

## **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  
Instructional Staff Leaves and Absences  
Professional Staff Leaves and Absences  
Student Absences and Excuses  
Support Staff Leaves and Absences

GCCB  
GCCA  
GCC  
JH  
GDC

## Accommodations

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

FC  
IHBA  
FC

## Abuse of Children

Child Abuse/Neglect Counseling  
Reporting Child Abuse/Child Protection

JLDBD  
JLF

## Abusive Language

Public Participation at Board Meetings  
Staff Conduct  
Student Conduct  
Student Publications

BEDH  
GBEB  
JIC  
JICE

## Accomplishment

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

AEC  
AE  
AEB  
GBL  
JM

## Academics

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

IK  
  
IKD  
  
JM  
IB  
IH

## Accounting

Accounting System  
Fiscal Accounting and Reporting  
Student Activities Funds

DIA  
DI  
JJF

## Accreditation Agencies, Relations with

LH

## Achievement

Academic Achievement  
Evaluation of Professional Staff  
Evaluation of Support Staff  
Goal- Outcome-Based Education

IK  
GCO  
GDO  
AEA

## Acting Administrator/Temporary Administrative Assignments

CI

## Active Learning

IFB

## Activities

Activities Fees  
Adult/Community Education  
Student Activities Fees  
Activities Funds/Students  
Community Activities/Organizations  
Staff Participation in Community Activities  
Staff Participation in Political Activities  
Student Activities  
Student Social Events

IHD  
JJD  
JD  
KJ  
GBH  
GBI  
JJ  
JJB

## Adjourned Board Meetings/Meeting Procedures/ Bylaws

BED

## Administering Medicines to Students

JLCD

## Administration

Administration Goals/Priority Objectives  
Administration in Policy Absence  
Adult Education Program Administration  
Employee Benefits Administration  
General School Administration  
(see policy codes)  
School Building Administration  
Special Programs Administration  
Summer Program Administration  
State and Federal Programs Administration  
Test/Assessment Administration

CA  
CHD  
CGC  
DLA  
Section  
C  
CF  
CG  
CGA  
CGD  
ILB

## Accidents

Accident Insurance  
Insurance Program/Risk Management  
Workers' Compensation  
Accident Prevention and Safety Procedures  
Accident Reports  
Bus Accidents/Emergencies  
Bus Safety Program

EI  
GBGD  
EBB  
EBBB  
EEAEE  
EEAE

## Accountability

Accountability/Commitment to Accomplishment  
Accountability of Administrative Staff  
Accountability of Instructional Staff  
Accountability of Support Staff

AE  
GCOD  
GCOB  
GDOA

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

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

|                                                  |              |                                                           |             |
|--------------------------------------------------|--------------|-----------------------------------------------------------|-------------|
| <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</b> (see policy codes)                         | GCF/<br>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</b> (see policy codes)                                | Section<br>H | <b>Board of Cooperative Educational Services (BOCES)</b>                       |              |
| Negotiations Goals/Priority Objectives                              | HA           | Relations with County/Regional Education Agencies                              | LE           |
| <b>Bargaining Agent</b>                                             |              | Shared Services and Staff                                                      | LBA          |
| Employee Negotiating Organizations                                  | HH           | <b>Board of Education, School Board</b><br>(see policy codes)                  | Section<br>B |
| <b>Basic</b>                                                        |              | Board Committees                                                               | BDE          |
| Education                                                           |              | Board Consultants                                                              | BDH          |
| Adult Basic Education                                               | IHDA         | Board Communications with Public                                               | BHD          |
| Basic Instructional Program                                         | IHA          | Board Communications with Staff                                                | BHC          |
| Basic Instructional Program                                         | IHA          | Board Facilities and Services                                                  | BIC          |
| Basic Skills                                                        |              | Board Elections                                                                | BBBG         |
| Basic Instructional Program                                         | IHA          | Board Hearings                                                                 | BEE          |
| Basic Skills Tests/Academic Achievement                             | IK/ILB       | Board Inspection and Acceptance of New Facilities                              | FG           |
| <b>Beepers</b>                                                      | JICJ         | Board Liability                                                                | BBC          |
| <b>Behavior</b>                                                     |              | Board Meetings                                                                 |              |
| 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>                                                     |              | Board Members                                                                  | 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          |
|                                                                     |              | Compensation and Expenses                                                      | BID          |
|                                                                     |              | Conduct                                                                        | BC           |
| <b>Bequests</b>                                                     |              | Conflict of Interest                                                           | BCB          |
| Public Gifts/Donations to Schools                                   | KCD          | Development Opportunities                                                      | BIB          |
| <b>Bereavement Leave</b>                                            |              | Insurance/Liability                                                            | BIE          |
| Administrative Staff Personal Leave                                 | GCCBB        | Oath of Office                                                                 | BBBB         |
| Instructional Staff Personal Leave                                  | GCCAB        | Orientation/Handbook                                                           | BIA          |
| Support Staff Personal                                              | GDCB         | Removal from Office                                                            | BBBD         |
|                                                                     |              | Resignation                                                                    | BBBC         |
|                                                                     |              | Responsibilities                                                               | BBAA         |
| <b>Bible Readings</b>                                               |              | Services                                                                       | BI           |
| Teaching about Religion                                             | HAL          | Student Member                                                                 | JIBB/        |
| Religious Observances and Displays                                  | IMDC         |                                                                                | BBB          |
| <b>Bicycles</b>                                                     |              | Unexpired Term Fulfillment/Vacancies                                           | BBBE         |
| Student Bicycle Use                                                 | JLID         | Board Memberships                                                              | BK           |
| <b>Bidding</b>                                                      |              | Board Negotiating Agents                                                       | HF           |
|                                                                     |              | Board Officers                                                                 | BDB          |

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

Business and Industry Involvement in Education KG

|                                                           |           |
|-----------------------------------------------------------|-----------|
| 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                         | GDAA      |
| Bylaws/Meeting Procedures                                 | BED       |
| Board Committees                                          | BDE       |

### C

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

|                                                      |       |
|------------------------------------------------------|-------|
| Career                                               |       |
| Development/Support Staff                            | GDM   |
| Education                                            |       |
| Adult Career Education                               | IHDC  |
| Student Career Education                             | IHAQ  |
| Counseling                                           | JLDC  |
| Professional Staff/Professional Development          | GCI   |
| Salary Schedule/Career Ladders                       |       |
| Administrative Staff                                 | GCBB  |
| Instructional Staff                                  | GCBA  |
| Support Staff                                        | GDBA  |
| Career Teacher                                       |       |
| Instructional Staff Probation, Tenure, and Seniority | GCJA  |
| Merit/Performance Pay for Instructional Staff        | GCBA  |
| Professional Staff Contracts and Compensation Plans  | GCBA  |
| Care of School Property                              |       |
| by Students                                          | JICB  |
| by Staff/Staff Conduct                               | GBEB  |
| Caring Adult Programs                                | JLDBF |
| Carnegie Unit Requirements/Graduation Requirements   | IKF   |
| Cash in School Buildings                             | DM    |
| Catalogs/Directories of Instructional Materials      |       |
| Curriculum Guides and Course Outlines                | IGE   |
| Instructional Resources and Materials                | IJ    |
| Catering                                             | EFG   |
| Censorship                                           |       |
| Academic Freedom                                     | IB    |
| Public Concerns/Instructional Resources              | KEC   |
| Student Publications                                 | JICE  |
| Census/School                                        | JD    |
| Ceremonies                                           |       |
| 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   |
|                                                                                        |       | Preschool Child Care                                                   | IHCFC   |
| <b>Certification Requirements</b>                                                      | GCFC  | Relations with Child Care Providers                                    | KJH     |
|                                                                                        |       | School-Based Child Care                                                | IHCFA   |
| <b>Chairperson of the Board/Board Officers</b>                                         | BDB   | Child-Rearing Leave/Parental Leave                                     |         |
|                                                                                        |       | Administrative Staff Parental Leave                                    | GCCBC   |
| <b>Challenged Materials</b>                                                            |       | Instructional Staff Parental Leave                                     | GCCAC   |
| Public Concerns about Instructional Resources                                          | KEC   | Support Staff Parental Leave                                           | GDCC    |
| Teaching about Controversial/Sensitive Issues                                          | IMB   |                                                                        |         |
|                                                                                        |       | <b>Choice of Schools/School Choice/Open Enrollment</b>                 |         |
| <b>Change Orders/Construction Contracts Bidding and Awards</b>                         | FEG   | Interdistrict Choice                                                   | JFB     |
|                                                                                        |       | Intra-District Choice                                                  | JFBB    |
| <b>Chaperones</b>                                                                      |       | Magnet School Programs/Admissions                                      | JFBA    |
| Field Trips                                                                            | IJOA  | Magnet Schools/Alternative Schools/Programs                            | JFBD    |
| Student Social Events                                                                  | JJB   | School Choice Voucher Program                                          | IHBHB   |
| Student Travel                                                                         | JJH   |                                                                        | JFBC    |
| Supervision of Students                                                                | JLIA  |                                                                        |         |
| <b>Chapter I</b>                                                                       |       | <b>Christmas/School Ceremonies and Observances</b>                     |         |
| Compensatory Education                                                                 | IHBD  | Religious Observances and Displays                                     | IMD     |
| Programs for At-Risk/Disadvantaged Students                                            | IHBC  | Teaching about Religion                                                | IMDC    |
| State and Federal Programs Administration                                              | CGD   |                                                                        | IHAL    |
|                                                                                        |       | <b>Churches</b>                                                        |         |
| <b>Charges</b>                                                                         |       | Relations with Churches                                                | KJC     |
| Civil or Criminal                                                                      |       | Relations with Nonpublic Schools                                       | LBC     |
| Student Interrogations, Searches, and Arrests                                          | JIH   |                                                                        |         |
| Vandalism                                                                              | ECAC  | <b>Citizens Committees</b>                                             |         |
| Gate Receipts and Admissions                                                           | DFD   | Advisory Committees                                                    | BDF     |
| Income from School Sales and Services                                                  | DFF   | Community Involvement in Education                                     | KC      |
| Student Fees, Fines, and Charges                                                       | JQ    | Site-/School-Based Management                                          | CFD     |
| Tuition                                                                                | JFABA |                                                                        |         |
|                                                                                        |       | <b>Citizenship Education/Values Education</b>                          | IHAK    |
| <b>Checking Accounts/Banking Services</b>                                              | DG    |                                                                        |         |
|                                                                                        |       | <b>City Government/Relations with Local Government Authorities</b>     | KLK     |
| <b>Check-Writing Services</b>                                                          | DGB   |                                                                        |         |
|                                                                                        |       | <b>Civic Organizations/Relations with Community Organizations</b>      | KJ      |
| <b>Cheerleaders/Cheerleading/Students Athletics</b>                                    | JJI   |                                                                        |         |
| Cheerleading Camp/School Camps                                                         | IHCE  | <b>Civil</b>                                                           |         |
| Insurance Program/Risk Management                                                      | EI    | Civil Defense                                                          |         |
|                                                                                        |       | Relations with Fire and Emergency Preparedness Authorities             | KLH     |
| <b>Chemical Use/Drugs and Alcohol</b>                                                  |       | Plans/Disaster Plans                                                   | EBCA    |
| Drug and Alcohol Use by Students                                                       | JICH  |                                                                        |         |
| Drug-Free Schools                                                                      | ADB   | Civil Rights                                                           |         |
| Drug-Free Work Place                                                                   | GBEC  | of Minors/Student Due Process Rights of Staff                          | JIA     |
| Programs for Substance Abusers                                                         | IHBCB |                                                                        | GBK/GBE |
| Staff Conduct                                                                          | GBEB  |                                                                        |         |
| 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      |
|                                                                                        |       | Classroom Organization                                                 |         |
| <b>Chief School Administrator/Executive Officer/ Superintendent (See policy codes)</b> | CB    | Grade-level organization                                               | IE      |
|                                                                                        |       | Instructional Approach for classrooms and schools                      | IF      |
| <b>Child</b>                                                                           |       | Instructional Arrangements for organization within schools and classes | II      |
| Child Abuse/Maltreatment/Neglect                                                       |       |                                                                        |         |

