Students of Legal Age</b>	<b>JID</b>	Nonschool Employment by Support Staff Members	<b>GDR</b>
<b>Elderly/Senior Citizens</b>	<b>KJI</b>	Part-Time and Substitute Professional Staff Employment	<b>GCG</b>
<b>Election Authorities/Relations with</b>	<b>KLB</b>	Part-Time and Substitute Support Staff Employment	
<b>Elections</b>		Staff Hiring/general	<b>GDG</b>
Board Elections	<b>BBBG</b>	Professional Staff Hiring	<b>GBA</b>
Political Solicitations in Schools	<b>KHE</b>	Support Staff Hiring	<b>GCF</b>
<b>Electronic Mail</b>	<b>EGAEA</b>		<b>GDF</b>
<b>Elementary Schools</b>		<b>Encumbrances/Budget Implementation</b>	<b>DBI</b>
Curriculum Programs	<b>IH</b>	<b>Endowment Funds/Grants from Outside the School System</b>	<b>DDA</b>
Early Childhood Education	<b>IHBI</b>	<b>Energy Conservation</b>	<b>ECF</b>
Elementary School Administration	<b>CFG</b>	<b>Energy-Saving Construction</b>	<b>FED</b>
Organization of Instruction	<b>IE</b>	<b>Engineering Services/Facilities Construction</b>	<b>FE</b>
<b>Eligibility</b>		<b>English as a Second Language</b>	<b>IHBEA</b>
Student Activities	<b>JJJ</b>	<b>English Instruction</b>	<b>IHAA</b>
Student Athletics	<b>JJIC</b>	<b>Enrichment Programs/Extended Instructional Programs</b>	<b>IHC</b>
<b>Emergencies</b>		Gifted and Talented Education	<b>IHBB</b>
Administrative Staff Emergency Leave	<b>EBC</b>	<b>Enrollment of Students/School Admissions</b>	<b>JF</b>
Crisis Communications	<b>GCCBB</b>	<b>Enrollment Projections</b>	<b>FBB</b>
Disaster Plans	<b>KDE</b>	<b>Entrance Age</b>	<b>JEB</b>
Emergency Closings	<b>EBCA</b>	<b>Environment/Environmental</b>	
Emergency Purchases/Purchasing Procedures	<b>EBCE</b>	Authorities/Relations with	<b>KLI</b>
Emergency Repairs/Building and Grounds Maintenance	<b>DJB</b>	Environmental and Safety Program	<b>EB</b>
First Aid/Emergency Medical Care	<b>ECB</b>	Environmental Audits	<b>EBAC</b>
Instructional Staff Emergency Leave	<b>JLCE</b>	Environmental Education	<b>IHAO</b>
Support Staff Emergency Leave	<b>GCCAB</b>	Environmental Impact Plans for construction	<b>FED</b>
Weather-Related Emergencies	<b>GDCB</b>	Environmental Management	<b>EB</b>
<b>Emotionally Disturbed Students</b>			
At-Risk Student Behaviors	<b>JLDB</b>		
Special Education/Programs for Disabled/Handicapped	<b>IHBA</b>		



<b>Equal Educational Opportunities/Nondiscrimination</b>	<b>JB</b>	<b>Events</b>	
		Catering/Food Service	<b>EFG</b>
<b>Equalization Aid to District/Revenues from State Tax Sources</b>	<b>DEB</b>	Special Events Transportation	<b>EEAFA</b>
		Sports and Special Events Media Coverage	<b>KDD</b>
		Student Social Events	<b>JJB</b>
<b>Equipment</b>		<b>Evidence/In Hearings</b>	<b>BEE</b>
Leasing of Equipment from Suppliers/Purchasing Procedures	<b>DJB</b>	<b>Examinations/Testing</b>	
Lending of School Equipment/Authorized Use of School Materials and Equipment	<b>EDC</b>	Bus Driver Examinations and Training	<b>EEAEA</b>
Maintenance and Control of Materials and Equipment	<b>EDB</b>	Final Examinations	<b>IKAA</b>
Purchasing of Equipment/Purchasing Procedures	<b>DJB</b>	Physical Examinations of Students	<b>JLCA</b>
Repair of Equipment/Maintenance and Control of Materials and Equipment	<b>EDB</b>	Physical/Psychological Examinations of Staff/Staff Health	<b>GBGA</b>
		Employee Assistance Programs	<b>GBGC</b>
		Psychological Testing of Students	<b>JLDAC</b>
		Preemployment Examinations/Staff Health	
		Professional Staff Hiring	<b>GCF</b>
		Support Staff Hiring	<b>GDF</b>
<b>Equity (general)</b>		<b>Excellence/Commitment to Accomplishment</b>	<b>AE</b>
Equity among Schools	<b>JB</b>	Academic Achievement	<b>IK</b>
Pay Equity	<b>GBAB</b>	Merit/Performance Pay	<b>GBCA</b>
Racial Equity	<b>ACB</b>		
Sex Equity	<b>ACA</b>		
<b>Equivalence among Schools</b>	<b>JB</b>	<b>Exceptional Students</b> (seedisabled/handicapped/special education students)	<b>IHBA</b>
<b>Equivalency Tests and Certificates/Adult High School Programs</b>	<b>IHDB</b>	<b>Exchange Students</b>	<b>JFABB</b>
<b>Ethics</b>		<b>Exchange Teaching</b>	<b>GCT</b>
Board Member Code of Ethics	<b>BCA</b>	<b>Exclusions and Exemptions from School Attendance</b>	<b>JHD</b>
Board Member Ethics	<b>BCA</b>	<b>Excuses for Student Absences</b>	<b>JH</b>
Citizenship/Values Education	<b>IHAK</b>	<b>Executive Sessions</b>	<b>BEC</b>
Staff Ethics	<b>GBEA</b>	<b>Executive Personnel/Staff</b>	
Values Education	<b>IHAK</b>	Administrative Staff Positions	<b>GCAB</b>
		Management Team/Senior Staff	<b>CD</b>
<b>Ethnic Studies</b>		<b>Exemptions</b>	
Citizenship/Values Education	<b>IHAK</b>	from Required Instruction	<b>IMBB</b>
Interpersonal/Human Relations	<b>ACF</b>	from School Attendance	<b>JHD</b>
Multiculturalism	<b>IFC</b>	<b>Exhibitions of Student Work</b>	<b>JJC</b>
Social Studies Education	<b>IHAC</b>	<b>Expenditure of Funds</b>	
		Budget Implementation	<b>DBI</b>
<b>Evacuation of Building/Emergency Plans</b>	<b>EBC</b>	Payment	<b>DK</b>
<b>Evaluation</b>		Purchasing	<b>DJ</b>
Board Self-Evaluation/Evaluation of the Board	<b>BAA</b>	<b>Expenses/Expense Reimbursements</b>	<b>DKC</b>
Evaluation of Goals and Objectives (see first code under each of the 12 policy sections except in Section I/Evaluation of Instructional Programs/IL		Board Member Compensation and Expenses	<b>BID</b>
Evaluation of Instructional Program		<b>Experiments/Experimental Education Programs</b>	
Standardized/normed tests	<b>IL</b>	Animals in Schools	<b>IMG</b>
Evaluation of Management Team	<b>CDA</b>	Curriculum Research	<b>IGB</b>
Evaluation of Professional Staff	<b>GCN</b>	Laboratory/Accident Prevention and Safety Procedures	<b>EBB</b>
Evaluation of Student Achievement	<b>IKA</b>	Pilot Projects	<b>IGC</b>
Evaluation of Support Staff	<b>GDO</b>	Relations with Education Research Agencies (see policy codes)	
Evaluation of Superintendent	<b>CBI</b>	Science Education	<b>IHAD</b>
Policy Review and Evaluation	<b>BGC</b>	Staff Research and Publishing	<b>GCS</b>
Use of Independent Evaluators			
Instructional Programs	<b>IL</b>		
Board Evaluation	<b>BAA</b>		
<b>Evening Programs/Schools/Sessions</b>			
Evening Instructional Activities/School Day	<b>IDA</b>		
Weekend/Night School/Alternative School Programs	<b>IHBHC</b>		

<b>Expulsion</b>	<b>JKE</b>	<b>Extra Duty</b>	
		Professional Staff Extra Duty	
<b>Extended Instructional Programs</b>	<b>IHC</b>	Administrative Staff Extra Duty	<b>GCME</b>
		Instructional Staff Extra Duty	<b>GCMD</b>
<b>Extended School Day</b>	<b>ID</b>	Support Staff Extra Duty	<b>GDLA</b>
<b>Extended School Year</b>		<b>Extra Pay</b>	
Extended School Year	<b>ICB</b>	Professional Staff Assignments and Transfers	<b>GCK</b>
Year-Round School	<b>ICC</b>	Professional Staff Supplementary Pay Plans	<b>GCBC</b>
		Support Staff Assignments and Transfers	<b>GDJ</b>
		Support Staff Supplementary Pay Plans	<b>GDBC</b>
<b>Extracurricular Activities</b>	<b>JJ</b>	<b>Eye Protection Devices</b>	
(see policy codes)		Accident Prevention and Procedures	<b>EBB</b>
Activity Sponsors		Staff Health and Safety	<b>GBGB</b>
Administrative Staff Positions	<b>GCAB</b>	Student Safety	<b>JLI</b>
Instructional Staff Positions	<b>GCAA</b>		
some may be incorporated into individual activities such as Student Publications/JICE			
Transportation to Student Activities	<b>EEAFA</b>		

## F

<b>Facilities Planning and Development</b> (see policy codes)	<b>Section</b>	<b>Family Life Education/Health Education</b>	<b>IHAM</b>
	<b>F</b>	<b>FAX Service</b>	<b>EGAEB</b>
Buildings and Construction	<b>FE</b>	<b>Federal</b>	
Community Use of School Facilities	<b>KF</b>	Federal Aid/Grants	<b>DDA</b>
Facilities Accommodations for Handicapped	<b>FC</b>	Federal Education Agency Relations	<b>LG</b>
Facilities Construction	<b>FE</b>	Relations with Federal Government Authorities	
Facilities Development Priority Objectives	<b>FA</b>	Revenues from Federal Tax Sources	<b>KLM</b>
Facilities Funding	<b>FD</b>	State and Federal Programs Administration	<b>DEC</b>
Facilities Inventory	<b>FB</b>		<b>CGD</b>
Facilities Renovation	<b>FJ</b>	<b>Fees</b>	
Public Dedication of Staff Facilities	<b>FI</b>	Fees for Duplicating Public Records	<b>EGAB</b>
Professional Staff Facilities	<b>GCV</b>	Student Activities Fees	<b>JJF</b>
Support Staff Facilities	<b>GDT</b>	Student Fees, Fines, and Charges	<b>JQ</b>
		Tuition	<b>JFABA</b>
<b>Fact Finding/Impasse Procedures</b>	<b>HO</b>	<b>Fidelity Bonds/Bonded Employees and Officers</b>	<b>DH</b>
<b>Fair Employment</b>		<b>Field Trips and Excursions</b>	<b>IJOA</b>
Contractor's Fair Employment Clause	<b>FEGA</b>	<b>Fighting/Student Conduct</b>	<b>JIC</b>
Equal Employment Opportunity	<b>GBA</b>	<b>Films/Videotapes/Photographs</b>	
		Instructional Resource of Students	<b>IJ</b>
<b>Fairs</b>			<b>JRD</b>
Contests for Students/sponsored by outside groups	<b>JJG</b>	<b>Final Examinations</b>	<b>IKAA</b>
School Fairs/School-Sponsored Events	<b>IMF</b>	<b>Financial</b>	
		Financial Aid to Students/Student Aid Programs	<b>JLB</b>
<b>False Alarms</b>		Financial Disclosure	
Staff Conduct	<b>GBEB</b>	Board Member Conflict of Interest	<b>BCB</b>
Student Conduct	<b>JIC</b>	Superintendent's Conduct	<b>CBF</b>
		Staff Conduct	<b>GBEB</b>
<b>Family Education Rights and Privacy Act</b>	<b>KBB/JR</b>		
<b>Family Leave</b>			
Administrative Staff Family Leave	<b>GCCBC</b>		
Instructional Staff Family Leave	<b>GCCAC</b>		
Support Staff Family Leave	<b>GDCC</b>		

Financial Projections	DBC	Food Staff Positions	GDAC
Financial Reports and Statements	DIC	Relations with Senior Citizens/Food Services	KJI
Fiscal Staff Positions	GDAA		
<b>Fines</b>		<b>Foreign Exchange Students</b>	<b>JFABB</b>
Professional Staff Leaves and Absences	GCC	<b>Foreign Languages</b>	<b>IHAH</b>
Salary Deductions	DKB	Second Language Procedures at Meetings	BEDE
Students Fees, Fines and Charges	JQ		
Support Staff Leaves and Absences	GDC	<b>Foundations/School</b>	<b>KGA</b>
<b>Fingerprinting</b>		<b>Foundations and Basic Commitments</b>	<b>Section</b>
Missing Children	JLH	(see policy codes)	<b>A</b>
Professional Staff Hiring	GCF		
Student Safety	JLI	<b>Fraternities/Secret Societies</b>	<b>JICF</b>
Support Staff Hiring	GDF		
		<b>Free</b>	
<b>Fire</b>		Free Admissions	DFDA
Fire Prevention/Safety Procedures	EBB	Free and Reduced Price Food Services	EFC
Insurance	EIA	Free Instructional Materials	ED
Relations with Fire Authorities	KLH	if part of program for disadvantaged	IHBC
Safety Drills	EBCB		
		<b>Freedom</b>	
<b>Firearms</b>		Freedom of Expression	
Staff Welfare/Protection	GBG	Academic Freedom	IB
Weapons in School	JICI	Student Publications	JICE
		Student Rights and Responsibilities	JJ
<b>Firecrackers/Fireworks</b>		Freedom of Information/Public Right to Know	KDB
Accident Prevention and Safety Procedures	EBB		
Student Conduct	JIC	<b>Fringe Benefits</b>	
		Professional Staff Fringe Benefits	GCBD
<b>Firing (see Dismissal)</b>		Superintendent's Compensation and Benefits	CBE
		Support Staff Fringe Benefits	GDBD
<b>First Aid</b>	JLCE		
		<b>Funding Proposals and Applications</b>	<b>DD</b>
<b>Fiscal (also see Financial)</b>		Funding Sources Outside the School System	<b>DDA</b>
Fiscal Accounting and Reporting	DI	Funding Sources Within the School System/ Minigrants	<b>DDB</b>
Relations with Financial Authorities	KLA		
Fiscal Management (see policy codes)	Section D	<b>Fund-Raising</b>	
	GDAA	Public Solicitations	KH
Fiscal Staff Positions	DBC	School Foundations	KGA
Fiscal Projections	DBB	Staff Gifts and Solicitations	GBEBC
Fiscal Year		Student Fund-Raising Activities	JJE
		Revenues from Nontax Sources	DF
<b>Fixed Assets Accounting/Inventories</b>	DID		
		<b>Funds</b>	
<b>Flag Displays</b>	IMDB	Depository of Funds/Banking Services	DG
		School Funds/Types of Funds	DIB
<b>Flexible Scheduling/Scheduling for Instruction</b>	IIC	Staff Funds Management	DL
		Student Activities Funds	JJF
<b>Food/Food Services Management</b>		Types of Funds	DIB
(see policy codes)	EF	Use of Surplus Funds	DFAA
Food Prices	EFD		
Food Tickets/Collection of Money	EFDA		
Food Sanitation Program	EFH		

## G

<b>Gambling</b>			
Public Conduct on School Property	KFA	Graduation Exercises	IKFB
Staff Conduct	GBEB	Graduation Requirements	IKF
Student Conduct	JIC	Graduation Requirements for Handicapped Students	IKF
<b>Gangs</b>	JICF	<b>Graffiti</b>	
<b>Garnishments/Salary Deductions</b>	DKB	Building and Grounds Maintenance	ECB
<b>Gate Receipts and Admissions</b>	DFD	Gang Activity	JICF
<b>GED Programs/Diplomas</b>	IHDB	Vandalism	ECAC
<b>General Personnel Policies</b>	GB	<b>Grants/Funding Proposals and Applications</b>	DD
<b>General School Administration</b>	Section C	Grants from Private Sources	DDA
		Revenues from State Tax Sources	DEB
		Revenues from Federal Tax Sources	DEC
		Staff Working on Federal and State Grants	GBF
<b>Gifted and Talented Education</b>	IHBB	<b>Graphic Arts Services</b>	EGAC
<b>Gifts</b>		<b>Grievances</b>	
Acceptance of Gifts from Suppliers	DJG	Staff Concerns/Complaints and Grievances	GBK
Board Member Conflict of Interest	BCB	Student Concerns/Complaints/Grievances	JII
Staff Conflict of Interest	GBEA	Public Concerns/Complaints (See policy codes)	KE
Relations with Vendors	DJG	<b>Grooming Standards</b>	
Bequests	KCD	Staff Dress Code	GBEBA
Class Gifts to Schools	JP	Student Dress Code	JICA
Gifts from Public	KCD	<b>Grounds Management/Building and Grounds Management</b>	
Grants from Private Sources/Outside Sources	DDA	Community Use of	EC
School Foundations	KGA	Grounds Maintenance	KFC
Staff Gifts and Solicitations	GBEBC		ECBB
Student Gifts and Solicitations	JP	<b>Grouping for Instruction</b>	IIA
<b>Global Education/Social Studies Education</b>	IHAC	<b>Group Insurance</b>	
<b>Goals and Objectives</b> (see first code in each of 12 policy sections)		Professional Staff Fringe Benefits	G CBD
		Support Staff Fringe Benefits	G DBD
<b>Goal-Based Education</b>	AEA	<b>Guarantees</b>	
<b>Goal-Setting</b>	BA	Purchasing Procedures	DJB
<b>Governmental Authorities, Relations with</b>	KL	Contractor's Affidavits and Guarantees	F EGB
<b>Grades/Grading</b>		<b>Guards</b>	
Computation of Averages/Grading Systems	IKA	Building and Grounds Security	ECAE
Grade Adjustment	IKAD	Safety Patrols	EEAED
Grade-Level Organization	IE	Relations with Law Enforcement Authorities	KL G
Grade Placement/Promotion and Retention of Students	IKE	<b>Guest Speakers</b>	IJOB
Assignment of Students to Classes and Grades	JG	Controversial Guest Speakers	IMC
Grade-Point-Average	IKC	<b>Guidance Counselors</b>	JLDA
Grade Requirements/Academic Requirements	IKA	<b>Guidance Program</b>	JLD
Grading Periods	IKA/IKAB	Guidance Staff Positions	GCAAB
Grading Systems	IKA	<b>Guns</b>	JICI
Student Progress Reports to Parents	IKAB	Rifle Ranges	EC
<b>Graduation</b>	IKF	<b>Gymnasiums</b>	
Early Graduation	IKFA	Building and Grounds Maintenance	ECB
GED Programs	IHDB	Construction of Recreational Facilities	FEI
		Community Use of School Facilities	KF