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

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

|                                                               |              |  |                                                                      |               |  |
|---------------------------------------------------------------|--------------|--|----------------------------------------------------------------------|---------------|--|
| <b>Conferences, Conventions, and Workshops</b>                |              |  | <b>Contracting, Contractors, Contracts</b>                           |               |  |
| Administrative Staff Leave-Conferences/<br>Training/Workshops | GCCBE        |  | Contracted Bus Service/Transportation<br>Management                  | EE            |  |
| Instructional Staff Leave-Conferences/<br>Training/Workshops  | GCCAE        |  | Contracting for Instruction                                          | IIK           |  |
| Professional Training, Workshops, Conferences                 | GCID         |  | Contracting for Purchases and Services                               | DJ            |  |
| School Board Conferences, Conventions, and<br>Workshops       | BIBA         |  | Contracting with Minority Business/Bidding                           | DJE           |  |
| Support Staff Leave-Conferences/Training/<br>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/<br>HN  |  |
|                                                               |              |  |                                                                      | IIK           |  |
| <b>Conflict of Interest</b>                                   |              |  | Performance Contracting                                              | DHA           |  |
| Board Member Conflict of Interest                             | BCB          |  | Signing Authority                                                    | IIK           |  |
| 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<br>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<br/>Positions</b> | GCAA/<br>GCAB |  |
| <b>Consulting Activities</b>                                  |              |  |                                                                      |               |  |
| Professional Staff Consulting Activities                      | GCRC         |  |                                                                      |               |  |
| Superintendent's Consulting Activities                        | CBH          |  | <b>Copyright</b>                                                     |               |  |
|                                                               |              |  | Copyright Compliance                                                 | EGAD          |  |
| <b>Consumer Education</b>                                     | IHAP         |  | Royalties                                                            | DFE           |  |
|                                                               |              |  | Printing and Duplicating Services                                    | EGAC          |  |
| <b>Contagious Diseases/Communicable Diseases</b>              |              |  | <b>Corporal Punishment</b>                                           | JKA           |  |
| Staff Health                                                  | GBGA         |  |                                                                      |               |  |
| Students/Communicable and Infectious<br>Diseases              | JLCC         |  | <b>Correspondence Courses</b>                                        |               |  |
|                                                               |              |  | Extended Instructional Programs/school<br>sponsored                  | IHC           |  |
| <b>Contests for Students</b>                                  | JJG          |  | Graduation Requirements/acceptance of<br>credits/Graduation          | IKF           |  |
|                                                               |              |  |                                                                      |               |  |
| <b>Contingency Funds/Types of Funds</b>                       | DIB          |  | <b>Cost Estimates</b>                                                |               |  |
|                                                               |              |  | Construction Cost Estimates                                          | FEF           |  |
| <b>Continuing Education</b>                                   |              |  | Purchasing Procedures                                                | DJB           |  |
| Adult/Community Education                                     | IHD          |  |                                                                      |               |  |
| Adult Education/Lifelong Learning Program<br>Administration   | CGC          |  | <b>Councils</b>                                                      |               |  |
| Professional Staff Continuing Education                       | GCIE         |  | Advisory Committees and Cabinets                                     | CE            |  |
| Support Staff Continuing Education                            | GDMD         |  | Student Advisory Councils                                            | JIBC          |  |
|                                                               |              |  | Student Government                                                   | JIBA          |  |
| <b>Continuous Progress Education</b>                          | IFD          |  |                                                                      |               |  |

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

|                                                                                  |           |                                                               |       |
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| <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      | <b>Dress Code</b>                                             |       |
| Immunization of Students                                                         | JLCB      | Student Dress Code                                            | JICA  |
| Instruction about Disease/Health Education                                       | IHAM      | Staff Dress Code                                              | GBEBA |
| Physical Examinations of Students                                                | JLCA      |                                                               |       |
| Staff Health                                                                     | GBGA      |                                                               |       |
| <b>Dismissal</b>                                                                 |           | <b>Drills/Emergency Plans</b>                                 | EBCB  |
| Dismissal Precautions                                                            | JLIB      | <b>Drill Squads</b>                                           | JJC   |
| Dismissal of Classes/School Day                                                  | ID        | <b>Driver Education</b>                                       | IHAN  |
| Dismissal of Superintendent                                                      | CBJA      | <b>Dropouts/Student Withdrawal from School</b>                | JFC   |
| Suspension and Dismissal of Professional Staff                                   | GCQF      | <b>Drugs</b>                                                  |       |
| Suspension and Dismissal of Support Staff Members                                | GDQD      | Administering Medicines to Students                           | JLCD  |
| <b>Displays of Student Work</b>                                                  | JJC       | Drug and Alcohol Use by Students                              | JICH  |
| <b>Disposal/Disposition of School Property</b>                                   | DN        | Drug-Free Work Place                                          | GBEC  |
| <b>Disruptions</b>                                                               |           | Drug-Free Schools                                             | ADB   |
| Bomb Threats                                                                     | EBCC      | Drug Use in School Athletics                                  | JJIE  |
| Employee Job Actions                                                             | HP        | Programs for Substance Abusers                                | IHBCB |
| Public Conduct on School Property                                                | KFA       | Substance Abuse Counseling                                    | JLDBC |
| Student Demonstrations and Strikes                                               | JIJ       | 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</b>                                     |           | <b>Due Process</b>                                            |       |
| Recommendations                                                                  | DBE       | Staff Due Process Rights (general)                            | GBE   |
| <b>Dissemination/Communication</b>                                               |           | Discipline, Suspension, and Dismissal of Professional Staff   | GCQF  |
| of Policy                                                                        | BGE       | Discipline, Suspension, and Dismissal of Support Staff        | GDQD  |
| of Regulations                                                                   | CHC       | Student Due Process Rights                                    | JIA   |
| <b>Distribution of Supplies and Equipment/Materials and Equipment Management</b> | ED        | <b>Duplicating Services/Photocopying</b>                      | EGAB  |
| <b>Distribution/Posting of Promotional Materials</b>                             | KHC       | <b>Duties</b>                                                 |       |
| <b>Distributive Education</b>                                                    |           | Board Member Authority and Responsibilities                   | BBAA  |
| Career Education                                                                 | IHAQ      | Board Powers and Responsibilities                             | BBA   |
| Computer/Technology Education                                                    | IHAJ      | Duties and Responsibilities (see Powers and Responsibilities) |       |
| <b>District Administration (see policy codes)</b>                                | Section C | School Board Negotiating Rights and Responsibilities          | HE    |
|                                                                                  |           | Superintendent Powers and Responsibilities                    | CBC   |
|                                                                                  |           | <b>Duty-Free Lunch/Professional Staff Schedules</b>           | GCL   |

# E

|                                                      |                     |                                                                                                           |                           |
|------------------------------------------------------|---------------------|-----------------------------------------------------------------------------------------------------------|---------------------------|
| <b>Early Admissions/Entrance Age</b>                 | <b>JEB</b>          | <b>Employee</b><br>(see policy codes under Professional Staff/GC;<br>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/<br/>GDQC</b>     |
| <b>Educational Philosophy</b>                        | <b>AD</b>           | Consultants if handled on a case-by-case basis                                                            | <b>BDH/<br/>CK<br/>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/<br/>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>GDG</b>                |
| <b>Elections</b>                                     |                     | Staff Hiring/general                                                                                      | <b>GBA</b>                |
| Board Elections                                      | <b>BBBG</b>         | Professional Staff Hiring                                                                                 | <b>GCF</b>                |
| Political Solicitations in Schools                   | <b>KHE</b>          | Support Staff Hiring                                                                                      | <b>GDF</b>                |
| <b>Electronic Mail</b>                               | <b>EGAEA</b>        | <b>Encumbrances/Budget Implementation</b>                                                                 | <b>DBI</b>                |
| <b>Elementary Schools</b>                            |                     | <b>Endowment Funds/Grants from Outside the School System</b>                                              | <b>DDA</b>                |
| Curriculum Programs                                  | <b>IH</b>           | <b>Energy Conservation</b>                                                                                | <b>ECF</b>                |
| Early Childhood Education                            | <b>IHBI</b>         | <b>Energy-Saving Construction</b>                                                                         | <b>FED</b>                |
| Elementary School Administration                     | <b>CFG</b>          | <b>Engineering Services/Facilities Construction</b>                                                       | <b>FE</b>                 |
| Organization of Instruction                          | <b>IE</b>           | <b>English as a Second Language</b>                                                                       | <b>IHBEA</b>              |
| <b>Eligibility</b>                                   |                     | <b>English Instruction</b>                                                                                | <b>IHAA</b>               |
| Student Activities                                   | <b>JJJ</b>          | <b>Enrichment Programs/Extended Instructional Programs</b>                                                | <b>IHC</b>                |
| Student Athletics                                    | <b>JJIC</b>         | Gifted and Talented Education                                                                             | <b>IHBB</b>               |
| <b>Emergencies</b>                                   | <b>EBC</b>          | <b>Enrollment of Students/School Admissions</b>                                                           | <b>JF</b>                 |
| Administrative Staff Emergency Leave                 | <b>GCCBB</b>        | <b>Enrollment Projections</b>                                                                             | <b>FBB</b>                |
| Crisis Communications                                | <b>KDE</b>          | <b>Entrance Age</b>                                                                                       | <b>JEB</b>                |
| Disaster Plans                                       | <b>EBCA</b>         | <b>Environment/Environmental</b>                                                                          |                           |
| Emergency Closings                                   | <b>EBCE</b>         | Authorities/Relations with                                                                                | <b>KLI</b>                |
| Emergency Purchases/Purchasing Procedures            | <b>DJB</b>          | Environmental and Safety Program                                                                          | <b>EB</b>                 |
| Emergency Repairs/Building and Grounds Maintenance   | <b>ECB</b>          | Environmental Audits                                                                                      | <b>EBAC</b>               |
| First Aid/Emergency Medical Care                     | <b>JLCE</b>         | Environmental Education                                                                                   | <b>IHAO</b>               |
| Instructional Staff Emergency Leave                  | <b>GCCAB</b>        | Environmental Impact Plans for construction                                                               | <b>FED</b>                |
| Support Staff Emergency Leave                        | <b>GDCB</b>         | Environmental Management                                                                                  | <b>EB</b>                 |
| Weather-Related Emergencies                          | <b>EBCD</b>         |                                                                                                           |                           |
| <b>Emotionally Disturbed Students</b>                |                     |                                                                                                           |                           |
| At-Risk Student Behaviors                            | <b>JLDB</b>         |                                                                                                           |                           |
| Special Education/Programs for Disabled/Handicapped  | <b>IHBA</b>         |                                                                                                           |                           |

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| <b>Equal Educational Opportunities/Nondiscrimination</b>                                                                                             | <b>JB</b>    |
| <b>Equalization Aid to District/Revenues from State Tax Sources</b>                                                                                  | <b>DEB</b>   |
| <b>Equipment</b>                                                                                                                                     |              |
| Leasing of Equipment from Suppliers/Purchasing Procedures                                                                                            | <b>DJB</b>   |
| Lending of School Equipment/Authorized Use of School Materials and Equipment                                                                         | <b>EDC</b>   |
| Maintenance and Control of Materials and Equipment                                                                                                   | <b>EDB</b>   |
| Purchasing of Equipment/Purchasing Procedures                                                                                                        | <b>DJB</b>   |
| Repair of Equipment/Maintenance and Control of Materials and Equipment                                                                               | <b>EDB</b>   |
| <b>Equity (general)</b>                                                                                                                              |              |
| Equity among Schools                                                                                                                                 | <b>JB</b>    |
| Pay Equity                                                                                                                                           | <b>GBAB</b>  |
| Racial Equity                                                                                                                                        | <b>ACB</b>   |
| Sex Equity                                                                                                                                           | <b>ACA</b>   |
| <b>Equivalence among Schools</b>                                                                                                                     | <b>JB</b>    |
| <b>Equivalency Tests and Certificates/Adult High School Programs</b>                                                                                 | <b>IHDB</b>  |
| <b>Ethics</b>                                                                                                                                        |              |
| Board Member Code of Ethics                                                                                                                          | <b>BCA</b>   |
| Board Member Ethics                                                                                                                                  | <b>BCA</b>   |
| Citizenship/Values Education                                                                                                                         | <b>IHAK</b>  |
| Staff Ethics                                                                                                                                         | <b>GBEA</b>  |
| Values Education                                                                                                                                     | <b>IHAK</b>  |
| <b>Ethnic Studies</b>                                                                                                                                |              |
| Citizenship/Values Education                                                                                                                         | <b>IHAK</b>  |
| Interpersonal/Human Relations                                                                                                                        | <b>ACF</b>   |
| Multiculturalism                                                                                                                                     | <b>IFC</b>   |
| Social Studies Education                                                                                                                             | <b>IHAC</b>  |
| <b>Evacuation of Building/Emergency Plans</b>                                                                                                        | <b>EBC</b>   |
| <b>Evaluation</b>                                                                                                                                    |              |
| Board Self-Evaluation/Evaluation of the Board                                                                                                        | <b>BAA</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) |              |
| Evaluation of Instructional Program                                                                                                                  |              |
| Standardized/normed tests                                                                                                                            | <b>IL</b>    |
| Evaluation of Management Team                                                                                                                        | <b>CDA</b>   |
| Evaluation of Professional Staff                                                                                                                     | <b>GCN</b>   |
| Evaluation of Student Achievement                                                                                                                    | <b>IKA</b>   |
| Evaluation of Support Staff                                                                                                                          | <b>GDO</b>   |
| Evaluation of Superintendent                                                                                                                         | <b>CBI</b>   |
| Policy Review and Evaluation                                                                                                                         | <b>BGC</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> |

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|----------------------------------------------------------------------------------|------------------|
| <b>Events</b>                                                                    |                  |
| Catering/Food Service                                                            | <b>EFG</b>       |
| Special Events Transportation                                                    | <b>EEAFA</b>     |
| Sports and Special Events Media Coverage                                         | <b>KDD</b>       |
| Student Social Events                                                            | <b>JJB</b>       |
| <b>Evidence/In Hearings</b>                                                      | <b>BEE</b>       |
| <b>Examinations/Testing</b>                                                      |                  |
| Bus Driver Examinations and Training                                             | <b>EEAEA</b>     |
| Final Examinations                                                               | <b>IKAA</b>      |
| Physical Examinations of Students                                                | <b>JLCA</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>Excellence/Commitment to Accomplishment</b>                                   | <b>AE</b>        |
| Academic Achievement                                                             | <b>IK</b>        |
| Merit/Performance Pay                                                            | <b>GBCA</b>      |
| <b>Exceptional Students</b> (seedisabled/handicapped/special education students) | <b>IHBA</b>      |
| <b>Exchange Students</b>                                                         | <b>JFABB</b>     |
| <b>Exchange Teaching</b>                                                         | <b>GCT</b>       |
| <b>Exclusions and Exemptions from School Attendance</b>                          | <b>JHD</b>       |
| <b>Excuses for Student Absences</b>                                              | <b>JH</b>        |
| <b>Executive Sessions</b>                                                        | <b>BEC</b>       |
| <b>Executive Personnel/Staff</b>                                                 |                  |
| Administrative Staff Positions                                                   | <b>GCAB</b>      |
| Management Team/Senior Staff                                                     | <b>CD</b>        |
| <b>Exemptions</b>                                                                |                  |
| from Required Instruction                                                        | <b>IMBB</b>      |
| from School Attendance                                                           | <b>JHD</b>       |
| <b>Exhibitions of Student Work</b>                                               | <b>JJC</b>       |
| <b>Expenditure of Funds</b>                                                      |                  |
| Budget Implementation                                                            | <b>DBI</b>       |
| Payment                                                                          | <b>DK</b>        |
| Purchasing                                                                       | <b>DJ</b>        |
| <b>Expenses/Expense Reimbursements</b>                                           | <b>DKC</b>       |
| Board Member Compensation and Expenses                                           | <b>BID</b>       |
| <b>Experiments/Experimental Education Programs</b>                               |                  |
| Animals in Schools                                                               | <b>IMG</b>       |
| Curriculum Research                                                              | <b>IGB</b>       |
| Laboratory/Accident Prevention and Safety Procedures                             | <b>EBB</b>       |
| Pilot Projects                                                                   | <b>IGC</b>       |
| Relations with Education Research Agencies (see policy codes)                    | <b>Section L</b> |
| Science Education                                                                | <b>IHAD</b>      |
| Staff Research and Publishing                                                    | <b>GCS</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>    |                                              |             |
| (see policy codes)                                                                    |              | <b>Eye Protection Devices</b>                |             |
| Activity Sponsors                                                                     |              | Accident Prevention and Procedures           | <b>EBB</b>  |
| Administrative Staff Positions                                                        | <b>GCAB</b>  | Staff Health and Safety                      | <b>GBGB</b> |
| Instructional Staff Positions                                                         | <b>GCAA</b>  | Student Safety                               | <b>JLI</b>  |
| some may be incorporated into individual activities such as Student Publications/JICE |              |                                              |             |
| Transportation to Student Activities                                                  | <b>EEAFA</b> |                                              |             |