# H

<b>Handbooks and Directives</b>	<b>CHCA</b>	Staff Health	<b>GBGA</b>
		Students with HIV/AIDS	<b>JLCCA</b>
<b>Handicapped Students/Exceptional Students/Disabilities</b>	<b>IHBA</b>	<b>Holidays</b>	
		Professional Staff Vacations and Holidays	<b>GCD</b>
<b>Harassment, Sexual</b>		Religious Holidays/Student Absences and Excuses	<b>JH</b>
General policy	<b>ACA/ACG</b>	Professional Staff Leaves and Absences	<b>GCC</b>
Staff	<b>GBBA</b>	Support Staff Leaves and Absences	<b>GDC</b>
Students	<b>JBA</b>	School Ceremonies and Observances	<b>IMD</b>
		School Holidays/School Calendar	<b>ICA</b>
		Support Staff Vacations and Holidays	<b>GDD</b>
<b>Hazards</b>		<b>Homebound Instruction</b>	<b>IHBF</b>
Reporting Hazards	<b>EBAA</b>		
Hazardous Materials	<b>EBAB</b>	<b>Home Economics/Vocational-Technical Education</b>	<b>IHAI</b>
<b>Hazing</b>	<b>JICFA</b>	<b>Home Education/Home Instruction</b>	<b>IHBG</b>
<b>Headlice/Communicable Diseases</b>	<b>JLCC</b>	<b>Home Schools, Relations with</b>	<b>LBC</b>
<b>Head Start Program</b>		<b>Home Visits</b>	<b>JLEA</b>
Instructional Program/Disadvantaged Administration of State/Federal Programs	<b>IHBC</b> <b>CGD</b>		
		<b>Homeless Students</b>	
<b>Health</b>		Admission of Homeless Students	<b>JFABD</b>
Health Authorities, Relations with Health Education	<b>KLE</b> <b>IHAM</b>	Programs for Homeless Students	<b>JLG</b>
Health Insurance/Fringe Benefits			
Professional Staff Fringe Benefits	<b>G CBD</b>	<b>Homework</b>	<b>IKB</b>
Support Staff Fringe Benefits	<b>GDBD</b>		
Health Resources and Materials	<b>IJG</b>	<b>Homogeneous Grouping/Heterogeneous</b>	<b>IFA</b>
Health Staff Positions	<b>GCAAB</b>		
Staff Health and Safety	<b>GBGA</b>	<b>Honorariums, Acceptance of by Staff</b>	
Student Health Services and Requirements	<b>JLC</b>	Professional Staff Consulting Activities	<b>GCRC</b>
		Superintendent's Consulting Activities	<b>CBH</b>
<b>Hearings</b>		<b>Honor Rolls</b>	<b>IKD</b>
Board Hearings	<b>BEE</b>		
Budget Hearings and Reviews	<b>DBF</b>	<b>Honors, Graduation with/Graduation Requirements</b>	<b>IKF</b>
Special Procedures for Hearings			
Staff Concerns/Complaints/Grievances	<b>GBK</b>	<b>Honors Programs</b>	<b>IHCC</b>
Student Expulsion	<b>JKE</b>	Gifted and Talented Education	<b>IHBB</b>
<b>Heterogeneous Grouping/Homogeneous</b>	<b>IFA</b>	<b>Hospital Instruction/Homebound Instruction</b>	<b>IHBF</b>
<b>Heating</b>		<b>Hospitalization in Emergencies</b>	<b>JLCE</b>
Building/Grounds/Property Management	<b>EC</b>		
Energy Conservation	<b>ECF</b>	<b>Hospitalization Insurance</b>	
		Support Staff Fringe Benefits	<b>GDBD</b>
<b>High Schools</b>		Professional Staff Fringe Benefits	<b>G CBD</b>
High School Curriculum/Basic Instructional Program	<b>IHA</b>		
High School Administration	<b>CFHB</b>	<b>Hours/School Day</b>	<b>ID</b>
<b>Higher Education (see policy codes)</b>	<b>LD</b>	Professional Staff Schedules	<b>GCL</b>
		Support Staff Schedules	<b>GDK</b>
<b>Hiring</b>		<b>Housing</b>	
Job Sharing		Authorities, Relations with Housing for Staff	<b>KLD</b>
Professional Staff Job Sharing	<b>GCGC</b>	Professional Staff Fringe Benefits	<b>G CBD</b>
Support Staff Job Sharing	<b>GDGC</b>	Rental and Service Charges/Leasing	<b>DFC</b>
Part-Time and Substitute Support Staff Employment	<b>GDG</b>	Support Staff Fringe Benefits	<b>GDBD</b>
Professional Staff Hiring	<b>GCF</b>	Housing for Students/Student Welfare if Alternate School Programs	<b>JL</b>
Recruitment and Appointment of Superintendent	<b>CBB</b>		<b>IHBHA</b>
Support Staff Hiring	<b>GDF</b>		
		<b>Human Relations Education/Social Studies Education</b>	<b>IHAC</b>
<b>History/Social Studies Education</b>	<b>IHAC</b>	Multiculturalism	<b>IFC</b>
History/Social Studies Resources and Materials	<b>IJC</b>		
		<b>Hurricane Warnings</b>	<b>EBCD</b>
<b>HIV/AIDS</b>			
HIV/AIDS Education	<b>IHAMC</b>		

<b>Identification</b>		<b>Industry (see Business)</b>	
Badges/Cards for Students and Staff Identification, Intervention, Postvention/ Student Problems	ECABA	Information, Freedom of Open Meetings	KDB BEC
Identification of Person on School Property/ Visitors	JLDBA		
	KIA	Information Program (also see Communications)	KD
<b>Illness, Emergencies at School/First Aid</b>	JLCE	<b>Injuries on School Property</b>	
		Student First Aid and Emergency Medical Care	JLCE
<b>Illness, Leave for</b>		Student Safety	JLI
Administrative Staff Sick Leave	GCCBA	Innovative Programs/Pilot Projects	IGC
Instructional Staff Sick Leave	GCCAA	Inoculations of Students/Immunization of Students	JLCB
Support Staff Sick Leave	GDCA		
<b>Illness, Student Absences</b>	JH	In-School Suspension	JKB/JKD
<b>Immunization of Students</b>	JLCB	<b>Inservice Education Requirements</b>	
<b>Impasse Procedures</b>	HO	Administrative Staff Inservice	GCIC
		Assistance from Higher Education	LDC
<b>Imprest Fund/Types of Funds</b>	DIB	Instructional Staff Inservice	GCIB
		Support Staff Inservice	GDMC
<b>Improvements, Facilities</b>	FJ	<b>Insignia of School District/Logo</b>	BHA
<b>Incentive Salary Plans</b>		<b>Insignia, Wearing of by Students/Student Dress Code</b>	
Administrative Staff Merit Pay	GCBBA	Secret Societies/Gangs	JICF
Instructional Staff Merit Pay	GCBA	Student Dress	JICA
Support Staff Merit Pay	GDBB		
<b>Inclement Weather</b>		<b>Inspections</b>	
Emergency Plans	EBCD	Board Inspection and Acceptance of New Facilities	FG
School Cancellations and Closings	EBCE	Buildings and Grounds Inspections	EBA
<b>Income/Revenues</b>	DE/DF	Inspections of Buses/School Bus Safety Program	EEAE
<b>Income from School Sales and Services</b>	DFE	<b>Instruction/Instructional (see policy codes)</b>	Section I
<b>Income Tax Deductions/Salary Deductions</b>	DKB	Instructional Programs	IH
		Instructional Radio	IJND
<b>Increments in Salary/Salary Schedules</b>		Instructional Resources Materials	IJ
Administrative Staff Salary Schedules	GCBB	Instructional Staff	GCAA
Instructional Staff Salary Schedules	GCBA	Instructional TV	IJND
Support Staff Salary Schedules	GDBA		
<b>Independent Study</b>	III	<b>Instruments</b>	
		Maintenance and Control of Equipment and Materials	EDB
<b>Indian Education Programs/Special Instructional Programs and Accommodations</b>	IHB	Music Education	IHAG
<b>Indian Tribal Councils, Relations with</b>	KJG	<b>Insubordination</b>	
		Staff Conduct	GBEB
<b>Individual Help/Tutoring</b>	IHBDB	Student Conduct	JIC
		Suspension and Dismissal/Professional Staff Members	GCQF
<b>Individualized Educational Plan/Special Education (IEP)</b>	IHBA	Suspension and Dismissal of Support Staff Members	GDQD
<b>Individualized Instruction</b>	IJJ	<b>Insurance</b>	
		Board Member Insurance	BIE
<b>Industrial Arts</b>	IHAI	Bonded Employees and Officers	DH
Industrial Arts Resources and Materials	IJI	Business and Personnel Transportation Insurance	EEBC
		Construction Project Insurance Program	FE/EI

Insurance Management	EI	<b>Interpersonal/Human Relations</b>	ACF
Insurance Program/Risk Management	EI		
Liability Insurance	EIB	<b>Interrogations and Searches</b>	
Professional Staff Fringe Benefits	GCBD/ GDBD	Parking Lot Searches	JHIB
	EIA	Staff Rights and Responsibilities	GBE
Property Insurance	EIC	Student Rights and Responsibilities	JH
Self-Insurance/Insurance Pools	JLA	<b>Interscholastic</b>	
Student Insurance Program	EEAH	Activities	JJ
Student Transportation Insurance	GDBD	Athletics	JJI
Support Staff Fringe Benefits	GBGD		
Workers' Compensation		<b>Interstaff Relations/Line and Staff Relations</b>	CCB
<b>Integration</b>		<b>Intervention in Student Problems</b>	JLDBA
Equal Educational Opportunities	JB		
Nondiscrimination	AC	<b>Interviews</b>	
Plans	JCAB	Interrogations and Searches	JH
School Attendance Areas	JC	News Conferences	KDDA
<b>Interdistrict Relations</b>	LB	Opinion Polls	KCBA
		Professional Staff Hiring	GCF
<b>Intergroup Education/Human Relations</b>		Support Staff Hiring	GDF
<b>Education</b>		<b>Intoxicants, see Alcohol</b>	
Multiculturalism	IFC		
Social Studies Education	IHAC	<b>Intramural Programs</b>	JJA
<b>Intermediate School District</b>		<b>Inventories</b>	
Relations with other Schools and School		Financial	DID
Districts	LB	Receiving/Warehousing	EDA
County Education Agency Relations	LE		
<b>Interns</b>		<b>Investigations/Interrogations and Searches</b>	
Administrative Intern Program	CJ	(see Interrogations)	
Student Teaching and Internships	LDA	<b>Investments</b>	
<b>Interoffice Communications/Office</b>		Revenues from Investments	DFA
<b>Communications Services</b>	EGA/ EGAEA	Use of Surplus Funds	DFAA
		<b>J</b>	
<b>Janitorial/Custodial Services</b>	ECD	<b>Job-Sharing</b>	
<b>Job Actions/Staff Job Actions</b>	HP	Professional Staff Job-Sharing	GCGC
<b>Job Descriptions</b>		Support Staff Job-Sharing	GDGC
Professional Staff Positions	GCA	<b>Joint Occupation of School Facilities</b>	DFC
Qualifications and Duties of Superintendent	CBA	<b>Joint Ventures with Business and Industry</b>	KGD
Support Staff Positions	GDA	<b>Junior High Schools/Organization of Instruction</b> IE	
<b>Job Descriptions Preparation and Review</b>		Junior High/Middle School Administration	CFHA
General process	BGC	<b>Junk Food</b>	
Professional Staff Positions	GCA	Competitive Food Sales	EFE
Support Staff Positions	GDA	Menu Development/Options	EFB
<b>Job Placement for Students/Graduates</b>	JO/ JLDBG	<b>Jury Duty/Legal Leave</b>	
<b>Job Reclassification</b>		Administrative Staff Legal Leave	GCCBB
Administrative Staff	GCPB	Instructional Staff Legal Leave	GCCAB
Instructional Staff	GCPA	Support Staff Legal Leave	GDCB
Support Staff	GDP		

## K-L

<b>Key Control/Access to Buildings</b>	<b>ECAB</b>	Name of School District Services/School Attorney	<b>AA</b> <b>BDG</b>
<b>Kindergarten</b>	<b>IHBIA</b>	Status	
<b>Knives/Weapons In School</b>	<b>JICI</b>	Negotiations Legal Status School Board Legal Status School District Legal Status	<b>HB</b> <b>BB</b> <b>AA</b>
<b>Labor Organizations/Employee Negotiating Organizations</b>	<b>HH</b>	<b>Legislative Program</b>	<b>BJ</b>
<b>Land</b>		<b>Lending School Equipment/Authorized Use of</b>	<b>EDC</b>
Purchase	<b>FEE</b>		
Sale	<b>DN</b>	<b>Lesson Plans</b>	
<b>Landscaping/Building and Grounds Maintenance</b>	<b>ECBB</b>	Arrangements for Professional Staff	
		Substitutes	<b>GCGB</b>
		Supervision of Professional Staff	<b>GCN</b>
		Teaching Methods	<b>IMA</b>
<b>Language Arts Education</b>	<b>IHAA</b>		
Language Arts Resources and Materials	<b>IJA</b>	<b>Letterhead/Office Communications</b>	<b>EGAC</b>
<b>Language Instruction</b>		<b>Levels of Instruction/Organization of Instruction</b>	<b>IE</b>
Bilingual Instruction	<b>IHBE</b>		
English Education	<b>IHAA</b>	<b>Liability</b>	
English as a Second Language	<b>IHBEA</b>	Insurance Program/Risk Management	<b>EI</b>
Foreign Language Education	<b>IHAH</b>	Liability Insurance	<b>EIB</b>
Foreign Language Resources and Materials	<b>IJH</b>	Liability of Board Members	<b>BIE</b>
		Liability of District/Board	<b>BBC</b>
<b>Latchkey Programs</b>	<b>IHCFB</b>	Liability of School Personnel/Staff Protection	<b>GBG</b>
<b>Law Enforcement Agencies</b>	<b>KLK</b>	<b>Liaisons</b>	
<b>Lawsuits</b>		Board Committees	<b>BDE</b>
School Attorney/Legal Services	<b>BDG</b>	Liaisons with School Board Associations	<b>BKA</b>
School Board Liability	<b>BBC</b>	Parent Liaison	<b>KEE</b>
<b>Layoffs</b>		<b>Library/Librarian</b>	
Administrative Staff Reduction in Force	<b>GCQB</b>	Library Aides	
Instructional Staff Reduction in Force	<b>GCQA</b>	Support Staff Positions	<b>GDA/</b> <b>IJNA</b>
Support Staff Reduction in Force	<b>GDQA</b>		<b>IJOC</b>
<b>Learning Disabilities</b>	<b>IHBA</b>	School Volunteers	<b>IJL</b>
<b>Learning Resources Centers</b>	<b>IJNC</b>	Library Materials Selection and Adoption	<b>IJNCA</b>
<b>Leasing and Renting</b>		Professional Libraries	<b>GCAAC</b>
Fees for Community Use of School Facilities	<b>KF</b>	Resource Staff Positions	<b>IJNC</b>
Leased Buses	<b>EEAG</b>	School Libraries	
Leasing of Equipment for School Purposes/ Purchasing Procedures	<b>DJB</b>	<b>Libel/Student Publications</b>	<b>JICE</b>
<b>Leasing/Renting Space/Temporary School Facilities</b>	<b>DFC/</b> <b>FCC</b>	<b>Lifelong Learning</b>	
		Lifelong Learning Programs/Adult Education	<b>IHDD</b>
Leasing/Renting of School Property/Rental and Service Charges	<b>DFB</b>	Program Administration	<b>CGC</b>
Leasing of Mineral Rights/Revenues from School-Owned Real Estate	<b>DFB</b>	<b>Life Insurance/Insurance</b>	<b>GCBD/</b> <b>GDBD</b>
Rental and Service Charges	<b>DFC</b>	<b>Limited Open Forum</b>	<b>JJAB</b>
Revenues from School-Owned Real Estate	<b>DFB</b>	<b>Line and Staff Relations</b>	<b>CCB</b>
<b>Leaves (see policy codes)</b>	<b>GCC/</b> <b>GDC</b>	<b>Line Item Transfer Authority/Budget Transfer</b>	<b>DBJ</b>
<b>Legal</b>		<b>Lists/Student</b>	<b>JRB</b>
Age	<b>JID</b>	<b>Lobbying/School Board Legislative Program</b>	<b>BJ</b>
Counsel/School Attorney	<b>BDG</b>	<b>Local</b>	
		Education Agency	<b>LE</b>