## F

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|---------------------------------------------------------------|----------------|-----------------------------------------------------|--------------|
| <b>Facilities Planning and Development (see policy codes)</b> | <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>      |                                                     |              |
| Community Use of School Facilities                            | <b>KF</b>      | <b>Federal</b>                                      |              |
| Facilities Accommodations for Handicapped                     | <b>FC</b>      | Federal Aid/Grants                                  | <b>DDA</b>   |
| Facilities Construction                                       | <b>FE</b>      | Federal Education Agency Relations                  | <b>LG</b>    |
| Facilities Development Priority Objectives                    | <b>FA</b>      | Relations with Federal Government                   |              |
| Facilities Funding                                            | <b>FD</b>      | Authorities                                         | <b>KLM</b>   |
| Facilities Inventory                                          | <b>FB</b>      | Revenues from Federal Tax Sources                   | <b>DEC</b>   |
| Facilities Renovation                                         | <b>FJ</b>      | State and Federal Programs Administration           | <b>CGD</b>   |
| Public Dedication of                                          | <b>FI</b>      |                                                     |              |
| Staff Facilities                                              |                | <b>Fees</b>                                         |              |
| Professional Staff Facilities                                 | <b>GCV</b>     | Fees for Duplicating Public Records                 | <b>EGAB</b>  |
| Support Staff Facilities                                      | <b>GDT</b>     | Student Activities Fees                             | <b>JJF</b>   |
|                                                               |                | Student Fees, Fines, and Charges                    | <b>JQ</b>    |
| <b>Fact Finding/Impasse Procedures</b>                        | <b>HO</b>      | Tuition                                             | <b>JFABA</b> |
| <b>Fair Employment</b>                                        |                | <b>Fidelity Bonds/Bonded Employees and Officers</b> | <b>DH</b>    |
| Contractor's Fair Employment Clause                           | <b>FEGA</b>    | <b>Field Trips and Excursions</b>                   | <b>IJOA</b>  |
| Equal Employment Opportunity                                  | <b>GBA</b>     | <b>Fighting/Student Conduct</b>                     | <b>JIC</b>   |
| <b>Fairs</b>                                                  |                | <b>Films/Videotapes/Photographs</b>                 |              |
| Contests for Students/sponsored by outside groups             | <b>JJG</b>     | Instructional Resource                              | <b>IJ</b>    |
| School Fairs/School-Sponsored Events                          | <b>IMF</b>     | of Students                                         | <b>JRD</b>   |
| <b>False Alarms</b>                                           |                | <b>Final Examinations</b>                           | <b>IKAA</b>  |
| Staff Conduct                                                 | <b>GBEB</b>    |                                                     |              |
| Student Conduct                                               | <b>JIC</b>     | <b>Financial</b>                                    |              |
| <b>Family Education Rights and Privacy Act</b>                | <b>KBB/</b>    | Financial Aid to Students/Student Aid               |              |
|                                                               | <b>JR</b>      | Programs                                            | <b>JLB</b>   |
| <b>Family Leave</b>                                           |                | Financial Disclosure                                |              |
| Administrative Staff Family Leave                             | <b>GCCBC</b>   | Board Member Conflict of Interest                   | <b>BCB</b>   |
| Instructional Staff Family Leave                              | <b>GCCAC</b>   | Superintendent's Conduct                            | <b>CBF</b>   |
| Support Staff Family Leave                                    | <b>GDCC</b>    | Staff Conduct                                       | <b>GBEB</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>Fire</b>                                           |             | <b>Free</b>                                  |                |
| Fire Prevention/Safety Procedures                     | EBB         | Free Admissions                              | DFDA           |
| Insurance                                             | EIA         | Free and Reduced Price Food Services         | EFC            |
| Relations with Fire Authorities                       | KLH         | Free Instructional Materials                 | ED             |
| Safety Drills                                         | EBCB        | if part of program for disadvantaged         | IHBC           |
| <b>Firearms</b>                                       |             | <b>Freedom</b>                               |                |
| Staff Welfare/Protection                              | GBG         | Freedom of Expression                        |                |
| Weapons in School                                     | JICI        | Academic Freedom                             | IB             |
|                                                       |             | Student Publications                         | JICE           |
|                                                       |             | Student Rights and Responsibilities          | JL             |
| <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           | G CBD          |
| <b>Firing (see Dismissal)</b>                         |             | Superintendent's Compensation and Benefits   | CBE            |
|                                                       |             | Support Staff Fringe Benefits                | GDBD           |
| <b>First Aid</b>                                      | <b>JLCE</b> |                                              |                |
| <b>Fiscal (also see Financial)</b>                    |             | <b>Funding Proposals and Applications</b>    | <b>DD</b>      |
| Fiscal Accounting and Reporting                       | DI          | Funding Sources Outside the School System    | DDA            |
| Relations with Financial Authorities                  | KLA         | Funding Sources Within the School System/    |                |
| Fiscal Management (see policy codes)                  | Section     | Minigrants                                   | <b>DDB</b>     |
|                                                       | <b>D</b>    |                                              |                |
| Fiscal Staff Positions                                | GDAA        | <b>Fund-Raising</b>                          |                |
| Fiscal Projections                                    | DBC         | Public Solicitations                         | KH             |
| Fiscal Year                                           | DBB         | School Foundations                           | KGA            |
|                                                       |             | Staff Gifts and Solicitations                | GBEBC          |
|                                                       |             | Student Fund-Raising Activities              | JJE            |
|                                                       |             | Revenues from Nontax Sources                 | DF             |
| <b>Fixed Assets Accounting/Inventories</b>            | <b>DID</b>  |                                              |                |
| <b>Flag Displays</b>                                  | <b>IMDB</b> | <b>Funds</b>                                 |                |
| <b>Flexible Scheduling/Scheduling for Instruction</b> | <b>IIC</b>  | Depository of Funds/Banking Services         | DG             |
|                                                       |             | School Funds/Types of Funds                  | DIB            |
| <b>Food/Food Services Management</b>                  |             | Staff Funds Management                       | DL             |
| (see policy codes)                                    | EF          | Student Activities Funds                     | JJF            |
| Food Prices                                           | EFD         | Types of Funds                               | DIB            |
| Food Tickets/Collection of Money                      | EFDA        | Use of Surplus Funds                         | DFAA           |
| Food Sanitation Program                               | EFH         |                                              |                |

# G

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|----------------------------------------------------------------------------|-----------|-----------------------------------------------------------|-------|
| <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 |
| <b>Goal-Based Education</b>                                                | AEA       | Support Staff Fringe Benefits                             | G DBD |
| <b>Goal-Setting</b>                                                        | BA        | <b>Guarantees</b>                                         |       |
| <b>Governmental Authorities, Relations with</b>                            | KL        | Purchasing Procedures                                     | DJB   |
| <b>Grades/Grading</b>                                                      |           | Contractor's Affidavits and Guarantees                    | F EGB |
| Computation of Averages/Grading Systems                                    | IKA       | <b>Guards</b>                                             |       |
| Grade Adjustment                                                           | IKAD      | Building and Grounds Security                             | ECAE  |
| Grade-Level Organization                                                   | IE        | Safety Patrols                                            | EEAED |
| Grade Placement/Promotion and Retention of Students                        | IKE       | Relations with Law Enforcement Authorities                | KL G  |
| Assignment of Students to Classes and Grades                               | JG        | <b>Guest Speakers</b>                                     | IJOB  |
| Grade-Point-Average                                                        | IKC       | Controversial Guest Speakers                              | IMC   |
| Grade Requirements/Academic Requirements                                   | IKA       | <b>Guidance Counselors</b>                                | JLDA  |
| Grading Periods                                                            | IKA/IKAB  | <b>Guidance Program</b>                                   | JLD   |
| Grading Systems                                                            | IKA       | Guidance Staff Positions                                  | GCAAB |
| Student Progress Reports to Parents                                        | IKAB      | <b>Guns</b>                                               | JICI  |
| <b>Graduation</b>                                                          | IKF       | Rifle Ranges                                              | EC    |
| Early Graduation                                                           | IKFA      | <b>Gymnasiums</b>                                         |       |
| GED Programs                                                               | IHDB      | Building and Grounds Maintenance                          | ECB   |
|                                                                            |           | Construction of Recreational Facilities                   | FEI   |
|                                                                            |           | Community Use of School Facilities                        | KF    |