Governmental Authorities, Relations with  
Local Purchasing  
Travel  
**Locker Searches**  
**Logo**  
**Loitering**  
Public Conduct on School Property  
Visitors to Schools  
**Long-Range Planning**  
Administration Goals and Objectives  
Curriculum Development  
Facilities Planning  
School Board Operational Goals

KLK  
DJF  
DKC/  
EEB  
  
JIHA  
  
BHA  
  
KFA  
KI  
  
CA  
IGA  
FB  
BA

**Loyalty Oaths**  
Board Member Qualifications  
Professional Staff Positions  
Qualifications of Superintendent  
Support Staff Positions

BBBA  
GCA  
CBA  
GDA

**Lunch Periods**  
Open/Closed Campus  
Professional Staff Schedules  
Support Staff Schedules  
School Day

JHCA  
GLC  
GDK  
ID

**Lunch Program**  
Adult Food Services

EF  
EFF

**Lunch Workers/Support Staff Positions**

GDAC

**M**

**Magnet Schools**  
Curriculum  
School Choice/Open Enrollment

IHBHB  
JFBD

Student Use of Drugs and Alcohol  
Substance Abuse Counseling

JICH  
JLDBC

**Mail and Delivery Services**

EGAE

**Marking Periods/System/Grading Systems**  
Nongraded Education

IKA  
IFE

**Maintenance**  
Buildings and Grounds Maintenance  
Buildings Maintenance  
Grounds Maintenance  
Maintenance and Control of Instructional  
Materials  
Maintenance and Control of Materials and  
Equipment  
Maintenance Vehicles/Business and Personnel  
Transportation  
Maintenance Workers/Support Staff Positions  
School Bus Maintenance

ECB  
ECBA  
ECBB  
  
EDB  
  
ED  
  
EEB  
GDAB  
EEAEB

**Married Students**

JIG

**Master Teachers/Mentor Teachers**  
Mentor Teacher/Caring Adult

GCHA  
JLDBF

**Matching Funds/Funding Proposals and  
Applications**  
Fund-Raising if school district matches funds  
Grants from Private Sources  
Gifts from the Public  
Material Resources Management

DD  
KH  
DDA  
KCD  
ED

**Materials Resources Records and Reports**

EDD

**Make-Up Opportunities**

JH

**Maternity Leave**  
Administrative Staff Maternity Leave  
Instructional Staff Maternity Leave  
Support Staff Maternity Leave

GCCBC  
GCCAC  
GDCC

**Management**  
Accountability of Administrative Staff  
Administrative Organization  
Buildings/Grounds/Property Management  
Commitment to Accomplishment  
Environmental Management  
Management Rights/School Board Powers and  
Responsibilities  
Line and Staff Relations  
School Building Administration  
School Board Negotiating Rights/  
Responsibilities  
Management Team  
Waste Management

GCOD  
CC  
EC  
AE  
EB  
  
BBA  
CCB  
CF  
  
HE  
CD  
EDE

**Mathematics Instruction**  
Mathematics Resources and Materials

IHAB  
IJB

**Matrons/Support Staff Positions**

GDA

**Mayor's Office/Relations with Local  
Governmental Authorities**

KLK

**Media Centers**

IJNC

**Media, Relations with  
During Negotiations**

KDD  
HKA

**Mediation/Impasse Procedures**

HO

**Marijuana**  
Drug and Steroid Use in School Athletics  
Drug-Free Work Place  
Drug-Free Schools  
Programs for Substance Abusers  
Teaching about Drugs, Alcohol, and Tobacco

JJIE  
GBEC  
ADB  
IHBCB  
IHAMA

**Medical**  
Examinations/Staff Health  
Hiring of Administrative Staff  
Hiring of Instructional Staff  
Hiring of Support Staff

GBGA  
GCFB  
GCFA  
GDF

Insurance		Mileage Allowance/Expense Reimbursements	
Professional Staff Fringe Benefits	G CBD		DKC/EEBB
Student Insurance	JLA		
Support Staff Fringe Benefits	G DBD		
Medicines/Administering Medicines to Students	JLCD	Military	
Physical Examinations of Students	JLCA	Military Programs/Student Activities	JJ
Treatment/First Aid	JLCE	Military Recruiters/Relations with Relations with Military	KLMA KLMA
<b>Meditation/School Ceremonies and Observances</b>	IMD	<b>Mineral Rights/Leasing and Sale of School-Owned Real Estate</b>	DFB
<b>Meetings</b>		<b>Minicourses/Instructional Arrangements</b>	II
Board Meetings	BE	<b>Minigrants</b>	DDB
Of Outside Groups on School Property	KF		
Of Staff		<b>Minimal Competency Testing/Testing Programs</b>	IK
Professional Staff Meetings	GCMC	<b>Minimal Competency Requirements/Graduation</b>	IKF
Support Staff Meetings	GDLB		
Of Students/Assemblies	IME	<b>Minimum Standards</b>	
Protests/Demonstrations	JIJ	Athletic Activities	JJIC
<b>Memberships In Organizations</b>		Extracurricular Activities	JJJ
Employee Negotiating Organizations	HH	<b>Minorities</b>	
Professional Organizations, Relations with School Board Memberships	KK	Employment of/Affirmative Action	GBA
Staff Memberships	BK	Student Minorities	JB
Professional Staff in Professional Org.	GCU	<b>Minutes/Board Meetings</b>	BEDG
Support Staff in Professional Org.	GDS		
Student Organizations	JJA	<b>Missing Children</b>	JLH
<b>Memorials</b>	FFA	<b>Mission Statement</b>	AD
<b>Mentally Handicapped Students</b>	IHBA	<b>Modular Schedules/Scheduling for Instruction/Students</b>	IIE
<b>Mentor</b>		Scheduling Classes	IIC
Mentor Administrators	GCHB	<b>Molestation/Child</b>	
Mentor Programs	IJOC	Child Abuse Counseling	JLDBD
Mentor Teachers		Reporting Child Abuse	JLF
to other teachers	GCHA	Staff Conduct	GBEB
to students	JLDBF	<b>Money Collection</b>	
<b>Merit System/Merit Pay</b>		Charges and Tuition	JFABA
Administrative Staff Merit System	GCBBA	Collection of Money from Students	JQA
Instructional Staff Merit System	GCBAA	Collection of Money/Food Tickets	EFDA
Merit/Performance Pay Programs	GBCA	Gate Receipts	DFD
Support Staff Merit System	GDBB	Public Solicitation in Schools	KHA
<b>Metal Detectors</b>	JJHC	Revenues from Tax Sources	DE
<b>Method of Determining Staff Negotiating Organizations</b>	HH	Revenues from Nontax Sources	DF
<b>Methods of Instruction/Teaching Methods</b>	IMA	Staff Gifts and Solicitations	GBEBC
<b>Metrics Education/Mathematics Education</b>	IHAB	<b>Money-Raising Activities/Fund Raising</b>	
<b>Microfilming Records/Data/Records Retention</b>	EHB	Student Fund Raising	JJE
<b>Middle Schools</b>		Solicitations	KH
Administration	CFHA	<b>Moonlighting</b>	
Curriculum	IHA	Professional Staff Nonschool Employment	GCR
<b>Migrant Education/Special Instructional Programs</b>	IHB	Support Staff Nonschool Employment	GDR
Homeless Children		<b>Moral Education</b>	IHAK
Admission	JFABD	<b>Motorbikes/Student Automobile Use</b>	JLIE
Programs for Homeless Children	JLG	Community Use of School Fields/Grounds	KFC

<b>Motor Pool/Business and Personnel Transportation Services</b>	<b>EEB</b>	<b>Museums/Relations with Cultural Institutions</b>	<b>KM</b>
<b>Moving Costs/Reimbursements</b>	<b>DKC</b>	<b>Musical Events/Student Performances</b>	<b>JJC</b>
<b>Multiculturalism</b>	<b>IFC</b>	<b>Musical Instruments</b>	<b>IHAG/ ED</b>
Social Studies Education	<b>IHAC</b>	<b>Music Education</b>	<b>IHAG</b>
<b>Municipal Government Relations</b>	<b>KLKA</b>	Music Resources and Materials	<b>IJE</b>

## N

<b>Names on Building Plaques</b>	<b>FFB</b>	<b>Student Schedules and Course Loads</b>	<b>IIE</b>
<b>Naming New Facilities</b>	<b>FF</b>	<b>Night Programs/Sessions/Schools</b>	<b>IDA</b>
<b>Narcotics (see Drugs)</b>		<b>Nonaccredited Schools</b>	
<b>National</b>		Assignment of Students to Classes and Grades	<b>JGA</b>
Honor Society/Honor Rolls	<b>IK</b>	Graduation Requirments	<b>IKF</b>
Program Assessments	<b>ILBC</b>	Home Schools	<b>IHBG</b>
National School Boards Association	<b>BK</b>	Relations with Nonpublic Schools	<b>LBC</b>
<b>Needs Assessment</b>		<b>Nonchartered Schools (See Nonaccredited Schools)</b>	
Evaluation of Instructional Program	<b>IL</b>	<b>Noncustodial Parents</b>	<b>KBBA</b>
Facilities Assessment	<b>FB</b>	<b>Nondiscrimination</b>	<b>AC</b>
School District Goals and Objectives	<b>BA</b>	Equal Educational Opportunities	<b>JB</b>
<b>Negotiable Items/Scope of Negotiations</b>	<b>HC</b>	Equal Employment Opportunity	<b>GBA</b>
<b>Negotiations (see policy codes)</b>	<b>Section</b>	Interpersonal/Human Relations	<b>ACF</b>
	<b>H</b>	on the Basis of Age	<b>ACC</b>
<b>Neighborhood Associations, Relations with</b>	<b>KJB</b>	on the Basis of Ethnicity and Race	<b>ACB</b>
<b>Neighborhood Schools</b>	<b>JC</b>	on the Basis of Handicap/Disability	<b>ACE</b>
<b>Nepotism</b>		on the Basis on Religion	<b>ACD</b>
School Board Member Conflict of Interest	<b>BCB</b>	on the Basis of Sex	<b>ACA</b>
Staff Conflict of Interest	<b>GBEA</b>	Pay Equity	<b>GBAB</b>
Superintendent Conduct	<b>CBF</b>	Resolution of Discrimination Complaints	<b>ACG</b>
<b>New Board Member Orientation</b>	<b>BIA</b>	Sex Discrimination	<b>GBAA</b>
<b>News/News Coverage</b>		<b>Nongraded Education</b>	<b>IFE</b>
Broadcasting and Taping of Board Meetings	<b>BEDJ</b>	<b>Nonprofessional Personnel/Support Staff</b>	<b>GD</b>
News Conferences and Interviews	<b>KDDA</b>	<b>Nonpublic Schools</b>	<b>LBC</b>
News Media Relations	<b>KDD</b>	<b>Nonrenewal of Contract/Probation and Tenure</b>	
News Media Services at Board Meetings	<b>BEDI</b>	Professional Staff Probation, Tenure, and Seniority	<b>GCJ</b>
News Publications/School-Sponsored Information Media	<b>KDC</b>	Support Staff Probation, Tenure, and Seniority	<b>GDI</b>
News Releases	<b>KDDA</b>	<b>Nonresident Students</b>	<b>JFAB</b>
Reporting Board Meeting Business	<b>BEDK</b>	<b>Nonschool Employment</b>	
Sports and Special Events News Coverage	<b>KDDB</b>	Nonschool Employment by Professional Staff	<b>GCR</b>
<b>New Students</b>	<b>JF</b>	Nonschool Employment by Support Staff	<b>GDR</b>
<b>Noncertificated Personnel/Support</b>	<b>GD</b>	<b>Notary Public</b>	<b>EGC</b>
<b>Noncredit Courses</b>		<b>Notes and Bonds Payments/Payment     Procedures</b>	<b>DK</b>
Adult Education	<b>IHDC</b>	<b>Notification of Board Meetings</b>	<b>BEDA</b>
Extended Instructional Programs	<b>IHC</b>		
Special Instructional Programs	<b>IHB</b>		

<b>Number of Board Members/School Board Legal Status</b>	<b>BB</b>	<b>Nurses</b>	<b>JLC/ GCAAB</b>
<b>Nursery Schools</b> Preprimary Education Preschool Child Care	<b>IHBIB IHCFC</b>	<b>Nutritional Standards</b>	<b>EF</b>
<b>O</b>			
<b>Oath of Office</b>	<b>BBBB</b>	Open Board Meetings	<b>BEC</b>
<b>Objectives/Goals and Objectives</b> (see first code in each of 12 main sections)		Open Board Records	<b>KDB</b>
<b>Obscene Language/Conduct</b> by Public by Staff by Students Student Performances	<b>KFA GBEB JIC JJC</b>	Open Classrooms	<b>IIL</b>
<b>Observances of Special Events/School Ceremonies and Observances</b>	<b>IMD</b>	Open/Closed Campus	<b>JHCA</b>
<b>Observations of Staff Performance</b> Evaluation of Professional Staff Evaluation of Support Staff Supervision of Support Staff Supervision of Professional Staff	<b>GCO GDO GDN GCN</b>	Open Committee Meetings Board Committees Advisory Committees	<b>BDE BDF</b>
<b>Observers, Professional</b>	<b>LI</b>	Open Enrollment/Choice of Schools	<b>JFB</b>
<b>Occupational Education</b>	<b>IHA/ IHAQ</b>	Open Hiring	<b>GBA</b>
<b>Occupational Health and Safety Requirements/Safety Program Staff Welfare</b>	<b>EB GBG</b>	<b>Opinion Polls</b>	<b>KCBA</b>
<b>Occupying New Facilities</b> Board Inspection and Acceptance of Staff Orientation to	<b>FG FH</b>	<b>Opt-Out Procedures</b>	<b>IMBC</b>
<b>Office</b> Office Communications Services Office Hours/Professional Staff Office Manager/Job Descriptions Office Service Management Office Services Records and Reports Office Staff Positions	<b>EGA GCMB GDAA EG EGE GDAA</b>	<b>Orchestra/See Band</b>	
<b>Officers of the Board/Board Officers</b>	<b>BDB</b>	<b>Order of Business/Agenda</b>	<b>BEDB</b>
<b>Official Seal/School District Legal Status</b>	<b>AA</b>	<b>Organization</b> Community Organizations Organizational Meeting Organization Charts Organization of Grade Levels Organization of Instruction Professional Organizations Professional Staff Memberships Relations with Support Staff Memberships	<b>KJ BDA CCA IE IE</b>
<b>Ombudsperson</b>	<b>KEE</b>		<b>GCU KK GDS</b>
<b>On-the-Job Training/Work Experience Opportunities</b>	<b>IHAQ/ JO</b>	<b>Orientation</b> Board Candidate Orientation New Board Member Orientation Orientation to New Facilities Professional Staff Orientation Support Staff Orientation	<b>BBBF BIA FH GCH GDH</b>
<b>Open</b> Limited Open/Closed Forum	<b>JJAB</b>	<b>Outcome-Based Education</b>	<b>AEA</b>
		<b>Outdoor Education/Extended Instructional Programs</b> Physical Education School Camps	<b>IHC IHAE IHCE</b>
		<b>Outside Employment</b> Nonschool Employment by Professional Staff Nonschool Employment by Support Staff Members	<b>GCR GDR</b>
		<b>Overtime/Overtime Pay</b> Instructional Staff Administrative Staff Support Staff Professional Staff Supplementary Pay Plans Support Staff Supplementary Pay Plans	<b>GCMD GCME GDLA GCBC GDBC</b>