# H

|                                                               |              |                                                      |              |
|---------------------------------------------------------------|--------------|------------------------------------------------------|--------------|
| <b>Handbooks and Directives</b>                               | <b>CHCA</b>  | <b>Staff Health</b>                                  | <b>GBGA</b>  |
| <b>Handicapped Students/Exceptional Students/Disabilities</b> | <b>IHBA</b>  | <b>Students with HIV/AIDS</b>                        | <b>JLCCA</b> |
| <b>Harassment, Sexual</b>                                     |              | <b>Holidays</b>                                      |              |
| General policy                                                | <b>ACA/</b>  | Professional Staff Vacations and Holidays            | <b>GCD</b>   |
|                                                               | <b>ACG</b>   | Religious Holidays/Student Absences and Excuses      | <b>JH</b>    |
| Staff                                                         | <b>GBBA</b>  | Professional Staff Leaves and Absences               | <b>GCC</b>   |
| Students                                                      | <b>JBA</b>   | Support Staff Leaves and Absences                    | <b>GDC</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>Hazing</b>                                                 | <b>JICFA</b> | <b>Home Economics/Vocational-Technical Education</b> | <b>IHAI</b>  |
| <b>Headlice/Communicable Diseases</b>                         | <b>JLCC</b>  | <b>Home Education/Home Instruction</b>               | <b>IHBG</b>  |
| <b>Head Start Program</b>                                     |              | <b>Home Schools, Relations with</b>                  | <b>LBC</b>   |
| Instructional Program/Disadvantaged                           | <b>IHBC</b>  | <b>Home Visits</b>                                   | <b>JLEA</b>  |
| Administration of State/Federal Programs                      | <b>CGD</b>   |                                                      |              |
| <b>Health</b>                                                 |              | <b>Homeless Students</b>                             |              |
| Health Authorities, Relations with                            | <b>KLE</b>   | Admission of Homeless Students                       | <b>JFABD</b> |
| Health Education                                              | <b>IHAM</b>  | Programs for Homeless Students                       | <b>JLG</b>   |
| Health Insurance/Fringe Benefits                              |              | <b>Homework</b>                                      | <b>IKB</b>   |
| Professional Staff Fringe Benefits                            | <b>G CBD</b> |                                                      |              |
| Support Staff Fringe Benefits                                 | <b>GDBD</b>  | <b>Homogeneous Grouping/Heterogeneous</b>            | <b>IFA</b>   |
| Health Resources and Materials                                | <b>IJG</b>   |                                                      |              |
| Health Staff Positions                                        | <b>GCAAB</b> | <b>Honorariums, Acceptance of by Staff</b>           |              |
| Staff Health and Safety                                       | <b>GBGA</b>  | Professional Staff Consulting Activities             | <b>GCRC</b>  |
| Student Health Services and Requirements                      | <b>JLC</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</b>            |              |
| Special Procedures for Hearings                               |              | Requirements                                         | <b>IKF</b>   |
| 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>                     |              |
| <b>High Schools</b>                                           |              | Support Staff Fringe Benefits                        | <b>GDBD</b>  |
| High School Curriculum/Basic Instructional Program            | <b>IHA</b>   | Professional Staff Fringe Benefits                   | <b>G CBD</b> |
| High School Administration                                    | <b>CFHB</b>  | <b>Hours/School Day</b>                              |              |
| <b>Higher Education (see policy codes)</b>                    | <b>LD</b>    | Professional Staff Schedules                         | <b>ID</b>    |
|                                                               |              | Support Staff Schedules                              | <b>GCL</b>   |
| <b>Hiring</b>                                                 |              |                                                      | <b>GDK</b>   |
| Job Sharing                                                   |              | <b>Housing</b>                                       |              |
| Professional Staff Job Sharing                                | <b>GCGC</b>  | Authorities, Relations with                          | <b>KLD</b>   |
| Support Staff Job Sharing                                     | <b>GDGC</b>  | Housing for Staff                                    |              |
| Part-Time and Substitute Support Staff                        |              | Professional Staff Fringe Benefits                   | <b>G CBD</b> |
| Employment                                                    | <b>GDG</b>   | Rental and Service Charges/Leasing                   | <b>DFC</b>   |
| Professional Staff Hiring                                     | <b>GCF</b>   | Support Staff Fringe Benefits                        | <b>GDBD</b>  |
| Recruitment and Appointment of Superintendent                 | <b>CBB</b>   | Housing for Students/Student Welfare                 | <b>JL</b>    |
| Support Staff Hiring                                          | <b>GDF</b>   | if Alternate School Programs                         | <b>IHBHA</b> |
| <b>History/Social Studies Education</b>                       | <b>IHAC</b>  | <b>Human Relations Education/Social Studies</b>      |              |
| History/Social Studies Resources and Materials                | <b>IJC</b>   | Education                                            | <b>IHAC</b>  |
|                                                               |              | Multiculturalism                                     | <b>IFC</b>   |
| <b>HIV/AIDS</b>                                               |              | <b>Hurricane Warnings</b>                            | <b>EBCD</b>  |
| HIV/AIDS Education                                            | <b>IHAMC</b> |                                                      |              |

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

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

# K-L

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|------------------------------------------------------------------|---------------------------|----------------------------------------------------------|-----------------------------|
| <b>Key Control/Access to Buildings</b>                           | <b>ECAB</b>               | Name of School District Services/School Attorney         | <b>AA</b><br><b>BDG</b>     |
| <b>Kindergarten</b>                                              | <b>IHBIA</b>              | Status                                                   |                             |
| <b>Knives/Weapons In School</b>                                  | <b>JICI</b>               | Negotiations Legal Status                                | <b>HB</b>                   |
|                                                                  |                           | School Board Legal Status                                | <b>BB</b>                   |
|                                                                  |                           | School District Legal Status                             | <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>                                      |                             |
|                                                                  |                           | Arrangements for Professional Staff                      |                             |
| <b>Landscaping/Building and Grounds Maintenance</b>              | <b>ECBB</b>               | 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>                  |
|                                                                  |                           | Liability of School Personnel/Staff Protection           | <b>GBG</b>                  |
| <b>Latchkey Programs</b>                                         | <b>IHCFB</b>              |                                                          |                             |
| <b>Law Enforcement Agencies</b>                                  | <b>KLK</b>                | <b>Liaisons</b>                                          |                             |
|                                                                  |                           | Board Committees                                         | <b>BDE</b>                  |
| <b>Lawsuits</b>                                                  |                           | Liaisons with School Board Associations                  | <b>BKA</b>                  |
| School Attorney/Legal Services                                   | <b>BDG</b>                | Parent Liaison                                           | <b>KEE</b>                  |
| School Board Liability                                           | <b>BBC</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><br><b>IJNA</b>  |
| Support Staff Reduction in Force                                 | <b>GDQA</b>               |                                                          | <b>IJOC</b>                 |
|                                                                  |                           | School Volunteers                                        | <b>IJL</b>                  |
| <b>Learning Disabilities</b>                                     | <b>IHBA</b>               | Library Materials Selection and Adoption                 | <b>IJNCA</b>                |
|                                                                  |                           | Professional Libraries                                   | <b>GCAAC</b>                |
| <b>Learning Resources Centers</b>                                | <b>IJNC</b>               | Resource Staff Positions                                 | <b>IJNC</b>                 |
|                                                                  |                           | School Libraries                                         |                             |
| <b>Leasing and Renting</b>                                       |                           | <b>Libel/Student Publications</b>                        | <b>JICE</b>                 |
| Fees for Community Use of School Facilities                      | <b>KF</b>                 |                                                          |                             |
| Leased Buses                                                     | <b>EEAG</b>               | <b>Lifelong Learning</b>                                 |                             |
| Leasing of Equipment for School Purposes/                        |                           | Lifelong Learning Programs/Adult Education               | <b>IHDD</b>                 |
| Purchasing Procedures                                            | <b>DJB</b>                | Program Administration                                   | <b>CGC</b>                  |
| <b>Leasing/Renting Space/Temporary School Facilities</b>         |                           | <b>Life Insurance/Insurance</b>                          | <b>GCBD/</b><br><b>GDBD</b> |
|                                                                  | <b>DFC/</b><br><b>FCC</b> |                                                          |                             |
| Leasing/Renting of School Property/Rental and Service Charges    | <b>DFB</b>                | <b>Limited Open Forum</b>                                | <b>JJAB</b>                 |
| Leasing of Mineral Rights/Revenues from School-Owned Real Estate | <b>DFB</b>                | <b>Line and Staff Relations</b>                          | <b>CCB</b>                  |
| Rental and Service Charges                                       | <b>DFC</b>                |                                                          |                             |
| Revenues from School-Owned Real Estate                           | <b>DFB</b>                | <b>Line Item Transfer Authority/Budget Transfer</b>      | <b>DBJ</b>                  |
| <b>Leaves (see policy codes)</b>                                 | <b>GCC/</b><br><b>GDC</b> | <b>Lists/Student</b>                                     | <b>JRB</b>                  |
| <b>Legal</b>                                                     |                           | <b>Lobbying/School Board Legislative Program</b>         | <b>BJ</b>                   |
| Age                                                              | <b>JID</b>                | <b>Local</b>                                             |                             |
| Counsel/School Attorney                                          | <b>BDG</b>                | Education Agency                                         | <b>LE</b>                   |