# P

<b>Paid Holidays</b>		<b>Payment of Negotiations Costs</b>	HJ
Professional Staff Vacations and Holidays	GCD	<b>Payment Procedures</b>	DK
Support Staff Vacations and Holidays	GDD	<b>Payroll Deductions</b>	DKB
<b>Paraprofessional Personnel/Support Staff</b>	GDA	<b>Payroll Procedures</b>	DKA
<b>Parent/Parental</b>		<b>PCBs</b>	EBAB
Involvement in Education (see policy codes)	KB	<b>Pensions/Fringe Benefits</b>	
Parent Conferences		Professional Staff Fringe Benefits	GCBG
Parental Involvement	IKACA	Support Staff Fringe Benefits	GDBG
Staff Involvement	GCMC	Staff Funds Management	DL
Parental Choice of Schools	JFB	<b>Peer</b>	
Parental Leave		Peer Counseling	JLDBE
Administrative Staff Parental Leave	GCCBC	Peer Tutoring/academic	IIO
Instructional Staff Parental Leave	GCCAC	<b>People and Their School District</b>	AB
Support Staff Parental Leave	GDCG	<b>Per Diem/Expense Reimbursement</b>	DKC
Students with Children	JIF	<b>Performance</b>	
<b>Parking Lots/Traffic and Parking Procedures</b>	ECE	Community Use of School Facilities	KF
Parking Lot Searches	JIHB	Performance-Based Compensation	AEA/ GBCE
<b>Park Authorities, Relations with</b>	KLF	Performance Bonds	FEGB
<b>Parliamentarian</b>	BEDDA	Performance Contracting	IJK
<b>Parochial Schools</b>		Performance Objectives/Goals and Objectives for Professional Staff	AEA
Nonpublic Schools	LBC	for Staff/general	GCBA
<b>Participation of Public at Board Meetings</b>	BEDH	for Support Staff	GBCE
<b>Participation in Extracurricular/Athletic Activities</b>	JJIC/ JJJ	Performance of Staff	GDBB
<b>Part-Time and Substitute Staff</b>		Evaluation of Professional Staff	GCG
<b>Employment</b>		Evaluation of Support Staff	GDO
Professional Staff	GCG	Performance of Students/Academic Achievement	IK
Support Staff	GDCG	Personnel (see policy codes)	Section G
<b>Part-Time Students</b>		Student Performances	JJC
Employment by Students	JO	<b>Personal Debts of Employees</b>	DGE
Student Admissions	JF	<b>Petty Cash Accounts</b>	DIB/ DKC
<b>Passes/Bus</b>	EEAD	<b>Personal Belongings</b>	ECA/ GBGB
<b>Passive Learning</b>	IFB	<b>Philosophy</b>	
<b>Patents/Royalties</b>	DFE	of Career Development (support staff)	GDMA
<b>Paternity Leave</b>		of Education	AD
Administrative Staff Paternity Leave	GCCBC	of Staff Development (professional staff)	GCIA
Instructional Staff Paternity Leave	GCCAC	<b>Photocopying</b>	EGAB
Support Staff Paternity Leave	GDCG	<b>Photographs of Students</b>	JRD
<b>Patriotic Exercises</b>	IMDA	<b>Physical Education</b>	IHA
<b>Patrols</b>	EEAED/ JLIC	Physical Education Resources and Materials	IJF
<b>Pay Equity</b>	GBAB		
<b>Payday Schedules</b>	DKA		

<b>Physical Examinations</b>		<b>Polis</b>	
of Student Athletes	JJID	Community Polling	KCBA/ KCBB
of Students	JLCA	Staff Polling	GBB
Physical Fitness/Wellness Programs			
Staff	GBGC		
Students	IHAE	<b>Portable Classrooms/Temporary School</b>	
Professional Staff Hiring	GCF	<b>Facilities</b>	FCC
Staff Health	GBGA		
Student Health Services/Requirements	JLC	<b>Portfolios of Student Work</b>	IKA
Support Staff Hiring	GDF		
		<b>Positions</b>	
<b>Physically Handicapped Students</b>	IHBA	Professional Staff Positions	GCA
		Support Staff Positions	GDA
<b>Physician/School</b>	JLC/ GCAAB	<b>Postal Services</b>	EGAE
<b>Pilot Project</b>	IGC	<b>Postgraduate</b>	
		Career/Postsecondary Education Counseling	JLDC
<b>Placement of Students</b>		Postgraduate Programs/Postsecondary	
Assignment of Students to Classes and Grades	JG	Education	IHCD
Student Schedules and Course Loads	IIE	Students/Student Admissions	JLD
Special Education	IHBA		
		<b>Posting</b>	
<b>Plantetarium</b>	FE	Distribution/Posting of Promotional Materials	KHC
Buildings/Grounds/Property Maintenance	EC	Posting of Professional Staff Vacancies	GCEC
		Posting of Support Staff Vacancies	GDEA
<b>Planning</b>			
Administration Goals/Priority Objectives	CA	<b>Postsecondary Education/Extended</b>	
Authorities	KLJ	<b>Instructional Programs</b>	IHCD
Planning Programming Budgeting System	DBA		
Planning Time/Instructional Staff	GCMA	<b>Postvention in Student Problems</b>	JLDBA
Plans and Specifications for Facilities			
Construction Specifications	FED	<b>Poverty Agencies</b>	KLE
Planning	FB		
School District Goals and Objectives	ADA	<b>Powers</b>	
		School Board Negotiating Powers and	
<b>Playgrounds</b>		Responsibilities	HE
Construction	FEI	School Board Powers and Responsibilities	BBA
Maintenance	ECBC		
		<b>PPBS/Budgeting System</b>	DBA
<b>Play Productions</b>	JJC		
		<b>Practice Teaching/Student Teaching and</b>	
<b>Pledge of Allegiance</b>	IMDA	<b>Internships</b>	LDA
<b>Police/Law Enforcement Authorities</b>	KLG	<b>Prayer/School Ceremonies and Observances</b>	IMD
<b>Policies (see policy codes)</b>	BG	<b>Pregnant Students</b>	JIE
<b>Policy Communication/Feedback</b>	BGE	<b>Preliminary Development of Policies</b>	BGA
		Preliminary Negotiated Agreement Disposition	HL
<b>Political</b>		<b>Preparation of Agenda</b>	BEDB
Political Activities of Board Members			
Candidates	BBBF	<b>Preparation Periods for Teachers/Professional</b>	
in other campaigns	BC	<b>Staff Schedules</b>	GCL
Political Activities of Staff	GBI	Professional Staff Work Load	GCM
Political Activities of Superintendent	CBF		
Political Activities of Students		<b>Preprimary Education</b>	IHBIB
in Decision Making	JIB		
Protests, Demonstrations, and Strikes	JIJ	<b>Preschool Programs</b>	
		Preschool Child Care	IHCFC
<b>Political Materials</b>	KHE/ IJM	Primary/Preprimary Education	IHBIB
Political Solicitations	KHE		

<b>President of the Board/Board Officers</b>	<b>BDB</b>	<b>Procedures Development/Development of Regulations</b>	<b>CHA</b>
<b>Press Coverage/Services</b>	<b>KDD</b>	<b>Procedures of Board/Board Meeting Procedures</b>	<b>BED</b>
<b>Pressure Group Materials/Special Interest Materials</b>	<b>IJM</b>	<b>Profanity Broadcasts</b>	<b>BEDJ/ KDBB</b>
<b>Prevention of Disease/Infection Transmission</b>	<b>EBBA</b>	<b>Complaints about Instructional Materials</b>	<b>KEC</b>
<b>Price Quotations</b>	<b>DJE</b>	<b>Instructional Materials</b>	<b>IJ</b>
<b>Primary Schools</b>		<b>Public Participation at Board Meetings</b>	<b>BEDH</b>
Administration of	<b>CFG</b>	<b>Staff Conduct</b>	<b>GBEB</b>
Basic Instructional Program	<b>IHA</b>	<b>Student Conduct</b>	<b>JIC</b>
Organization of Instruction	<b>IE</b>	<b>Student Publications</b>	<b>JICE</b>
		<b>Student Performances</b>	<b>JJC</b>
<b>Principals (see policy codes)</b>	<b>CFA</b>	<b>Professional Growth/Staff Development</b>	<b>GCI/ GDM</b>
Administrative Staff Positions	<b>GCAB</b>		
Assignment and Transfer of	<b>CFC</b>		
Evaluation of Principals/Building Administrators	<b>CFB</b>	<b>Professional Libraries</b>	<b>IJNCA</b>
<b>Principles of Education/Instructional Approach</b>	<b>IF</b>	<b>Professional Organizations</b>	
Educational Surveys/Research/Effective Schools	<b>ILD/ ILDA</b>	Professional Staff Membership	<b>GCU</b>
		Support Staff Membership	<b>GDS</b>
<b>Printing and Duplicating Services</b>	<b>EGAB/ EGAC</b>	<b>Professional Practices/Ethics</b>	<b>GBEA</b>
<b>Priority Objectives/Goals and Objectives</b> (see first code in each of 12 main sections)		<b>Professional Research and Publishing</b>	<b>GCS</b>
<b>Private Funding</b>		<b>Professional Staff (only main codes starting with or having as main subject the words "professional staff" are listed below)</b>	<b>GC</b>
Revenues from Nontax Sources	<b>DF</b>	Evaluation of Professional Staff	<b>GCO</b>
Special Projects and Grants	<b>DD</b>	Nonschool Employment of Professional Staff	<b>GCR</b>
<b>Private Schools</b>		Part-Time and Substitute Professional Staff Employment	<b>GCG</b>
Nonpublic Schools	<b>LBC</b>	Professional Staff Assignments and Transfers	<b>GCK</b>
<b>Private Vehicles</b>		Professional Staff Contracts and Compensation	<b>GCB</b>
Student Transportation	<b>EEAG</b>	Professional Staff Development	<b>GCI</b>
Student Use of Automobile	<b>ECE</b>	Professional Staff Fringe Benefits	<b>GCBD</b>
Traffic and Parking Procedures	<b>ECE</b>	Professional Staff Hiring	<b>GCF</b>
Use of Private Vehicles in School Business	<b>EEBB</b>	Professional Staff Leaves and Absences	<b>GCC</b>
<b>Privacy, Right to</b>		Professional Staff Orientation and Training	<b>GCH</b>
Executive Sessions	<b>BEC</b>	Professional Staff Probation, Tenure, and Seniority	<b>GCJ</b>
Locker Searches	<b>JJHA</b>	Professional Staff Promotions and Reclassifications	<b>GCP</b>
Parking Lot Searches	<b>JJHB</b>	Professional Staff Recruiting	<b>GCE</b>
Personnel Records	<b>GBJ</b>	Professional Staff Schedules and Calendars	<b>GCL</b>
Public's Right to Know	<b>KDB</b>	Professional Staff Supplementary Pay Plans/Overtime	<b>GCBC</b>
Staff Rights and Responsibilities	<b>GBE</b>	Professional Staff Termination of Employment	<b>GCQ</b>
Student Interrogations, Searches, and Arrests	<b>JIH</b>	Professional Staff Vacations and Holidays	<b>GCD</b>
Student Records	<b>JRA</b>	Professional Staff Work Load	<b>GCM</b>
<b>Private Social Service Organizations</b>	<b>KJE</b>	Supervision of Professional Staff	<b>GCN</b>
<b>Privileges/Responsibilities of Staff Negotiating Organizations</b>	<b>HI</b>	<b>Professional Visitors and Observers</b>	<b>LI</b>
<b>Probation</b>		<b>Proficiency Requirements</b>	
Placement of Employee on Disciplinary Probation	<b>GCJ</b>	Promotion and Retention of Students	<b>IKE</b>
Probation of Students	<b>JKC</b>	Graduation Requirements	<b>IKF</b>
Professional Staff Probation and Tenure	<b>GCJ</b>	<b>Proficiency Tests/Testing Programs</b>	<b>IKA/IL</b>
Support Staff Probation and Tenure	<b>GDI</b>		

<b>Program</b>		<b>Public Address System</b>	
Assessments	<b>ILB</b>	Communications Services	<b>EGA</b>
District Level	<b>ILBA</b>	Classroom Interruptions	<b>IMH</b>
National Level	<b>ILBC</b>	Public Concerns and Complaints	<b>KE</b>
State Level	<b>ILBB</b>	Public Conduct on School Property	<b>KFA</b>
Auditors	<b>DIE</b>	Public Dedication of New Facilities	<b>FI</b>
Budgeting/Budgeting System	<b>DBA</b>	Public Gifts and Donations	<b>KCD</b>
Consultants	<b>CK</b>	Public Hearings	<b>BEE</b>
		Public Information Officer	<b>KDA/ GCAB</b>
<b>Programmed Learning/Teaching Methods</b>	<b>IMA</b>		<b>KDA</b>
		Public Information Program	<b>KM</b>
<b>Progress Reports to Parents</b>	<b>IKAB</b>	Public Library, Relations with	<b>KCBB</b>
		Public Opinion Polls	<b>BEDH</b>
<b>Projections/Enrollment Projections</b>	<b>FBB</b>	Public Participation at Board Meetings	<b>KDA</b>
		Public Relations	<b>KH</b>
<b>Promotions</b>		Public Sales on School Property	<b>KGA</b>
Professional Staff Promotions	<b>GCP</b>	Public School Foundation	<b>KDB</b>
Promotion and Retention of Students	<b>IKE</b>	Public's Right to Know	<b>EEAF</b>
Support Staff Promotions	<b>GDP</b>	Public Use of School Buses	<b>KF</b>
		Public Use of School Facilities	
<b>Promotional Materials</b>		<b>Publications</b>	
Distribution/Posting of Promotional Materials	<b>KHC</b>	Handbooks and Directives	<b>CHCA</b>
Special Interest Instructional Materials	<b>JM</b>	Curriculum Guides and Course Outlines	<b>IGE</b>
School District Promotional Materials	<b>KDC/ KCCA</b>	Professional Publishing by District	
	<b>FDA</b>	Curriculum Guides and Course Outlines	<b>IGE</b>
Bond Campaigns	<b>KDC</b>	Printing and Duplicating Services	<b>EGAB/ EGAC</b>
School Information Media			<b>DFE</b>
		Royalties	<b>KDC</b>
<b>Propaganda</b>		School-Sponsored Information Media	<b>GCS</b>
Special Interest Instructional Materials	<b>JM</b>	Professional Research and Publishing by Staff	<b>DFE</b>
Teaching about Controversial Issues	<b>IMB</b>	Royalties	<b>KDC</b>
		School-Sponsored Information Media	<b>JICE</b>
		Student Publications	
<b>Properties Disposal/Disposition</b>	<b>DN</b>		
		<b>Pull-Out Programs</b>	<b>IID</b>
<b>Property</b>			
Insurance	<b>EIA</b>		
Property Loss/Damage	<b>ECAD/ GBGB</b>	<b>Pupil (see Student)</b>	
	<b>ECAD</b>		
Restitution		<b>Pupil-Teacher Ratios/Class Size</b>	<b>IIB</b>
<b>Protection of Staff</b>	<b>GBG</b>		
		<b>Purchase/Purchasing</b>	
<b>Psychological Services</b>		Cooperative Purchasing	<b>DJD</b>
Employee Assistance Programs	<b>GBGC</b>	Emergency Purchases	<b>DJB</b>
Staff Health	<b>GBGA</b>	Food Purchasing	<b>EFA</b>
Student Psychological Services	<b>JLD</b>	Lease-Purchase Agreements/Purchasing Procedures	<b>DJB</b>
		Local Purchasing	<b>DJF</b>
<b>Psychological Testing of Employees</b>	<b>GBGA/ GBGC</b>	Purchase Orders/Purchasing Procedures	<b>DJB</b>
		Purchasing Authority	<b>DJA</b>
<b>Psychological Testing of Students</b>	<b>JLDAC</b>	Purchasing from Petty Cash	<b>DJC</b>
		Purchasing from Individual School Funds	<b>DIB</b>
<b>Public</b>		Purchasing from Student Activities Funds	<b>JJF</b>
Accomplishment Reporting to the Public	<b>AEC</b>	Purchasing Guides and Vendor Lists	<b>DJB/ DJG</b>
Community Involvement in Education	<b>KC</b>		<b>DJB</b>
Gifts/Donations	<b>KCD</b>	Purchasing Procedures	<b>DJB</b>
People and Their School District Public Access to Records	<b>AB</b>	Requisitions/Purchasing Procedures (Use codes under Instructional Materials for selection of textbooks, films, computers and other classroom resources.)	<b>DJB</b>
Personnel Files	<b>KDB</b>		
Student Records	<b>GBJB</b>		
Public Access to Test Results	<b>JRA</b>		
	<b>ILC</b>		



**Q**

<b>Qualifications</b>		Cooperative Purchasing	DJD
Board Member Qualifications	BBBA	Purchasing Procedures	DJB
Student Board Member	BBB/ JIBB	<b>Quarter System/Organization of Instruction</b>	IE
Qualifications of Superintendent	CBA	<b>Questioning of Students by Police</b>	JIH/ KLG
Qualifications for Employment	GCF	<b>Quorum</b>	BEDC
Professional Staff Hiring	GCA		
Professional Staff Positions	GDF	<b>Quotations of Prices/Purchasing</b>	
Support Staff Hiring	GDA	<b>Procedures/Vendor Relations</b>	DJB/ DJG
Support Staff Positions			
<b>Quality Control/Purchasing Procedures</b>	DJB		
<b>Quantity Purchasing</b>			