|                                          |             |
|------------------------------------------|-------------|
| Governmental Authorities, Relations with | KLK         |
| Local Purchasing                         | DJF         |
| Travel                                   | DKC/<br>EEB |
| <b>Locker Searches</b>                   | JIHA        |
| <b>Logo</b>                              | BHA         |
| <b>Loitering</b>                         |             |
| Public Conduct on School Property        | KFA         |
| Visitors to Schools                      | KI          |
| <b>Long-Range Planning</b>               |             |
| Administration Goals and Objectives      | CA          |
| Curriculum Development                   | IGA         |
| Facilities Planning                      | FB          |
| School Board Operational Goals           | BA          |

|                                  |      |
|----------------------------------|------|
| <b>Loyalty Oaths</b>             |      |
| Board Member Qualifications      | BBBA |
| Professional Staff Positions     | GCA  |
| Qualifications of Superintendent | CBA  |
| Support Staff Positions          | GDA  |

|                              |      |
|------------------------------|------|
| <b>Lunch Periods</b>         |      |
| Open/Closed Campus           | JHCA |
| Professional Staff Schedules | GLC  |
| Support Staff Schedules      | GDK  |
| School Day                   | ID   |

|                      |     |
|----------------------|-----|
| <b>Lunch Program</b> | EF  |
| Adult Food Services  | EFF |

|                                              |      |
|----------------------------------------------|------|
| <b>Lunch Workers/Support Staff Positions</b> | GDAC |
|----------------------------------------------|------|

## M

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| <b>Magnet Schools</b>         |       |
| Curriculum                    | IHBHB |
| School Choice/Open Enrollment | JFBD  |

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| <b>Mail and Delivery Services</b> | EGAE |
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| <b>Maintenance</b>                                         |       |
| Buildings and Grounds Maintenance                          | ECB   |
| Buildings Maintenance                                      | ECBA  |
| Grounds Maintenance                                        | ECBB  |
| Maintenance and Control of Instructional Materials         | EDB   |
| Maintenance and Control of Materials and Equipment         | ED    |
| Maintenance Vehicles/Business and Personnel Transportation | EEB   |
| Maintenance Workers/Support Staff Positions                | GDAB  |
| School Bus Maintenance                                     | EEAEB |

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| <b>Make-Up Opportunities</b> | JH |
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| <b>Management</b>                                          |      |
| Accountability of Administrative Staff                     | GCOD |
| Administrative Organization                                | CC   |
| Buildings/Grounds/Property Management                      | EC   |
| Commitment to Accomplishment                               | AE   |
| Environmental Management                                   | EB   |
| Management Rights/School Board Powers and Responsibilities | BBA  |
| Line and Staff Relations                                   | CCB  |
| School Building Administration                             | CF   |
| School Board Negotiating Rights/Responsibilities           | HE   |
| Management Team                                            | CD   |
| Waste Management                                           | EDE  |

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| <b>Manpower Training Programs/Adult Occupational Education</b> | IHDC |
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| <b>Marijuana</b>                           |       |
| Drug and Steroid Use in School Athletics   | JJIE  |
| Drug-Free Work Place                       | GBEC  |
| Drug-Free Schools                          | ADB   |
| Programs for Substance Abusers             | IHBCB |
| Teaching about Drugs, Alcohol, and Tobacco | IHAMA |

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|----------------------------------|-------|
| Student Use of Drugs and Alcohol | JICH  |
| Substance Abuse Counseling       | JLDBC |

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| <b>Marking Periods/System/Grading Systems</b> | IKA |
| Nongraded Education                           | IFE |

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| <b>Marrled Students</b> | JIG |
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| <b>Master Teachers/Mentor Teachers</b> | GCHA  |
| Mentor Teacher/Caring Adult            | JLDBF |

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| <b>Matching Funds/Funding Proposals and Applications</b> | DD  |
| Fund-Raising if school district matches funds            | KH  |
| Grants from Private Sources                              | DDA |
| Gifts from the Public                                    | KCD |
| Material Resources Management                            | ED  |

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| <b>Materials Resources Records and Reports</b> | EDD |
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| <b>Maternity Leave</b>               |       |
| Administrative Staff Maternity Leave | GCCBC |
| Instructional Staff Maternity Leave  | GCCAC |
| Support Staff Maternity Leave        | GDCC  |

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| <b>Mathematics Instruction</b>      | IHAB |
| Mathematics Resources and Materials | IJB  |

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| <b>Matrons/Support Staff Positions</b> | GDA |
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| <b>Mayor's Office/Relations with Local Governmental Authorities</b> | KLK |
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| <b>Media Centers</b> | IJNC |
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| <b>Media, Relations with</b> | KDD |
| During Negotiations          | HKA |

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| <b>Mediation/Impasse Procedures</b> | HO |
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| <b>Medical</b>                 |      |
| Examinations/Staff Health      | GBGA |
| Hiring of Administrative Staff | GCFB |
| Hiring of Instructional Staff  | GCFA |
| Hiring of Support Staff        | GDF  |

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

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| <b>Motor Pool/Business and Personnel<br/>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/<br/>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>          |

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| <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 Requirements                                 | <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 of 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>     |                                                         |             |

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

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| <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           | GCBF         |
| Parental Involvement                                        | IKACA          | Support Staff Fringe Benefits                | GDBD         |
| 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                                | GDCC           | <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/<br>GBCE |
| <b>Park Authorities, Relations with</b>                     | KLF            | Performance Bonds                            | FEGB         |
| <b>Parliamentarian</b>                                      | BEDDA          | Performance Contracting                      | IK           |
| <b>Parochial Schools</b>                                    |                | Performance Objectives/Goals and Objectives  | AEA          |
| Nonpublic Schools                                           | LBC            | for Professional Staff                       | GCBA         |
| <b>Participation of Public at Board Meetings</b>            | BEDH           | for Staff/general                            | GBCE         |
| <b>Participation in Extracurricular/Athletic Activities</b> | JJIC/<br>JJJ   | for Support Staff                            | GDBB         |
| <b>Part-Time and Substitute Staff</b>                       |                | Performance of Staff                         |              |
| <b>Employment</b>                                           |                | Evaluation of Professional Staff             | GCO          |
| Professional Staff                                          | GCG            | Evaluation of Support Staff                  | GDO          |
| Support Staff                                               | GDG            | Performance of Students/Academic Achievement | IK           |
| <b>Part-Time Students</b>                                   |                | Personnel (see policy codes)                 | Section G    |
| Employment by Students                                      | JO             | Student Performances                         | JJC          |
| Student Admissions                                          | JF             | <b>Personal Debts of Employees</b>           | DGE          |
| <b>Passes/Bus</b>                                           | EEAD           | <b>Petty Cash Accounts</b>                   | DIB/<br>DKC  |
| <b>Passive Learning</b>                                     | IFB            | <b>Personal Belongings</b>                   | ECA/<br>GBGB |
| <b>Patents/Royalties</b>                                    | DFE            | <b>Philosophy</b>                            |              |
| <b>Paternity Leave</b>                                      |                | of Career Development (support staff)        | GDMA         |
| Administrative Staff Paternity Leave                        | GCCBC          | of Education                                 | AD           |
| Instructional Staff Paternity Leave                         | GCCAC          | of Staff Development (professional staff)    | GCIA         |
| Support Staff Paternity Leave                               | GDCC           | <b>Photocopying</b>                          | EGAB         |
| <b>Patriotic Exercises</b>                                  | IMDA           | <b>Photographs of Students</b>               | JRD          |
| <b>Patrols</b>                                              | EEAED/<br>JLIC | <b>Physical Education</b>                    | IHA          |
| <b>Pay Equity</b>                                           | GBAB           | Physical Education Resources and Materials   | IJF          |
| <b>Payday Schedules</b>                                     | DKA            |                                              |              |

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| <b>Physical Examinations</b>                 |               | <b>Polis</b>                                         |               |
| of Student Athletes                          | JJID          | Community Polling                                    | KCBA/<br>KCBB |
| of Students                                  | JLCA          |                                                      | GBB           |
| Physical Fitness/Wellness Programs           |               | Staff Polling                                        |               |
| Staff                                        | GBGC          |                                                      |               |
| Students                                     | IHAЕ          | <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>Physically Handicapped Students</b>       | IHBA          | <b>Positions</b>                                     |               |
|                                              |               | Professional Staff Positions                         | GCA           |
|                                              |               | Support Staff Positions                              | GDA           |
| <b>Physician/School</b>                      | JLC/<br>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>Plantetarium</b>                          | FE            | <b>Posting</b>                                       |               |
| Buildings/Grounds/Property Maintenance       | EC            | Distribution/Posting of Promotional Materials        | KHC           |
|                                              |               | 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>Play Productions</b>                      | JJC           | <b>PPBS/Budgeting System</b>                         | DBA           |
|                                              |               |                                                      |               |
| <b>Pledge of Allegiance</b>                  | IMDA          | <b>Practice Teaching/Student Teaching and</b>        |               |
|                                              |               | <b>Internships</b>                                   | LDA           |
| <b>Police/Law Enforcement Authorities</b>    | KLГ           |                                                      |               |
|                                              |               | <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           |
| <b>Political</b>                             |               | Preliminary Negotiated Agreement Disposition         | HL            |
| Political Activities of Board Members        |               |                                                      |               |
| Candidates                                   | BBBF          | <b>Preparation of Agenda</b>                         | BEDB          |
| in other campaigns                           | BC            |                                                      |               |
| Political Activities of Staff                | GBI           | <b>Preparation Periods for Teachers/Professional</b> |               |
| Political Activities of Superintendent       | CBF           | <b>Staff Schedules</b>                               | GCL           |
| Political Activities of Students             |               | Professional Staff Work Load                         | GCM           |
| in Decision Making                           | JIB           |                                                      |               |
| Protests, Demonstrations, and Strikes        | JIJ           | <b>Preprimary Education</b>                          | IHBIB         |
|                                              |               |                                                      |               |
| <b>Political Materials</b>                   | KHE/<br>IJM   | <b>Preschool Programs</b>                            |               |
|                                              | KHE           | Preschool Child Care                                 | IHCFC         |
| <b>Political Solicitations</b>               |               | Primary/Preprimary Education                         | IHBIB         |

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

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

# Q

|                                              |              |                                                                |             |
|----------------------------------------------|--------------|----------------------------------------------------------------|-------------|
| <b>Qualifications</b>                        |              | Cooperative Purchasing                                         | DJD         |
| Board Member Qualifications                  | BBBA         | Purchasing Procedures                                          | DJB         |
| Student Board Member                         | BBB/<br>JIBB |                                                                |             |
| Qualifications of Superintendent             | CBA          | Quarter System/Organization of Instruction                     | IE          |
| Qualifications for Employment                |              | Questioning of Students by Police                              | JIH/<br>KLG |
| Professional Staff Hiring                    | GCF          |                                                                |             |
| Professional Staff Positions                 | GCA          | Quorum                                                         | BEDC        |
| Support Staff Hiring                         | GDF          |                                                                |             |
| Support Staff Positions                      | GDA          | Quotations of Prices/Purchasing<br>Procedures/Vendor Relations | DJB/<br>DJG |
| <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<br>Choice/Open Enrollment | JCA<br>JFB    | <b>Recognition for Accomplishment</b>             | AEB<br>GBL |
|                                                        |               | Staff Awards and Recognition                      |            |
| <b>Radon</b>                                           | EBAB          | <b>Recordkeeping/Data Management</b>              | EH<br>DI   |
| <b>Radio</b>                                           |               | Accounting Records                                |            |
| Broadcasts                                             | IJND/<br>BEDJ | <b>Records</b>                                    |            |
| Student Conduct                                        | JIC           | Access to Records                                 |            |
| Technology Resources                                   | IJND          | Personnel                                         | GBJB       |
|                                                        |               | Public's Right to Know                            | KDB        |
| <b>Ranges/Shooting</b>                                 | EC            | Student Records                                   | JRA        |
| <b>Rank in Class/Class Rankings</b>                    | IKC           | Buildings and Grounds Records and Reports         | ECC        |
| <b>Ratification of Negotiated Agreement</b>            | HL            | Computer Access and Control                       | EHAA       |
| <b>Ratification of Policies/Policy Adoption</b>        | BGB           | Computerized Data Systems                         | EHA        |
|                                                        |               | Construction Project Records and Reports          | FEJ        |
| <b>Ratio/Ratios</b>                                    |               | Data Management                                   | EH         |
| of Administrators to Students                          | CCC           | Data/Records Retention                            | EBB        |
| of Teachers to Students                                | CCC           | Disposal of Records                               | EBB        |
| Staffing Ratios                                        | CCC           | Food Services Records and Reports                 | EFI        |
| <b>Reading Instruction</b>                             | IHAA          | Inventories                                       | DID        |
| Reading Resources and Materials                        | IJA           | Material Resources Records and Reports            | EDD        |
| <b>Readmission of Students</b>                         |               | Microfilming of Records/Data/Records<br>Retention | EBB        |
| Student Expulsion                                      | JKE           | Minutes/Board Meetings                            | BEDG       |
| Student Suspension                                     | JKD           | Office Services Records and Reports               | EGE        |
| Student Withdrawal from School                         | JFC           | Personnel Records                                 | GBJ        |
|                                                        |               | Public Access to Records                          | KDB        |
| <b>Real Property Purchase/Rental/Sale</b>              |               | Student Records                                   | JRA        |
| Rental and Service Charges                             | DFC           | Student Registers                                 | JRB        |
| Revenues from School-Owned Real Estate                 | DFB           | Student Transportation Records and Reports        | EEAI       |
| School Properties Disposition                          | DN            |                                                   |            |
| Site Acquisition                                       | FEE           | <b>Recreation</b>                                 |            |
| Temporary School Facilities                            | FCC           | Facility Maintenance                              | ECBC       |
|                                                        |               | Physical Education                                | IHA        |
| <b>Recall of Board Members</b>                         | BBBD          | Relations with Recreation Authorities             | KLF        |
| <b>Receiving and Warehousing</b>                       | EDA           | 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>                  |               | <b>Support Staff Development</b>               | <b>GDM</b>   |
| 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/<br>CGA |
| Relations with Churches                         | KJC           |                                                | GDBD         |
| School Admissions                               | JF            | Support Staff Fringe Benefits                  |              |
| <b>Recycling</b>                                | <b>EDE</b>    | <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                           | KLJ          |
| 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>                       | <b>JFCA</b>   | Fire and Emergency Preparedness Authorities    | KLH          |
| <b>Referenda</b>                                |               | Government Authorities                         | KL           |
| Bond Referenda                                  | FDA/<br>KCCA  | Health and Welfare Agencies                    | KLE          |
| Budget Referenda                                | DBGA/<br>KCCB | Housing Agencies                               | KLD          |
| Taxing and Borrowing                            | DC            | Labor Organizations                            | KJF          |
| <b>Referral of Students to other Agencies</b>   | <b>JLDAB</b>  | Law Enforcement Authorities                    | KLK          |
| <b>Regional Service Centers, Relations with</b> | <b>LB</b>     | Local Government Authorities                   | KLMA         |
| <b>Regional Laboratories, Relations with</b>    | <b>LE</b>     | Military/Armed Services                        | KLKA         |
| <b>Registers, Student</b>                       |               | Municipal Authorities                          | KJB          |
| Student Attendance Accounting                   | JHBB          | Neighborhood/Community Associations            | KLF          |
| <b>Regular Board Meetings</b>                   | <b>BEA</b>    | Parks and Recreation Agencies                  | KLJ          |
| <b>Regulations</b>                              |               | Planning and Zoning Authorities                | KK           |
| Board Review of Regulations                     | CHB/<br>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>    | <b>KM</b>    |
| Reimbursement for Unused Accumulated            |               | Relations with Churches                        | KJC          |
| Leave on Retirement                             |               | Relations with Nonpublic Schools               | LBC          |
| Professional Staff Reimbursement                | GCQE          | Released Time for Religious Instruction        | JHCB         |
| Support Staff Reimbursement                     | GDQC          | Religious Art/Decorations/Music                | IMDC         |
| Reimbursement for Unused Leave                  |               | Teaching about Religion                        | IHAL         |
| Professional Staff Reimbursement                | GCCA          | <b>Release</b>                                 |              |
| Support Staff Reimbursement                     | GDC           | News Releases                                  | KDDA         |
| Reimbursement of Tuition/Fees                   |               | Release from Contract                          |              |
| Adult Education                                 | IHD           | Professional Staff                             | GCQ          |
| Professional Staff Fringe Benefits              | GCBF          | Support Staff                                  | GDQ          |
| Staff Development                               |               | Superintendent                                 | CBJ          |
| Professional Staff Development                  | GCI           | 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  |                                                                                                  |              |
| Student Immunization                      | JLCB  | <b>Reserve Funds/Types of Funds</b>                                                              | DIB          |
| <b>Remedial Instruction</b>               | IHBDA | <b>Reserves, Capital</b>                                                                         | DCA          |
| <b>Removal from Office/Board Member</b>   | BBBD  | <b>Residency Requirements/School Admissions</b>                                                  | JF/<br>JFABA |
| <b>Renaming Schools</b>                   | FF    | General Staff Hiring                                                                             | GBA          |
| <b>Renegotiations</b>                     | HQ    | Professional Staff Hiring                                                                        | GCF          |
| <b>Renewal of Contract</b>                |       | Recruitment and Appointment of Superintendent                                                    | CBB          |
| Professional Staff                        | GCB   | Support Staff Hiring                                                                             | GDF          |
| Support Staff                             | GDB   | <b>Resignation</b>                                                                               |              |
| <b>Renovations</b>                        | FJ    | Resignation of Board Members                                                                     | BBBC         |
| <b>Rentals and Service Charges</b>        |       | Resignation of Staff                                                                             |              |
| Fees paid by public                       | KF    | Professional Staff                                                                               | GCQC         |
| Fees schools pay for use                  | DFC   | Support Staff                                                                                    | GCQD         |
| <b>Repairs/Maintenance</b>                | ECB   | Resignation of Superintendent                                                                    | CBJB         |
| <b>Repeal of Policy</b>                   | BGF   | Resignation of Support Staff Members                                                             | GDQB         |
| <b>Report Cards</b>                       | IKAB  | <b>Resolution(s)</b>                                                                             |              |
| <b>Reporting Board Meeting Business</b>   | BEDK  | of Board                                                                                         |              |
| <b>Reporting Child Abuse/Neglect</b>      | JLF   | Voting Method                                                                                    | BEDF         |
| <b>Reporting of Hazards</b>               | EBAA  | Board Meeting Procedures                                                                         | BED          |
| <b>Reporting Periods</b>                  | IKAB  | of Concerns/Complaints/Grievances                                                                |              |
| <b>Reports</b>                            |       | Community/Public                                                                                 | KE           |
| Accident Reports                          | EBBB  | Staff                                                                                            | GBK          |
| Accomplishment Reporting to the Public    | AEC   | Students                                                                                         | JII          |
| Administrative Reports                    | CL    | of Discrimination Complaints                                                                     | ACG          |
| Annual Reports                            | CM    | <b>Resource</b>                                                                                  |              |
| Buildings and Grounds Records and Reports | ECC   | Community Resources                                                                              | IJN          |
| Construction Project Records and Reports  | FEJ   | Community Resource Persons                                                                       | IJOB         |
| Financial Reports and Statements          | DIC   | Resource Centers                                                                                 | IJNC         |
| Food Services Records and Reports         | EFI   | Resource Staff Positions                                                                         | GCAAC        |
| Office Services Records and Reports       | EGE   | Resource Teachers                                                                                | IJNB         |
| Replacement of Property                   | ECHD  | <b>Responsibilities (topics that begin or have as main subject the word "responsibilities.")</b> |              |
| 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                                  | JI          | 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                                | JIA         |
| Superintendent's Retirement                                          | CBJB        | Student Rights and Responsibilities                       | JI          |
|                                                                      |             | 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          |                                                           |             |