**R**

<b>Racial Balance</b>		<b>Reclassification of Positions</b>	
Equal Employment Opportunity	GBA	Professional Positions	GCP
School Attendance Areas	JC	Support Positions	GDP
Student Assignment to School	JCA	<b>Recognition for Accomplishment</b>	AEB
Choice/Open Enrollment	JFB	Staff Awards and Recognition	GBL
<b>Radon</b>	EBAB	<b>Recordkeeping/Data Management</b>	EH
<b>Radio</b>		Accounting Records	DI
Broadcasts	IJND/ BEDJ	<b>Records</b>	
Student Conduct	JIC	Access to Records	
Technology Resources	IJND	Personnel	GBJB
<b>Ranges/Shooting</b>	EC	Public's Right to Know	KDB
<b>Rank in Class/Class Rankings</b>	IKC	Student Records	JRA
<b>Ratification of Negotiated Agreement</b>	HL	Buildings and Grounds Records and Reports	ECC
<b>Ratification of Policies/Policy Adoption</b>	BGB	Computer Access and Control	EHAA
<b>Ratio/Ratios</b>		Computerized Data Systems	EHA
of Administrators to Students	CCC	Construction Project Records and Reports	FEJ
of Teachers to Students	CCC	Data Management	EH
Staffing Ratios	CCC	Data/Records Retention	EHB
<b>Reading Instruction</b>	IHAA	Disposal of Records	EHB
Reading Resources and Materials	IJA	Food Services Records and Reports	EFI
<b>Readmission of Students</b>		Inventories	DID
Student Expulsion	JKE	Material Resources Records and Reports	EDD
Student Suspension	JKD	Microfilming of Records/Data/Records	
Student Withdrawal from School	JFC	Retention	EHB
<b>Real Property Purchase/Rental/Sale</b>		Minutes/Board Meetings	BEDG
Rental and Service Charges	DFC	Office Services Records and Reports	EGE
Revenues from School-Owned Real Estate	DFB	Personnel Records	GBJ
School Properties Disposition	DN	Public Access to Records	KDB
Site Acquisition	FEE	Student Records	JRA
Temporary School Facilities	FCC	Student Registers	JRB
<b>Recall of Board Members</b>	BBBD	Student Transportation Records and Reports	EEAI
<b>Receiving and Warehousing</b>	EDA	<b>Recreation</b>	
		Facility Maintenance	ECBC
		Physical Education	IHAE
		Relations with Recreation Authorities	KLF
		Student Activities	JJ
		<b>Recruitment of Staff</b>	
		Professional Staff Recruiting	GCE
		Recruitment and Appointment of Superintendent	CBB
		Support Staff Recruiting	GDE

<b>Recruitment of Students</b>		Support Staff Development	GDM
Interscholastic Athletics	JJIB	Student Tuition/Fees	
Relations with Armed Services	KLK	Student Admissions to Schools	JFABA
Relations with Business Organizations	KG	Student Fines, Fees, and Charges	JQ
Relations with Colleges and Universities	LD	Summer Schools	IHCA/ CGA
Relations with Churches	KJC		GDBD
School Admissions	JF	Support Staff Fringe Benefits	
<b>Recycling</b>	EDE	<b>Relations with</b>	
<b>Reduction in Force</b>		Booster Organizations	KJA
Reduction in Administrative Work Force	GCQB	Business (see policy codes)	KG
Reduction in Instructional Work Force	GCQA	Child Care Providers	KJH
Reduction in Support Staff Work Force	GDQA	Churches	KJC
<b>Re-employment</b>		Community Organizations	KJ
Staff Hiring/general	GBA	Community/Private Social Service Organizations	KJE
Reduction in Work Force		County/Regional Authorities	KLKB
Reduction in Administrative Work Force	GCQB	Cultural Institutions	KM
Reduction in Instructional Work Force	GCQA	Indian Tribal Councils	KJG
Reduction in Support Staff Work Force	GDQA	Election Authorities	KLB
Resignation, Retirement, or Dismissal of Staff		Environmental Protection Agencies	KLI
Professional Staff	GCQ	Federal Government Authorities	KLL
Support Staff	GDQ	Financial/Tax Authorities	KLA
<b>Re-Entry to School</b>	JFCA	Fire and Emergency Preparedness Authorities	KLH
<b>Referenda</b>		Government Authorities	KL
Bond Referenda	FDA/ KCCA	Health and Welfare Agencies	KLE
Budget Referenda	DBGA/ KCCB	Housing Agencies	KLD
Taxing and Borrowing	DC	Labor Organizations	KJF
<b>Referral of Students to other Agencies</b>	JLDAB	Law Enforcement Authorities	KLK
<b>Regional Service Centers, Relations with</b>	LB	Local Government Authorities	KLMA
<b>Regional Laboratories, Relations with</b>	LE	Military/Armed Services	KLKA
<b>Registers, Student</b>		Municipal Authorities	KJB
Student Attendance Accounting	JHBB	Neighborhood/Community Associations	KLF
<b>Regular Board Meetings</b>	BEA	Parks and Recreation Agencies	KLJ
<b>Regulations</b>		Planning and Zoning Authorities	KK
Board Review of Regulations	CHB/ BGD	Professional Associations	KJI
Development of Regulations	CHA	Senior Citizens	KLC
Policy Implementation	CH	Social Service Agencies	KLL
Regulations Communication	CHC	State Government Authorities	KJD
<b>Reimbursement</b>		Youth Organizations	
Reimbursement of Expenses	DKC	<b>Relations with Cultural Institutions</b>	KM
Reimbursement for Unused Accumulated Leave on Retirement		Relations with Churches	KJC
Professional Staff Reimbursement	GCQE	Relations with Nonpublic Schools	LBC
Support Staff Reimbursement	GDQC	Released Time for Religious Instruction	JHCB
Reimbursement for Unused Leave		Religious Art/Decorations/Music	IMDC
Professional Staff Reimbursement	GCCA	Teaching about Religion	IHAL
Support Staff Reimbursement	GDC	<b>Release</b>	
Reimbursement of Tuition/Fees		News Releases	KDDA
Adult Education	IHD	Release from Contract	
Professional Staff Fringe Benefits	G CBD	Professional Staff	GCQ
Staff Development		Support Staff	GDQ
Professional Staff Development	GCI	Superintendent	CBJ
		Release of Negotiations Information	HK
		Release of Records	
		Student Records	JRC
		Personnel Records	GBJ
		Public's Right to Know	KDB
		Release of Student Directory Information	JRB
		Release of Staff Directory Information	GBJ
		Release of Students from School	JLIB
		Release of Student Information	JRC
		<b>Released Time</b>	
		Professional Staff Schedules and Calendars	GCL

Released Time for Administrators	GCCBB	Research Reports	CL
Released Time for Religious Instruction	JHCB	School District Annual Report	CM
Released Time for Students	JHC	Student Progress Reports to Parents	IKAB
Released Time for Support Staff	GDCB	Student Transportation Records and Reports	EEAI
Released Time for Teachers	GCCAB		
Support Staff Schedules and Calendars	GDK	<b>Reproduction of Copyright Material</b>	EGAD
<b>Religion</b>		<b>Requirements/Curriculum</b>	IHA
Absence on Religious Holiday		<b>Requisitions/Purchasing Procedures</b>	DJB
Professional Absences and Excuses	GCC	<b>Research</b>	
Student Absences and Excuses	JH	Curriculum Research	IGB
Support Staff Absences and Excuses	GDC	Education Research Agencies, Relations with	LC
Commitment to Religious Neutrality	ACD	Professional Research and Publishing	GCS
Exemptions from		Research and Development	
Food Services	EF	Facilities Development	FB
Instructional Requirements	IMBB	Curriculum Development	IGA
Medical Requirements	JLC	Research Reports	CL
Meditation/Prayer	IMDC		
Religious Observances and Displays	IMDC	<b>Reserve Funds/Types of Funds</b>	DIB
Student Immunization	JLCB	<b>Reserves, Capital</b>	DCA
<b>Remedial Instruction</b>	IHBDA	<b>Residency Requirements/School Admissions</b>	JF/ JFABA
<b>Removal from Office/Board Member</b>	BBBD	General Staff Hiring	GBA
<b>Renaming Schools</b>	FF	Professional Staff Hiring	GCF
<b>Renegotiations</b>	HQ	Recruitment and Appointment of Superintendent	CBB
<b>Renewal of Contract</b>		Support Staff Hiring	GDF
Professional Staff	GCB	<b>Resignation</b>	
Support Staff	GDB	Resignation of Board Members	BBBC
<b>Renovations</b>	FJ	Resignation of Staff	
<b>Rentals and Service Charges</b>		Professional Staff	GCQC
Fees paid by public	KF	Support Staff	GCQD
Fees schools pay for use	DFC	Resignation of Superintendent	CBJB
<b>Repairs/Maintenance</b>	ECB	Resignation of Support Staff Members	GDQB
<b>Repeal of Policy</b>	BGF	<b>Resolution(s)</b>	
<b>Report Cards</b>	IKAB	of Board	
<b>Reporting Board Meeting Business</b>	BEDK	Voting Method	BEDF
<b>Reporting Child Abuse/Neglect</b>	JLF	Board Meeting Procedures	BED
<b>Reporting of Hazards</b>	EBAA	of Concerns/Complaints/Grievances	
<b>Reporting Periods</b>	IKAB	Community/Public	KE
<b>Reports</b>		Staff	GBK
Accident Reports	EBBB	Students	JII
Accomplishment Reporting to the Public	AEC	of Discrimination Complaints	ACG
Administrative Reports	CL	<b>Resource</b>	
Annual Reports	CM	Community Resources	IJN
Buildings and Grounds Records and Reports	ECC	Community Resource Persons	IJOB
Construction Project Records and Reports	FEJ	Resource Centers	IJNC
Financial Reports and Statements	DIC	Resource Staff Positions	GCAAC
Food Services Records and Reports	EFI	Resource Teachers	IJNB
Office Services Records and Reports	EGE	<b>Responsibilities (topics that begin or have as main</b>	
Replacement of Property	ECHD	subject the word "responsibilities.")	
Reporting of Hazards	EBAA	Board Powers and Responsibilities	BBA
		Board Member Authority and Responsibilities	BBAA
		Custodial/Noncustodial Parent Rights and	
		Responsibilities	KBBA
		Parent Rights and Responsibilities	KBB
		Powers and Responsibilities of Superintendent	CBC
		School Board Negotiating Rights and	
		Responsibilities	HE

Staff Rights and Responsibilities	GBE	Revenues from School-Owned Real Estate	DFB
Student Rights and Responsibilities	JJ	Revenues from State Tax Sources	DEB
Surrogate Parent Rights and Responsibilities	KBBB	Revenues from Tax Sources	DE
		Royalties	DFE
<b>Restitution of School and Personal Property</b>	<b>ECAD</b>		
<b>Retarded Students/Handicapped Students</b>	<b>IHBA</b>	<b>Review of Policies</b>	<b>BGC</b>
<b>Retention of Records</b>	<b>EHB</b>	<b>Revolving Funds/Types of Funds Rights</b>	<b>DIB</b>
<b>Retention of Students</b>	<b>IKE</b>	Custodial/Noncustodial Parent Rights and Responsibilities	KBBA
<b>Retirement</b>		Parent Rights and Responsibilities	KBB
Retirement of Facilities	FCB	School Board Negotiating Rights and Responsibilities	HE
Retirement of Professional Staff Members	GCQE	Staff Rights and Responsibilities	GBE
Retirement of Support Staff Members	GDQC	Student Due Process Rights	JJA
Superintendent's Retirement	CBJB	Student Rights and Responsibilities	JJ
		Surrogate Parent Rights and Responsibilities	KBBB
<b>Retreats for Board/School Board Work Sessions and Retreats</b>	<b>BF</b>		
		<b>Risk Management</b>	<b>EI</b>
<b>Revenues (also see Fund-Raising)</b>		<b>Risk/Students, see "At-Risk"</b>	
Free Admissions	DFDA		
Gate Receipts and Admissions	DFD	<b>Robbery</b>	<b>ECA</b>
Grants from Private Sources	DDA		
Income from School Sales and Services	DFF	<b>ROTC</b>	
Rentals and Services Charges	DFC	Relations with Military/Armed Forces	KLMA
		Student Activities	JJ
<b>Revenue Sharing/Relations with Local Governmental Authorities</b>	<b>KLK</b>	<b>Royalties</b>	<b>DFE</b>
Revenues from Federal Tax Sources	DEC		
Revenues from Investments	DFA	<b>Rules of Order</b>	<b>BEDD</b>
Revenues from Local Tax Sources	DEA		
Revenues from Nontax Sources	DF		

## S

<b>Sabbatical Leaves</b>		<b>Sanctions/Impasse Procedures</b>	<b>HO</b>
Administrative Staff Sabbatical Leave	GCCBF	<b>Sanitation</b>	
Instructional Staff Sabbatical Leave	GCCAF	Food Sanitation Program	EFH
		Building and Grounds Maintenance	ECB
<b>Safe Schools</b>	<b>ADD</b>	<b>Satanism</b>	<b>JICF</b>
<b>Safety</b>		<b>Schedules</b>	
Safety Education/Health Education	IHAM	Budget Deadlines and Schedules	DBC
Safety Goggles	EBB/ IHAD	Payday Schedules	DKA
	EBB	Professional Staff Schedules	GCL
Safety Program	EEAE	Scheduling Classes	IIC
School Bus Safety Program	GBG	School Bus Scheduling and Routing	EEAC
Staff Health and Safety	JLI	School Day	ID
Student Safety	JLIC	Student Schedules and Course Loads	IIE
Student Safety Patrols		Support Staff Time Schedules	GDK
<b>Salary Deductions</b>	<b>DKB</b>	<b>Scholarships/Student Awards</b>	<b>JM</b>
<b>Salary Schedules</b>		<b>School (the following listings refer only to "school" matters, not to "school board" topics.</b>	
Professional Staff Salary Schedules	GCBB	School Admissions	JF
Administrative Staff	GCBA	School Assemblies	IME
Instructional Staff	GDBA	School Attendance Areas	JC
Support Staff Salary Schedules		School Attorney	BDG
		School-Based Management	CFD
<b>Sales (also see Fund-Raising)</b>		School Building Administration	CF
Income from School Sales and Services	DFF		
Public Sales Calls and Demonstrations	DJGA		
School Properties Disposition	DN		

School Bus	EEA	Insurance/Liability	BIE
School Calendar	ICA	Oath of Office	BBBB
School Climate	CFE	Orientation/Handbook	BIA
School Committee/See School Board		Removal from Office	BBBE
School Camps	IHCE	Resignation	BBBC
School Census	JD	Responsibilities	BBAA
School Ceremonies and Observances	IMD	Services	BI
School Closings		Student Member	JIBB/
Emergency Closings	EBCE		BBB
Retirement of Facilities	FCB	Unexpired Term Fulfillment/Vacancies	BBBD
School-Community-Home Relations	Section	Board Memberships	BK
(see policy codes)	K	Board Negotiating Agents	HF
School Day	ID	Board Officers	BDB
School Directories	JRB/	Board Officials	BDC
	KDC	Board Operational Goals	BA
		Board Policy/Policy Process	BG
School Directors/See School Board	BA	Board Powers and Responsibilities	BBA
School District Goals and Objectives	BB	Board President/Board Officers	BDB
School District Legal Status	IMF/JJ	Board Review of Regulations	BGD/
School Fairs	CF		CHB
School Funds		Board Staff Assistants	BDH
School Lands		Board Superintendent Relationship	BDD
Revenues from School-Owned Real Estate	DFB		
Grounds Maintenance	ECBB		
School Libraries	IJNC	<b>Science</b>	
School Lunch Service	EFF	Education	IHAD
School Nurses	JLC/	Resources and Materials	IJD
	GCAAB		
	EEBA	<b>Science Fairs</b>	IMF/
School Vehicles	JLC/		IHAD
School Physician	GCAAB		
	DN	<b>Scope of Negotiations</b>	HC
School Properties Disposition	BHA		
School Seal	DFF	<b>Screening/Testing of Students</b>	JLDAC
School Sales and Services	KDC		
School-Sponsored Information Media	IMI	<b>Seal/Logo</b>	BHA
School Stores	CB	Official Legal Seal	AA
School Superintendent			
School Trustees (See School Board)	IJOC	<b>Searches</b>	
School Volunteers	IC	Bomb Threats	EBCC
School Year		Interrogations and Searches	JIH/
	Section		GBE
<b>School Board (see policy codes)</b>	B	Parking Lot Searches	JIHB
	BDE	Property and Belongings of Staff	ECAD/
Board Committees	BHD		GBGB
Board Communications with Public	BHC		
Board Communications with Staff	BDH	<b>Second Language Procedures</b>	
Board Consultants	BBBG	Board Meetings	BEDE
Board Elections	BIC	Instruction	IHBE
Board Facilities and Services	BEE		
Board Hearings		<b>Secondary Schools</b>	CFH
Board Inspection and Acceptance of New	FG	High School Administration	CFHB
Facilities	BBC	Middle School/Junior High School	
Board Liability	BE	Administration	CFHA
Board Meetings	BDA		
Organizational Meeting	BEA	<b>Secret Societies</b>	JICF
Regular Board Meetings	BEDE		
Second Language Procedures	BEB	<b>Secretarial Services</b>	
Special Board Meetings		Board Facilities and Services	BIC
Board Members		Support Personnel for Building Administration	CFE
Attendance at Meetings	BBAA	Support Staff Office Positions	GDA
Authority and Responsibilities	BBAA		
Code of Ethics	BCA	<b>Secretary to the Board</b>	BDC
Compensation and Expenses	BID		
Conduct	BC	<b>Security</b>	
Conflict of Interest	BCB	Buildings and Grounds Security	ECA
Development Opportunities	BIB		

<b>Security Guards</b>	<b>ECAE</b>	Job sharing	
<b>Security Services</b>	<b>ECAE</b>	Professional Staff Support Staff	<b>GCQC</b> <b>GDGC</b>
<b>Selection of Architect</b>	<b>FEB</b>	<b>Sheltered Annuity Plans</b>	<b>DLB</b>
<b>Selection of Instructional Materials</b>	<b>IJJ/IJK/ IJL/IJM</b>	<b>Shortages</b> of Professional Staff of Supplies/Equipment of Support Staff	<b>GCFD</b> <b>ED</b> <b>GDFC</b>
<b>Selection of Staff</b>			
Selection of Professional Staff	<b>GCF</b>		
Selection of Support Staff	<b>GDF</b>	<b>Sick Leave</b>	
Selection of Superintendent, (see policy codes)	<b>CB</b>	Administrative Staff Sick Leave Instructional Staff Sick Leave Support Staff Sick Leave	<b>GCCBA</b> <b>GCCAA</b> <b>GDCA</b>
<b>Self-Contained Classes/Instructional Arrangements</b>	<b>II/IL</b>		
<b>Self Esteem</b>	<b>JLDBB</b>	<b>Sick Leave Bank</b> Professional Staff Sick Leave Bank Instructional Staff Administrative Staff Support Staff Sick Leave Bank	<b>GCCAA</b> <b>GCCBA</b> <b>GDCA</b>
<b>Self-Insurance</b>	<b>EIC</b>		
<b>Self-Paced Learning</b>	<b>III/IIJ</b>		
<b>Semester/School Year</b>	<b>IC</b>	<b>Signing Authority/Contracts</b>	<b>DHA</b>
<b>Semester Credit Hour Requirements/Graduation Requirements</b>	<b>IKF</b>	<b>Silent Meditation</b>	<b>IMD</b>
<b>Senior</b>		<b>Signatures on Checks/Authorized Signatures</b>	<b>DGA</b>
Senior Citizens	<b>KJI</b>	<b>Sinking Fund/Types of Funds</b>	<b>DIB</b>
Senior Options		<b>Site Acquisition</b>	<b>FEE</b>
Curriculum	<b>IHCD</b>	<b>Site-Based Management</b>	<b>CFD</b>
Open/Closed Campus	<b>JHCA</b>	<b>Site Plans and Specifications</b>	<b>FEDA</b>
Senior Staff	<b>CD</b>	<b>Skills/Basic Skills</b>	<b>IK/IHA</b>
<b>Seniority</b>		<b>Slowdowns/Staff Job Actions</b>	<b>HP</b>
Professional Staff Seniority	<b>GCJ</b>		
Support Staff Seniority	<b>GDI</b>	<b>Smoking</b>	
<b>Sensitive Issues</b>	<b>IMB</b>	Smoking by Students	<b>JICG</b>
<b>Separation from Employment</b>		Smoking at Public Function	<b>KFA</b>
Professional Staff Termination of Employment	<b>GCQ</b>	Smoking by Staff Members	<b>GBED</b>
Support Staff Termination of Employment	<b>GDQ</b>	Teaching about Drugs, Alcohol, and Tobacco	<b>IHAMA</b>
<b>Service Charges</b>		Tobacco-Free Schools	<b>ADC</b>
Community Use of School Facilities	<b>KF</b>	<b>Snow Days/Emergency Closings</b>	<b>EBCE</b>
Rentals and Services Charges	<b>DFC</b>	<b>Social Events/Students</b>	<b>JJB</b>
<b>Severance Pay</b>		<b>Social Services</b>	
Retirement of Professional Staff	<b>GCQE</b>	Relations with Private Social Service Organizations	<b>KJE</b>
Retirement of Support Staff	<b>GDQC</b>	Relations with Welfare Authorities	<b>KLE</b>
<b>Sex Discrimination</b>		Student Social Services	<b>JLE</b>
Nondiscrimination	<b>ACA</b>	<b>Social Studies Education</b>	<b>IHAC</b>
Staff	<b>GBAA</b>	Resources and Materials	<b>IJC</b>
Students	<b>JBA</b>	<b>Software</b>	
<b>Sex Education</b>	<b>IHAMB</b>	Selection and Adoption of Technology Resources	<b>IJKA</b> <b>IJND</b>
<b>Sexual Harassment</b>	<b>GBAA</b>	<b>Solicitations</b>	
<b>Shared Services Among School Systems</b>	<b>LBA</b>	Business Solicitations	<b>KHD</b>
<b>Shared-Time Staff</b>			
Among school systems	<b>LBA</b>		

Political Solicitations	KHE	Staff/Personnel (policy codes)	Section G
Public Solicitations in Schools	KH		
Staff Gifts and Solicitations	GBEBC	Staff Working on Federal and State Grants	GBF
Student Gifts and Solicitation	JJE/JP		
<b>Sororities</b>		<b>Staffing</b>	
Secret Societies	JICF	Professional Staff Positions	GCA
Student Organizations	JJA	School Building Administration	CF
		Staffing Formulas	CCC
		Support Staff Positions	GDA
<b>Sound Control</b>		<b>Staggered Sessions</b>	
Accident Prevention and Safety Procedures	EBB	School Day	ID
Construction Plans and Specifications	FED	Scheduling for Instruction	IIC
<b>Speaker Services</b>	IJNB		
Controversial Speakers	IMD	<b>State</b>	
<b>Special Board Meetings</b>	BEB	Relations with State Governmental Authorities	KLL
		Revenues from State Tax Sources	DEB
<b>Special</b>		State and Federal Aid Eligibility Determination	DEB/DEC
Special Education Programs	IHBA	State Aid	DEB
Special Education Student Transportation	EEAB	State and Federal Programs Administration	CGD
Special Events Transportation	EEAFA	State Education Agency Relations	LF
Special Instructional Programs and Accommodations	IHB	State Program Assessments	ILBB
Special Interest Instructional Materials	IJM		
Special Procedures for Conducting Hearings	BEE	<b>Statistical Research</b>	
<b>Special Programs Administration</b>	CG	Polling and Survey Research	KCBB
		Research and Administrative Reports	CL
<b>Special Use of School Buses</b>	EEAF	<b>Steroids</b>	
		Drug and Alcohol Use by Students	JICH
<b>Specifications</b>		Drug and Steroid Use in School Athletics	JJIE
Construction Plans and Specifications	FED	Drug-Free Schools	ADB
Educational Specifications	FEA	Programs for Substance Abusers	IHBCB
Equipment Plans and Specifications	FEDC	Substance Abuse Counseling	JLDBC
Facilities Development Plans and Specifications	FB/FE	Teaching about Drugs, Alcohol, and Tobacco	IHAMA
Site Plans and Specifications	FEDA	<b>Stores/School Stores</b>	IMI
<b>Spokesperson for the Board</b>	KDA		
Crisis Communications	KDE	<b>Storm Days</b>	EBCD
<b>Sponsors</b>		<b>Strategic Planning</b>	
Professional Staff Assignments and Transfers	GCK	Administration Goals and Objectives	CA
Professional Staff Supplementary Pay Plans	GCBC	Curriculum Development	IGA
Student Publications	JICE	District Goals and Objectives	BA
		Facilities Planning	FB
<b>Sports</b>		<b>Strikes</b>	
Interscholastic Athletics	JJIB	Staff Job Actions	HP
Intramural Athletics	JJIA	Student Demonstrations and Strikes	JIJ
Sports and Special Events Media Coverage	KDDB		
<b>Sports and Special Events Coverage</b>	KDDB	<b>Students (see policy codes)</b>	Section J
<b>Sports Camps</b>	IHCE	<b>Student Transportation (see policy codes)</b>	EEA
<b>Staff Development</b>		<b>Substitutes</b>	
Assistance from Higher Education	LDC	Administrative Staff Extra Duty	GCME
Administrative Staff Inservice	GCIC	Arrangements for Professional Staff Substitutes	GCEB
Instructional Staff Inservice	GCIB	Arrangements for Support Staff Substitutes	GDGB
Professional Staff Development	GCI	Instructional Staff Extra Duty	GCMD
Support Staff Career Development	GDMA	Part-Time and Substitute Professional Staff Employment	GCG
Support Staff Inservice	GDMC		

Part-Time and Substitute Support Staff Employment	GDG	Support Staff (see policy codes)	GD
Substitute Teachers	GCG	Surety Bonds/Bonded Employees and Officers	DH
Substituting by Student Teachers	LDA/ GCGA	Surplus	
Temporary Administrative Arrangements	CI	School Properties Disposition	DN
Suicide Prevention		Use of Surplus Commodities	EFAA
Staff/Employee Assistance Programs	GBGC	Use of Surplus Funds	DFAA
Students	JLDBA	Surveys	
Summer Program Administration	CGA	Polling and Survey Research	KCBA/ KCBB
Summer School Employment	CGA	Research and Administrative Reports	CL
(also see related codes under GC/GD)		Staff Involvement in Decision Making	GBB
Summer Schools		Suspension	
Administration	IHCA CGA	Athletics	JJIC
Superintendent (see policy codes)	CB	In-School Suspension	
Board-Superintendent Relationship	BDD	Suspension	JKD
Role in Negotiations	HG	Detention	JKB
Supervision		Student Suspension	JKD
Supervision of Construction	FEH	Student Suspension from Class	JKD
Supervision of Professional Staff	GCN	Suspension and Dismissal of Professional Staff Members	GCQF
Supervision of Students	JLIA	Suspension and Dismissal of Support Staff Members	GDQD
Supervision of Support Staff	GDN	Suspension from Participation in Activities Eligibility for Student Activities	JJJ
Supervisors/Job Descriptions/Administrative	GCAB	Student Probation	JKC
Supplementary Materials Selection and Adoption	IJK	Suspension of Policies	BGF
Supplementary Pay		Suspension of Rules of Order	BEDD
Assignment to Professional Positions	GCBC	Suspension of Student Bus-Riding Privileges	EEAEC
Assignment to Support Staff Positions	GDBC	Swimming Pools	
Support Personnel for Building Administration	CFF	Construction of Recreational Facilities	FEI
Support Services (see policy codes)	Section E	Community Use of School Facilities	KF
		Physical Education	IHAE
		Student Safety	JLI
		Tax Hearings	DC
Tables of Organization/Organization Charts	CCA	Tax Collection	
Taping Board Meetings	BEDJ	Revenues from Local Tax Sources	DEA
Taping Copyrighted Materials	EGAD	Relations with Taxation Authorities	KLA
Tardiness		Revenues from Local Tax Sources	DEA
Staff Tardiness/Time Schedules	GCL/ GDK	Tax Rolls	DEB
Student Tardiness	JHA	Tax-Sheltered Annuities	DLB
Taxes		Taxing and Borrowing	DC
Revenues from Local Tax Sources	DEA	Taxation Authorities	KLA
Revenues from Federal Tax Sources	DEC	Teacher (also see Professional/ Instructional Staff)	GC
Revenues from State Tax Sources	DEB	Resource Teachers	IJNB
Tax and Debt Limitations/Taxing and Borrowing	DC	Teacher Examinations/Professional Staff Hiring	GCFA
Tax Anticipation Notes	DC	Teacher Institutes	GCCAE
Tax Assessment	DC	Teacher Organizations	
Tax Deductions for Senior Citizens/Local Revenues	DEA	Professional Organizations	GCU
		Staff Negotiating Organizations	HH
		Teacher Positions	GCAAA
		Teacher-Pupil Ratio/Class Size	IIB



<b>Teacher Aides Employment</b>		Disposal of Obsolete Textbooks/School Property Disposition	DN
Instruction	IJNA	Fines for Loss/Misuse of Textbooks	JQ
Support Staff Positions	GDA	Public Concerns/Complaints about Curriculum	KEC
<b>Teaching</b> (only codes starting with the word "teaching" follow)		Rental of Textbooks	IJ/ED
Teaching about Controversial Issues	IMB	Textbook Arrangements for Nonpublic School Students	LBC
Teaching about Drugs, Alcohol, and Tobacco	IHAMA	Textbook Maintenance and Control	EDB
Teaching about Religion	IHAL	Textbook Selection and Adoption	IJJ
Teaching Methods	IMA		
<b>Team Management</b>	CC	<b>Theft</b>	GBGB/ ECA
<b>Team Teaching</b>	IIF	<b>Tickets</b>	
<b>Technical Education/Vocational-Technical Education</b>	IHAI	Food Tickets	EFDA
<b>Technology</b>		Gate Receipts and Admissions	DFD
Computer/Technology Literacy	IHAJ	<b>Time for Learning</b>	
Resource Selection and Adoption	IJKA	Class Interruptions	IMH
Resources	IJND	Scheduling for Instruction	IIC
Use of in Instruction	IJNDB	<b>Time on Task/Time for Learning</b>	IF
Use of in Office Services	EGD	<b>Time Schedules</b>	
<b>Telephone Services</b>	EGAF	Professional Staff Schedules	GCL
<b>Television</b>		Support Staff Schedules	GDK
Broadcasting and Taping of Board Meetings	BEDJ	<b>Title IX</b>	
News Media Relations	KDD	Nondiscrimination on the Basis of Sex/general	ACA
Sports and Special Events News Coverage	KDDB	Sexual Discrimination/Staff	GBAA
Technology Resources	IJND	Sexual Discrimination/Student	JBA
<b>Temporary</b>		<b>Tobacco</b>	
Part-Time and Substitute Professional Staff Employment	GCG	Teaching about Drugs, Alcohol, and Tobacco	IHAMA
Part-Time and Substitute Support Staff Employment	GDG	Tobacco-Free Schools	ADC
Temporary Administrative Arrangements	CI	Tobacco Use at Public Functions	KFA
Temporary School Facilities	FCC	Tobacco Use by Staff Members	GBED
		Tobacco Use by Students	JICG
<b>Tenure</b>		<b>Tornado Warnings</b>	EBCD
Professional Staff Probation and Tenure	GCJ	<b>Tournaments/Interscholastic Athletics</b>	JJI
Support Staff Probation and Tenure	GDI	<b>Tracking/Grouping for Instruction</b>	IIA
<b>Termination of Employment</b>		<b>Traffic and Parking Procedures</b>	ECE
Professional Staff Termination of Employment	GCQ	Student Automobile Use	JLIE
Superintendent's Termination of Employment	CBJ	Parking Lot Searches	JHJB
Support Staff Termination of Employment	GDQ	<b>Training</b>	
<b>Term of Office of Board Members</b>	BBB	Training Leave	
<b>Tests/Testing</b>		Administrative Staff Training Leave	GCCBE
GED Testing	IHDB	Instructional Staff Training Leave	GCCAE
Psychological Testing of Staff Members/Staff Health	GBGA/ GBGC	Support Staff Training Leave	GDH
Standardized Test Administration	ILB	Professional Staff Training	GCID
Testing Programs		Support Staff Training	GDMB
Curriculum/District Assessments	IL	<b>Trampolines</b>	
Student Achievement	IKAA	Accident Prevention and Safety Procedures	EBB
Test Selection and Adoption	ILA	Physical Education	IHAE
Use and Dissemination of Test Results	ILC	Student Athletics	JJI
<b>Textbooks/Instructional Materials</b>	IJ	<b>Transfer of Funds/Budget Transfers</b>	DBJ
Care of Textbooks by Students	JICB	<b>Transfers of Personnel</b>	
		Professional Staff Assignments and Transfers	GCK
		Support Staff Assignments and Transfers	GDJ

<b>Transfers of Students</b>		<b>Travel Study/Students</b>	<b>IHCB</b>
Interdistrict Transfer Arrangements		<b>Treasurer</b>	<b>BDC</b>
Admission of Nonresident Students	<b>JFABC</b>	<b>Truancy</b>	<b>JHB</b>
Relations with other Schools and School Districts	<b>LB</b>	<b>Trustees, Board of (see School Board)</b>	
School Choice/Open Enrollment	<b>JFB</b>	<b>Truth in Taxation Requirements/Budget Hearings and Review</b>	<b>DBF</b>
Transfers from Nonaccredited Schools/Home Schools	<b>JF/JG/IHGB</b>	Revenues from Local Sources	<b>DEA</b>
Assignment of Students to Classes and Grade Levels	<b>JG</b>	Taxing and Borrowing	<b>DC</b>
Graduation Requirements	<b>IKF</b>	<b>Tuberculosis Examinations</b>	
Transfers into District/School Admissions	<b>JFABC</b>	Physical Examinations of Students	<b>JLCA</b>
Transfers out of District/Student Withdrawal from School	<b>JFC</b>	Staff Health	<b>GBGA</b>
Transfers to Special Education Schools	<b>IHBA</b>	<b>Tuition/Admission of Nonresident Students</b>	<b>JFAB</b>
<b>Transit Authority/Relations with Local Government</b>	<b>KLK</b>	Adult Education	<b>IHD</b>
<b>Transition-to-Work Education</b>	<b>IHAQ</b>	Summer School	<b>IHCA</b>
<b>Transportation (see policy codes)</b>	<b>EE</b>	Tuition Refunds for Staff	
Business and Personnel Services	<b>EEB</b>	Professional Staff Development	<b>GCI</b>
Special Education Student Transportation	<b>EEAB</b>	Professional Staff Fringe Benefits	<b>G CBD</b>
Student Transportation	<b>EEA</b>	Support Staff Career Development	<b>GDM</b>
Student Transportation in Private Vehicles	<b>EEAG</b>	Support Staff Fringe Benefits	<b>GDBD</b>
<b>Travel</b>		<b>Tutoring for Pay</b>	<b>GCRD</b>
Board Member Compensation and Expenses	<b>BID</b>	<b>Tutoring Provided by School</b>	
Expense Reimbursements for Travel	<b>DKC</b>	Homebound Instruction	<b>IHBF</b>
Field Trips and Excursions	<b>IJOA</b>	Individual Help	<b>IJJ</b>
Leave for Professional Travel/Study	<b>GCCAF</b>	Peer Tutoring	<b>IJO</b>
Local Travel	<b>EEB</b>	Remedial Tutoring	<b>IHBDB</b>
Recognition of Travel for Salary Advancement	<b>GCBA</b>	<b>Types of Funds</b>	<b>DIB</b>
Student Travel	<b>JJA</b>		

## U-V

<b>Unaccredited School/Nonaccredited Schools</b>	<b>JFA/LBC/IHGB</b>	<b>Unions</b>	
<b>Unchartered School/Nonchartered Schools</b>	<b>JFA/LBC/IHGB</b>	Professional Staff Membership	<b>GCU</b>
Home Schools	<b>IHGB</b>	Relations with Labor Organizations	<b>KJF</b>
<b>Underground Student Publications</b>	<b>JICEB</b>	Staff Negotiating Agents	<b>HH</b>
<b>Unemployment Insurance</b>		Support Staff Membership	<b>GDS</b>
Insurance Management if related to purchase and management	<b>EI</b>	<b>United States Office of Education/Relations with</b>	<b>LG</b>
Staff Protection	<b>GBG</b>	<b>Universities, Relations with</b>	<b>LD</b>
<b>Unexpired Term Fulfillment</b>	<b>BBBE</b>	<b>Unwed Mothers/Fathers</b>	
<b>Uniforms</b>		Programs for Pregnant Students	<b>IHBCA</b>
Band Uniforms	<b>IJE</b>	Married Students	<b>JIG</b>
Expense Reimbursements	<b>DKC</b>	Pregnant Student	<b>JIE</b>
Support Staff Fringe Benefits	<b>GDBD</b>	Students with Children	<b>JIF</b>
		<b>Vacancies</b>	
		Posting of Professional Staff Vacancies	<b>GCEC</b>
		Posting of Support Staff Vacancies	<b>GDEA</b>
		Vacancies on the Board	<b>BBBE</b>

<b>Vacant Classroom Space</b>	<b>FC</b>	<b>Video/Videotaping</b>	
		Broadcasts of Board Meetings	<b>BEDJ</b>
<b>Vacations</b>		Sports and Special Events Coverage	<b>KDDB</b>
Professional Staff Vacations and Holidays	<b>GCD</b>	Technology Resources	<b>IJND</b>
Support Staff Vacations and Holidays	<b>GDD</b>		
School Vacations		<b>Visitations at other Schools</b> (also see training)	
School Year	<b>IC</b>	Professional Staff Conferences, Training and	
School Calendar	<b>ICA</b>	Workshops	
Student Leaves and Absences	<b>JH</b>	Administrative Staff	<b>GCCBE</b>
		Instructional Staff	<b>GCCAE</b>
<b>Valedictorian</b>		Support Staff Conferences, Training, and	
Student Awards and Scholarships	<b>JM</b>	Workshops	<b>GDCE</b>
Graduation Exercises	<b>IKFB</b>		
<b>Values Education</b>	<b>IHAK</b>	<b>Visiting Teachers</b>	
		Home Visits	<b>JLEA</b>
<b>Vandalism</b>	<b>ECAC</b>	Instructional Staff Positions	<b>GCAA</b>
<b>Vehicles</b>		<b>Visitors to Schools</b>	
School-Owned Vehicles	<b>EEBA</b>	Board Inspection and Acceptance of New	
Student Transportation in Private Vehicles	<b>EEAG</b>	Facilities	<b>FG</b>
Use of Private Vehicles on School Business	<b>EEBB</b>	Board Member Visits to Schools	<b>KI</b>
		Professional Visitors and Observers	<b>LI</b>
<b>Vending Machines</b>	<b>EFE</b>	Visitors to the Schools	<b>KI</b>
<b>Vendor Relations</b>	<b>DJG</b>	<b>Vocational Education</b>	
		Adult Vocational Education	<b>IHAI</b>
<b>Venereal Disease</b>			<b>IHDC</b>
Communicable Disease	<b>JLCC</b>	<b>Volunteers</b>	
Health Education	<b>IHAM/</b>	School Volunteers	<b>IJOC</b>
	<b>IHAMB</b>	Student Volunteers for School and Community	
<b>Veterans</b>		Service	<b>JN</b>
Administrative Staff Military Leave	<b>GCCBD</b>	<b>Voter Registration of 18-Year-Olds</b>	
Instructional Staff Military Leave	<b>GCCAD</b>	Relations with Election Authorities	<b>KLB</b>
Preferential Hiring	<b>GBA</b>		
Relations with Military/Armed Services	<b>KLMA</b>	<b>Voting Method</b>	<b>BEDF</b>
School Admissions	<b>JF/JID</b>		
Support Staff Military Leave	<b>GDCD</b>		

## W-Z

<b>Vouchers</b>	<b>JFBC</b>	<b>Weighted Grades</b>	
		Class Rankings	<b>IKC</b>
<b>Wages/see Compensation</b>		Grading Systems	<b>IKA</b>
		Honors Program	<b>IHCC</b>
<b>Walkers and Riders</b>	<b>EEAA</b>	<b>Welfare Authorities, Relations with</b>	<b>KLE</b>
<b>Walkouts/Staff Job Actions</b>	<b>HP</b>		
<b>Warehousing/Receiving and Warehousing</b>	<b>EDA</b>	<b>Wellness Programs</b>	
		Staff	<b>GBGC</b>
<b>Warning Systems</b>	<b>EBAA</b>	Students	<b>JL/JLC</b>
<b>Warrants</b>		<b>Withdrawals from School</b>	<b>JFC</b>
Interrogations, Searches, and Arrests	<b>JIH</b>	<b>Witnesses</b>	
Payment Procedures	<b>DK</b>	Board Hearings	<b>BEE</b>
Relations with Law Enforcement Agencies	<b>KLG</b>		
<b>Waste Management</b>	<b>EDE</b>	<b>Women's Rights/Sex Discrimination</b>	<b>ACA/</b>
			<b>GBAA</b>
<b>Weapons</b>	<b>JICI</b>	<b>Workers' Compensation</b>	<b>GBGD</b>
<b>Weekend/Night School</b>	<b>IHBHC</b>	<b>Work Experience Opportunities</b>	<b>IHAQ/</b>
			<b>JO</b>

<b>Work Load</b>		Support Staff Training, Workshops, and Conferences	
Professional Staff Work Load	GCM		GDMB
Support Staff Work Load	GDL	Support Staff Workshops/Leave for	GDCE
<b>Work-to-the-Rule</b>	HPA	<b>Work Study Programs</b>	
		Employment of Students	JO
<b>Working Conditions</b>		Student Aid Programs	JLB
Drug-Free Work Place	GBEC	Work Experience Opportunities	IHAQ/ JO
Professional Staff Work Load	GCM		
Support Staff Work Load	GDL	<b>Year</b>	
Tobacco-Free Work Place	GBED	Fiscal Year	DBB
		School Year	IC
<b>Work Sessions of Board</b>	BF	<b>Yearbooks/Student Publications</b>	JICE
<b>Workshops</b>		<b>Year-Round School</b>	ICC
Administrative Staff Workshops/Leave for Board Member Conference, Conventions, and Workshops	GCCBE	<b>Youth Organizations, Relations with</b>	KJD
Instructional Staff Workshops/Leave for Professional Staff Training, Workshops and Conferences	BIBA GCCAE	<b>Zoning Authorities, Relations with</b>	KLJ
	GCID		

## SCHOOL DISTRICT LEGAL STATUS

The Caesar Rodney School District Board of Education recognizes that the United States Constitution leaves the responsibility for public education to individual states. The Delaware Constitution places the responsibility for education with the Delaware Legislature, which in turn has established a Delaware Board of Education and local school districts.

This school district is organized and known as

The Caesar Rodney School District, County of Kent, State of Delaware.

The Caesar Rodney School District exists as a school district as defined in Delaware law, and as such may sue and be sued, hold property, and exercise all the powers granted by law. It has exclusive responsibility for all public education, pre-kindergarten through grade 12, in the District's territory.

The affairs of the District are conducted by a Board of Education. The Board's Chief School Officer is the District Superintendent of Schools, whom the Board shall annually appoint as its executive secretary.

Established by statute.

Adopted: October 18, 1994

LEGAL REFS.: 14 Del. C. §1041  
14 Del. C. §1043  
14 Del. C. §1045

CROSS REFS.: BB, School Board Legal Status, and BB subcodes (all pertain to Board powers and duties)

## COMMUNITY INVOLVEMENT IN DECISION MAKING

The Caesar Rodney School District Board of Education endorses the concept that community participation in the affairs of the schools is essential if the school system and the community are to maintain mutual confidence and respect and work together to improve the quality of education for students. It, therefore, intends to exert every effort to identify the desires of the community and to be responsive to those desires.

Citizens are encouraged to express ideas, concerns, and judgments about the schools to the school administration, the staff, any appointed advisory bodies, and the Board via established channels. Substantial weight shall be given to the advice that community groups and individuals may give to the Board and the staff--especially to the advice that comes from individuals and groups invited to offer advice in specific issues--but in arriving at decisions, the administration and the Board shall use their own best judgment.

### Citizens' Advisory Committees

Committees may be formed by the Board at such times and for such specific purposes as the Board deems necessary. They will function until their assigned goals have been accomplished, and then will be dissolved. Generally, citizens' advisory committees will be assigned to investigate areas of the educational program that need development, change, or reorganization, and areas of community involvement to District affairs.

Members will be broadly representative of the community's population, and will be chosen from among residents who have shown an interest in the topic to be studied, or who have a particular expertise relating to the topic.

Once activated, the committee will report periodically to the Board, keeping it informed of progress and problems. The Board may designate the intervals at which it will hear from the committee, but any significant developments will be reported as they occur. No announcement shall be made by any committee or its members to the public or the press until such release has been cleared with the Board president or designee.

The Board will provide citizens' advisory committees with a suitable meeting place and other required facilities.

Adopted: 1994

CROSS REF.: BCF, Advisory Committees to the Board

Caesar Rodney School District, Wyoming, Delaware

File: ABB (Also GBB)

## STAFF INVOLVEMENT IN DECISION MAKING

*Note: See code CE, Administrative Councils, Cabinets, and Committees, for a statement regarding the process for involving staff in the decision making of the district.*

Caesar Rodney School District, Wyoming, Delaware

## STUDENT INVOLVEMENT IN DECISION MAKING

The Caesar Rodney School District's policy on student rights and responsibilities (see code JI) states, in part;

A primary task of the school is to create a stimulating climate for all students. The school staff, parents, and students have a responsibility to work together so that this learning climate will permeate the total school program.

One of the goals of education in the District is the development in students of an appreciation of the democratic way of life. An appreciation of the democratic way of life must include, to the fullest extent possible, opportunities for students to exercise their rights and assume their responsibilities of citizenship.

Students must be actively involved in the learning process. Therefore, in each course and at each grade level, students shall be encouraged to participate in establishing course goals, suggesting interest areas, planning classroom activities, and appraising the course. Student suggestions and recommendations concerning curricular offerings and opportunities shall be permitted at any time, and shall be solicited by the professional staff.

Students must be free to, and are encouraged to, participate in student government organizations that provide all students with a voice in school affairs. Open channels of communication should exist for the student, student government, the faculty, and the administration. Recommendations made by the student government should receive a prompt and substantive response.

The Board wishes to maintain open, free communications between the students of the district and the various levels of staff, the administration, and the Board itself. As stated in the policy quoted above, such communications will usually go through established channels of student government; however, all students have the right to bring individual concerns and suggestions to the attention of teachers, administrators, and the Board, observing the normal "chain-of-command." In addition, students have the right--as do all citizens of the district--to attend open Board meetings and address the Board in accordance with the Board's policy on public participation at Board meetings.

Adopted: 1994

CROSS REFS.: BDDH, Public Participation at Board Meetings  
JF, Student Rights and Responsibilities, and subcodes



## SHARED DECISION MAKING

The Caesar Rodney School District Board of Education endorses the concept of shared decision-making within the District as a practice that can contribute to the continual improvement of teaching and learning. The Board, therefore, encourages efforts to identify opportunities to involve our community, students, staff, and parents in sharing decisions when such involvement is in the best interest of our students.

In order to be beneficial to the District, shared decision-making should:

- Improve the quality of decision making in the District.
- Focus on improving instruction, learning, and student achievement.
- Enable schools to better make decisions that are necessary and relevant to educational improvement.
- Involve those who are affected by a decision in making the decision.
- Hold those who share in making decisions accountable for their decision.
- Comply with State and Federal law, Department of Education and State Board policies and regulations, and the policies, regulations, and practices of our District.

The Board is ultimately responsible for all of the affairs of the District and cannot delegate or reassign that primary responsibility or the accompanying accountability for it. Nonetheless, the Board empowers different staff positions and groups with numerous and varied decision making responsibilities. The Board entrusts the Superintendent with the responsibility for decisions relating to the day to day operation of the District and for making recommendations regarding the District's long range direction. The Superintendent, in turn, entrusts various other administrators with specific decision-making responsibilities relating to their District level positions and/or the operation of the buildings in which they serve. Principals, accordingly, authorize teachers and support staff with decision-making responsibilities as appropriate for their job descriptions.

The District has a long and successful history of those empowered with decision-making responsibilities (i.e. the Board, the Superintendent, principals, teachers) choosing to share responsibility for decisions under their purview with various stakeholders. Such sharing sometimes takes place in an advisory capacity and sometimes with authority to make final decisions. The Board supports this practice of sharing decisions between those responsible for decisions and those affected by them and encourages the practice whenever it is in the best interests of our community, the District, our schools, and/or our students.

The Board is also aware that, at times, individuals or groups who would like to have input on decisions are not empowered to do so through the normal operation of the District. Historically, when issues or decisions of significance are current in the District, representative groups have been constituted to study and debate the matter at hand and to make recommendations to the constituting authority. The Board endorses this practice as well and encourages the Superintendent and principals to consider this avenue of shared decision making whenever significant interest in a particular topic or issue arises. Individuals interested in initiating such input should approach the appropriate principal or the Superintendent directly. Individuals interested in having the Board commission a representative ad hoc committee to study a particular topic or issue may initiate such a request in writing through the Superintendent or in person during the public comment portion of each regular Board meeting.

Adopted: April 20, 2005

Caesar Rodney School District, Wyoming, Delaware

Page 2 of 2 pages

## DISTRICT NONDISCRIMINATION POLICY

Caesar Rodney School District is an Equal Opportunity Employer and does not discriminate in employment or educational programs, services or activities based on race, color, religion, national origin, gender, veteran or marital status, age, disability, sexual orientation gender identification or genetic information in accordance with state and federal laws. Inquiries should be made to the Title IX, District 504 and ADA Compliance Officers: Paul L. Dunbar Administrative Office, 7 Front Street, Wyoming, DE 19934. Phone: (302) 698-4800.

It is also the policy of this District to ensure that curriculum content and instructional materials used by our schools reflect the cultural and racial diversity found in our country, and to create an awareness of the rights, duties, and responsibilities of each individual as a member of the multicultural, nonsexist society.

Inquiries about compliance with Title IX, Title VI, or VII may be directed to the compliance coordinators appointed in the District.

The District appoints compliance coordinators for Title IX, Title VII and for Section 504 of the Rehabilitation Act of 1973, as required by law. These compliance coordinators serve as grievance officers and are responsible for the District's efforts to comply with nondiscrimination requirements under Title IX, Title VII, & Section 504.

Adopted: 1994  
Revised: August 2017

LEGAL REFS.: Title VI, Civil Rights Act of 1964  
Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972  
Executive Order 11245, as amended by E.O. 11375  
Equal Pay Act, as amended by the Education Amendments of 1972  
Title IX, Education Amendments of 1972  
Occupational Rehabilitation Act of 1973, Section 504  
Education for all Handicapped Children Act of 1975

**COMPLIANCE COORDINATORS AND GRIEVANCE OFFICERS**

The following have been appointed to serve as the District's compliance coordinators and grievance officers. These coordinators can be contacted at the Paul L. Dunbar Administration Building at 7 Front Street, Wyoming, DE 19934 or at (302) 698-4800.

**TITLE IX: CIVIL RIGHTS ACT OF 1972**

(nondiscrimination on the basis of sex, educational programs)

**Compliance Coordinator** Kimberly Corbeil, Supervisor of Instruction

**TITLE VII: CIVIL RIGHTS ACT OF 1974**

(nondiscrimination in employment practices)

**Compliance Coordinator** Cliffvon Howell, Coordinator of Equity and Diversity

**SECTION 504 OF THE REHABILITATION ACT OF 1973**

**District Coordinator** Dr. Tina Sanders-Loftus, Director of Student Services

**AMERICANS WITH DISABILITIES ACT (ADA) OF 1992**

**District Coordinator** James Pennewell, Supervisor of Facilities Management

**GENDER-EQUITY COORDINATOR**

Tara Faircloth, Director of Instruction

Issued: August 1996  
Revised: December 2005  
Revised: September 2009  
Revised: March 2012  
Revised: August 2017  
Revised: January 2024

NONDISCRIMINATION ON THE BASIS OF SEX

Any student or employee of the Caesar Rodney School District shall have the right to file a formal complaint alleging noncompliance with regulations in Title IX of the Education Amendments of 1972 or in Title VII of the Civil Rights Act of 1964. The District maintains procedures for the processing of such grievances.

Caesar Rodney School District, Wyoming, Delaware

## NONDISCRIMINATION ON THE BASIS OF SEX

### (Compliance Violation Grievance Procedure)

Any student or employee of the Caesar Rodney School District shall have the right to file a formal complaint alleging noncompliance with regulations outlined in Title IX of the Education Amendments of 1972 or in Title VII of the Civil Rights Act of 1964.

#### Level One - Principal or immediate supervisor (informal)

A student with a complaint of sex discrimination shall discuss it with the teacher, counselor, or principal.

#### Level Two - Title IX Compliance Officer

If the grievance is not resolved at level one and the student wishes to pursue the grievance, the student may formalize the grievance by filing a complaint in writing on a Compliance Violation Form, which can be obtained from the Title IX compliance officer. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal written complaint at Level Two must be within 21 days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting about the complaint be held with the Title IX compliance officer. A minor student may be accompanied at that meeting by a parent or guardian. The Title IX compliance officer shall investigate the complaint and attempt to resolve it. A written report from the compliance officer about action taken will be sent to the grievant within 21 days after receipt of the complaint.

#### Level Three - Superintendent

If the complaint is not resolved at Level Two, the grievant may proceed to Level Three by presenting a written appeal to the Superintendent within 15 days after the grievant receives the report from the compliance officer. A decision will be rendered and conveyed to the grievant by the Superintendent or his designee within 15 days after receipt of the written appeal.

Level Four - Other agencies

The grievant may file formal complaints with the Delaware Civil Rights Commission or other agencies available for mediation or rectification of affirmative action grievances, or may seek private counsel for complaints alleging discrimination.

Adopted: 1994

LEGAL REFS.: Title IX of the Education Amendments of 1972  
45 CFR, Part 86; Federal Register, 6/4/75

CROSS REFS.: GBA, Equal Opportunity Employment

*Note: Because several circuit courts have declared (and because the U.S. Supreme Court has declined to rule on the issue, thereby letting these court decisions stand) that Congress's intent in adopting Title IX was to combat sex discrimination against students, and that Title IX and its extensive regulations do not apply to sex discrimination against employees, employee grievances about alleged sex discrimination are considered under the terms of title VII of the Civil Rights Act of 1964, not under Title IX. However, employee grievances can be addressed to the district's Title IX coordinator, and will be carefully reviewed under the provisions of Title VII.*

Caesar Rodney School District, Wyoming, Delaware

## PHILOSOPHY OF EDUCATION

Caesar Rodney School District is dedicated to excellence in education. We strive to achieve this excellence by adhering to our system of beliefs.

We believe:

- That all students can learn given sufficient time, quality instruction, a sequential curriculum, and an inviting, supportive, and safe environment. The District accepts its responsibility to provide these conditions.
- That the responsibility for learning is, however, a cooperative venture. Students have responsibilities -- to attend school regularly, spend quality time on schoolwork, both in and out of school, and conform to acceptable standards of behavior. Parents have the responsibility to support and reinforce this school work ethic.
- That our purpose is to provide opportunities for all of our students to develop intellectually, socially, physically, emotionally, and creatively. All students should have equal access to these opportunities.
- That each of our students is a unique individual with different abilities, interests, needs, and backgrounds and is worthy of our time, effort, and respect.
- That knowledge is ever-changing and expanding. Therefore, we must help our students improve their ability to think critically and learn how to learn. Learning is a lifelong pursuit.
- That skill development sufficient to help each individual achieve reasonable success with the communicative, decision-making and computational demands of society receive priority.
- That students should be encouraged to develop a value structure that includes commitment to the fundamental concepts of individual responsibility, respect for self and others, and pride in optimum effort of individuals.
- That a code of discipline that is fair, impartial, consistent, and clearly communicated is essential to the learning environment. Consequences of code violations must be understood by students, parents, school personnel, and school board members.
- That we should assist our students in developing an understanding of and respect for the multicultural heritage of racial, ethnic, religious, economic, and social groups as they exist in our schools, community, nation, and world.
- That parents and community members are important and vital partners in the educational process. Their involvement should be encouraged and respected.

Current policy codified 1994

Caesar Rodney School District, Wyoming, Delaware



## DISTRICT MISSION STATEMENT

### Mission Statement

Recognizing the value of each individual, and building upon our commitment to excellence, the Caesar Rodney School District is dedicated to the mission of preparing students for a successful, productive and purposeful life by:

- Providing quality educational opportunities for all students; and
- Promoting caring attitudes through the school community.

### Vision Statement

The Caesar Rodney School District, the center of learning in our community, will expand programs and educational opportunities for students and the community to provide for the changing needs of a global society. We will focus on continued and enhanced academic achievement, expanded educational opportunities for the community, and necessary facilities and resources.

Adopted: 12/16/92  
Revised: 5/2005  
Revised: 09/2011

## SCHOOL DISTRICT GOALS AND OBJECTIVES

It is the practice of the Caesar Rodney Board of Education to set goals for the District. These "District goals" provide a guide for the staff and patrons of the District, and demonstrate that every effort is being made to reach the highest level of educational excellence that is within our power to achieve.

The District has established a Strategic Planning process for the identification of both long and short-range goals. The long-range plan focuses on issues of up to five years in concept; whereas, the short range plan is focused on issues for the current and next year.

It should be kept in mind that a "goal" is the identification of a target, and that some targets are easy to see but extremely difficult to attain. Although the Board seeks to set realistic goals for the school District, they are not meant to be hard-and-fast promises--they are priorities to be pursued by everyone in the District, priorities to which the Board has committed its energies and resources for the ensuing school year.

It is the practice of the Board to invite patrons and members of the District staff to suggest goal ideas to the Board. These suggestions will be considered carefully as the Board develops the District's goals for the following school year. The process will normally start no later than April of each year, and the Board will consider and adopt its statement of "District goals" before the new school year starts in September.

Adopted: 1994  
Adopted: Date of manual adoption

## DISTRICT LONG RANGE GOALS AND OBJECTIVES

The CRSD BoE will work in conjunction with the Superintendent annually to review and establish long range goals and objectives for the CRSD.

Adopted: December 16, 1992

Revised: July 21, 1998

Revised: September, 2011

## KEY PRIORITIES

The CRSD BoE working with the Superintendent shall establish key priorities for the school year. These priorities will be made available to the community in a variety of media forms.

Adopted: July 2005  
Revised: September 2011

Caesar Rodney School District, Wyoming, Delaware

## DRUG-FREE SCHOOLS

The Caesar Rodney School District Board of Education affirms that the possession and use of illegal drugs and/or alcohol are wrong and harmful, and also represent a violation of the Delaware laws. The District will be vigorous in maintaining an alcohol and drug-free environment.

The District will not reimburse employees for the purchase of alcohol or alcoholic beverages and neither is to be purchased with District funds. It is the intent of this policy that District funds include tax revenue, state or federal appropriations or grants, or miscellaneous income of the District.

Adopted:                   Prior to 1992  
                                  Parts revised, August 1992

CROSS REFS.:            JICH, Drug and Alcohol Use by Students  
                                  GBEC, Drug-Free Work Place

Caesar Rodney School District, Wyoming, Delaware

## SMOKE-FREE ENVIRONMENT

The Board of Education of the Caesar Rodney School District recognizes that the use of tobacco or tobacco substitutes is harmful. The scientific research regarding use of tobacco and the impact of passive smoke as well as many unknown effects of chemical tobacco substitutes must be considered with respect to the environment of the school buildings and grounds. Therefore, it shall be the policy of Caesar Rodney School District that possessing, using, dispensing, or selling tobacco or tobacco substitutes including but not limited to e-cigarette products in school buildings, on school grounds, or on school buses is prohibited. All District buildings and grounds shall be smoke and tobacco free at all times. This applies to any property the District may own, lease or rent.

Adopted: December 15, 1998  
Revised: December 2005  
Revised: May 19, 2015

CROSS REFS.: GBED, Tobacco use by Staff Members  
JICG, Tobacco use by Students

LEGAL REFS.: DelCode, HB241

## SAFE SCHOOLS

The Caesar Rodney Board of Education is committed to maintaining an educational environment that students, staff and visitors find to be a safe haven. To assure this safe haven, the District has enacted regulations restricting or banning various substances, devices, weapons, and other implements which can jeopardize the safety of students, staff, or visitors.

The administration is charged with developing appropriate regulations to implement this policy and other related policies associated with a safe school environment.

Adopted: 1994

CROSS REFS.: JI, Student Rights and Responsibilities  
JK, Student Discipline, and subcodes

## WELLNESS POLICY

The Child Nutrition and Special Supplemental Nutrition Program for Women, Infants, and Children Reauthorization Act of 2004 and Healthy, Hunger-Free Kids Act of 2010 require each Local Educational Agency participating in the National School Lunch Program and/or School Breakfast Program to develop a wellness policy.

For the Caesar Rodney School District, the Child Nutrition Supervisor will be designated at the sponsor level, as the wellness coordinator, and the school principals will be designated at each school site to ensure that each site fulfills the operational responsibilities of the local wellness policy.

Issued: June 18, 2024

Caesar Rodney School District, Wyoming, Delaware



## WELLNESS PLAN

The Caesar Rodney School District (“District”) recognizes that student wellness and proper nutrition are related to students’ physical, social and emotional well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that encourages student wellness, proper nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

The Caesar Rodney Board of Education recognizes that child and adolescent obesity has reached epidemic levels in the United States. The District’s goal is intended to educate students’ on healthy eating behaviors by promoting nutrition education combined with physical activity for lifelong health. These healthy food choices will help to eliminate barriers to learning associated with improper nutrition and fitness. The District acknowledges the importance of promoting a safe and supportive learning environment through attention to a positive social and emotional school climate. This District recognizes using foods as a disciplinary tool can harm a child’s relationship with eating and lead to unhealthy habits. It is important to find constructive ways to address behavior without compromising a child’s nutritional needs.

### Nutrition Education

1. Nutrition Education shall be an integral part of the District’s health curriculum and shall, at a minimum, meet the requirements of the Delaware Department of Education.
2. As applicable, nutrition education resource information will be promoted and disseminated to heighten student and parent awareness.

### Smart Snacks in Schools

The United States Department of Agriculture (USDA) has published the most updated nutrition standards for snack foods and beverages to children at school during the school day. All foods sold in school must meet minimum standards.

1. Nutrition standards shall apply to foods sold at any time during the school day. The school day is defined as the period from midnight the night before, until 30 minutes after the end of the school day.
2. The standards apply over the entire school campus, which includes all areas under the jurisdiction of the school that are accessible to students during the school day.

### Food in Classrooms

1. Classroom parties in which foods of minimal nutritional value are offered are encouraged to be kept to a minimum. Parents providing such items are encouraged to offer foods and beverages that are healthy and nutritious.

2. With the exception of individual student lunches brought from home, food brought into the classroom for student consumption must be commercially prepared with nutritional and allergy label attached and be limited to non-potentially hazardous/perishable food requiring no refrigeration.

### Vending and Fundraising

1. Snack and beverage vending machines intended for staff use will be located in designated staff lounge areas.
2. Cafeteria vended products shall be consistent with established USDA Smart Snack nutrition standards.
3. The Smart Snack Standards provide an exemption for occasional fundraisers that do not meet the nutrition standards and are not intended for consumption at school.

### Nutrition Guidelines for Reimbursable Meals

1. Reimbursable meal offerings will comply with current USDA federal regulations and nutritional expectations.
2. Efforts will be made to make certain that dining areas are attractive and have adequate space for the seating for students.
3. Efforts will be made to ensure that students have adequate time to eat their meals.
4. The sale or distribution of nutrient dense foods (i.e., foods that provide students with calories rich in nutrient content) to students shall be encouraged.
5. Foods of minimal nutritional value (FMNV) (e.g., sodas, chewing gum, candy, etc.) shall not be available to students during the school day.
6. Child Nutrition will provide a la carte offerings which are compliant with the USDA guidelines and Smart Snack approved.
7. Drinking water shall be available for students at mealtimes.

### Physical Activity Goals

1. The District will offer physical and health education classes consistent with Delaware standards and Board policies and regulations.
2. The District will offer opportunities for physical activity during and/or after the school day.
3. The District will provide sufficient space and adequate equipment to meet the Delaware standards for physical education.
4. After-school physical activity programs shall include supervision by Board approved staff.
5. Efforts will be made to schedule recess before lunch.
6. Teachers will be encouraged to incorporate movement breaks and active learning strategies into classroom routines to minimize sedentary behavior during the school day.

### Mental Health and Well-Being Goals

1. Implement evidence-based strategies to support the social-emotional development of students.

2. Establish school-wide strategies that create a positive school climate.
3. Provide resources and support services to students, staff, and families to address mental health needs and reduce the stigma surrounding mental health.
4. Foster a culture of empathy, inclusion, and support where individuals feel safe and valued.

#### Wellness Plan Monitoring and Implementation

1. The Supervisor of Child Nutrition Services shall act as the plan Coordinator with respect to the USDA Nutrition Guidelines.
2. The School Wellness Plan Committee shall include parents, students, representatives of school food authority, the school board, school administrators, teachers of physical education and school health professionals and the public staff, parents, students, and community members shall meet annually to monitor and evaluate the implementation of the plan.
3. At least once every three years, the District will assess schools' compliance with the local school wellness plan, and make assessment results available to the public. The assessment must measure the implementation of the local school Wellness Plan.
4. Each local educational agency must retain records to document compliance with the requirements.

This plan does not apply to medically authorized special needs diets pursuant to 7 CFR Part 210, school nurses using FMNVs during the course of providing health care to individual students or special needs students whose Individualized Education Plan (IEP) indicates their use for behavior modification.

The Caesar Rodney Board of Education is committed to promoting the Wellness Plan with all food service personnel, teachers, nurses, coaches and other school administrative staff so they have the skills they need to implement this plan and promote healthy eating practices. The Board will work toward expanding awareness about this plan among students, parents, teachers, and the community at large.

Adopted: July 2024

Caesar Rodney School District, Wyoming, Delaware

## RECOGNITION FOR ACCOMPLISHMENT

The following awards for staff, students and volunteers have been authorized by the Caesar Rodney Board of Education and are presented to staff, students and volunteers in the name of the Board of Education.

### **STAFF:**

- Teacher of the Year Awards

Building Representative: Cash award of \$500 presented as a one time bonus and a Certificate of Achievement.

District Representative: An additional cash award of \$500 presented as a one time bonus and a lamp with district logo identifying the award is presented to the District Teacher of the Year.

These awards are presented at dinner sponsored by the Board for the building representative and a guest.

- Century Club

A gift certificate to the high school store for any professional, support or administrative employee who has perfect attendance the preceding school work year.

- Retirement Gift

CRSD employees retiring with more than five years of service shall receive a gift in appreciation of their service to the CRSD

### **STUDENT:**

- Board of Education Scholar

A certificate is presented to the top ranked 5% of the June graduating seniors.

- Athletic State Champion Awards

Any student who wins a State championship will be presented with a recognition gift as determined by the Superintendent.

**BOARD OF EDUCATION:**

Former members of the Board of Education will be issued a life-time activities pass on completion of term of office or retirement from the Board.

**VOLUNTEERS:**

- The "Spirit of Caesar Rodney" Award

Presented to a resident of the District who has made a significant contribution through volunteer activities.

Issued: 1995  
Revised: 1996  
Revised: September, 2011

## EVALUATION OF THE SUPERINTENDENT

It is the responsibility of the Caesar Rodney School District Board of Education to maintain and improve the quality of administration and instruction in the school system. Because the effectiveness of the Superintendent is an all-important factor in carrying out this responsibility, the Board will evaluate the Superintendent at least once each year, or in accordance with the terms of the Superintendent's contract with the Board.

Adopted: 1994

*Note: The Board annually conducts the evaluation of the Superintendent in the month of December or January. Renewal of the Superintendent's contract is considered after the evaluation is completed. Adjustments of the Superintendent's salary are considered when renewal of the contract is considered.*

## EVALUATION OF THE SUPERINTENDENT

The following procedures shall be used by the Caesar Rodney Board of Education in evaluation of the Superintendent's performance.

1. With the distribution of the forms to be used in the evaluation, the Superintendent should distribute a critique of the activities associated with the goals established for him/her at the preceding evaluation.
2. The individual Board members shall forward their completed assessment of the Superintendent to the Board president who will develop a composite of the individual Board member's assessment.
3. The evaluation shall be a composite of the individual Board member's assessment of the Superintendent.
4. The evaluation will be presented to the Superintendent in one of the following ways:
  - a. At a private executive session with a majority of the Board members present.
  - b. At a meeting with the president and vice-president of the Board.
5. The evaluation will include an appraisal of both strengths and weaknesses and the Superintendent's contribution to achievement of the Board's objectives.
6. Each judgment will be supported by as much documentation and objective evidence as possible.
7. At the evaluation conference, the Board and Superintendent will identify goals for the Superintendent to use in administrating the District.
8. The criteria used in the evaluation shall be the responsibility of the Superintendent as set forth in the Superintendent's job description.

Current practice codified:      Date of manual adoption

Caesar Rodney School District, Wyoming, Delaware

## EVALUATION OF PROFESSIONAL STAFF

### TEACHERS AND SPECIALISTS

The purpose of teacher/specialist evaluations in the Caesar Rodney School District is to improve instruction and to provide a basis for determining a teacher/specialist's status as to contract continuation. The District will evaluate professional specialists and teachers in accordance with the state approved system.

### ADMINISTRATORS

The purpose of administrator evaluations in the Caesar Rodney School District is to improve instruction and to provide a basis for determining an administrator's status as to contract continuation. The District will evaluate administrative staff in accordance with the state approved system.

Revised March 2024