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|                                       |            |                                                                                                      |             |
|---------------------------------------|------------|------------------------------------------------------------------------------------------------------|-------------|
| <b>Sabbatical Leaves</b>              |            | <b>Sanctions/Impasse Procedures</b>                                                                  | <b>HO</b>   |
| Administrative Staff Sabbatical Leave | GCCBF      |                                                                                                      |             |
| Instructional Staff Sabbatical Leave  | GCCAF      | <b>Sanitation</b>                                                                                    |             |
|                                       |            | Food Sanitation Program                                                                              | EFH         |
| <b>Safe Schools</b>                   | <b>ADD</b> | Building and Grounds Maintenance                                                                     | ECB         |
| <b>Safety</b>                         |            | <b>Satanism</b>                                                                                      | <b>JICF</b> |
| Safety Education/Health Education     | IHAM       |                                                                                                      |             |
| Safety Goggles                        | EBB/       | <b>Schedules</b>                                                                                     |             |
|                                       | IHAD       | Budget Deadlines and Schedules                                                                       | DBC         |
| Safety Program                        | EBB        | Payday Schedules                                                                                     | DKA         |
| School Bus Safety Program             | EEAE       | Professional Staff Schedules                                                                         | GCL         |
| Staff Health and Safety               | GBG        | Scheduling Classes                                                                                   | IIC         |
| Student Safety                        | JLI        | School Bus Scheduling and Routing                                                                    | EEAC        |
| Student Safety Patrols                | JLIC       | School Day                                                                                           | ID          |
|                                       |            | Student Schedules and Course Loads                                                                   | IIE         |
| <b>Salary Deductions</b>              | <b>DKB</b> | Support Staff Time Schedules                                                                         | GDK         |
| <b>Salary Schedules</b>               |            | <b>Scholarships/Student Awards</b>                                                                   | <b>JM</b>   |
| Professional Staff Salary Schedules   |            |                                                                                                      |             |
| Administrative Staff                  | GCBB       | <b>School (the following listings refer only to "school" matters, not to "school board" topics.)</b> |             |
| Instructional Staff                   | GCBA       | School Admissions                                                                                    | JF          |
| Support Staff Salary Schedules        | GDBA       | School Assemblies                                                                                    | IME         |
|                                       |            | School Attendance Areas                                                                              | JC          |
| <b>Sales (also see Fund-Raising)</b>  |            | School Attorney                                                                                      | BDG         |
| Income from School Sales and Services | DFF        | School-Based Management                                                                              | CFD         |
| Public Sales Calls and Demonstrations | DJGA       | School Building Administration                                                                       | CF          |
| 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                           | DFB     | Board Superintendent Relationship             | BDD   |
| Revenues from School-Owned Real Estate | ECBB    |                                               |       |
| Grounds Maintenance                    | IJNC    | Science                                       |       |
| School Libraries                       | EFF     | Education                                     | IHAD  |
| School Lunch Service                   | JLC/    | Resources and Materials                       | IJD   |
| School Nurses                          | GCAAB   |                                               |       |
|                                        | EEBA    | Science Fairs                                 | IMF/  |
| School Vehicles                        | JLC/    |                                               | IHAD  |
| School Physician                       | GCAAB   |                                               |       |
|                                        | DN      | Scope of Negotiations                         | HC    |
| School Properties Disposition          | BHA     |                                               |       |
| School Seal                            | DFF     | Screening/Testing of Students                 | JLDAC |
| School Sales and Services              | KDC     |                                               |       |
| School-Sponsored Information Media     | IMI     | Seal/Logo                                     | BHA   |
| School Stores                          | CB      | Official Legal Seal                           | AA    |
| School Superintendent                  |         |                                               |       |
| School Trustees (See School Board)     | IJOC    | Searches                                      |       |
| School Volunteers                      | IC      | Bomb Threats                                  | EBCC  |
| School Year                            |         | Interrogations and Searches                   | JIH/  |
| School Board (see policy codes)        | Section |                                               | GBE   |
|                                        | B       |                                               | JIHB  |
| Board Committees                       | BDE     | Parking Lot Searches                          | ECAD/ |
| Board Communications with Public       | BHD     | Property and Belongings of Staff              | GBGB  |
| Board Communications with Staff        | BHC     |                                               |       |
| Board Consultants                      | BDH     | Second Language Procedures                    |       |
| Board Elections                        | BBBG    | Board Meetings                                | BEDE  |
| Board Facilities and Services          | BIC     | Instruction                                   | IHBE  |
| Board Hearings                         | BEE     |                                               |       |
| Board Inspection and Acceptance of New |         | Secondary Schools                             | CFH   |
| Facilities                             | FG      | High School Administration                    | CFHB  |
| Board Liability                        | BBC     | Middle School/Junior High School              |       |
| Board Meetings                         | BE      | Administration                                | CFHA  |
| Organizational Meeting                 | BDA     |                                               |       |
| Regular Board Meetings                 | BEA     | Secret Societies                              | JICF  |
| Second Language Procedures             | BEDE    |                                               |       |
| Special Board Meetings                 | BEB     | Secretarial Services                          |       |
| Board Members                          |         | Board Facilities and Services                 | BIC   |
| Attendance at Meetings                 | BBAA    | Support Personnel for Building Administration | CFF   |
| Authority and Responsibilities         | BBAA    | Support Staff Office Positions                | GDA   |
| Code of Ethics                         | BCA     |                                               |       |
| Compensation and Expenses              | BID     | Secretary to the Board                        | BDC   |
| Conduct                                | BC      |                                               |       |
| Conflict of Interest                   | BCB     | Security                                      |       |
| Development Opportunities              | BIB     | Buildings and Grounds Security                | ECA   |

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

|                                              |        |                                                  |         |
|----------------------------------------------|--------|--------------------------------------------------|---------|
| Political Solicitations                      | KHE    | Staff/Personnel (policy codes)                   | Section |
| Public Solicitations in Schools              | KH     |                                                  | G       |
| 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                | DEB/    |
| Special Education Programs                   | IHBA   | Determination                                    | DEC     |
| Special Education Student Transportation     | EEAB   | State Aid                                        | DEB     |
| Special Events Transportation                | EEAFA  | State and Federal Programs Administration        | CGD     |
| Special Instructional Programs and           |        | State Education Agency Relations                 | LF      |
| 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             |        | Teaching about Drugs, Alcohol, and Tobacco       | IHAMA   |
| Specifications                               | FB/FE  |                                                  |         |
| 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              |         |
| Instructional Staff Inservice                | GCIB   | Substitutes                                      | GCEB    |
| Professional Staff Development               | GCI    | Arrangements for Support Staff Substitutes       | GDGB    |
| Support Staff Career Development             | GDMA   | Instructional Staff Extra Duty                   | GCMD    |
| Support Staff Inservice                      | GDMC   | Part-Time and Substitute Professional Staff      |         |
|                                              |        | Employment                                       | GCG     |

|                                                   |              |                                                        |               |
|---------------------------------------------------|--------------|--------------------------------------------------------|---------------|
| 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/<br>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/<br>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<br>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            |               |
| Supervisors/Job Descriptions/Administrative       | GCAB         | Eligibility for Student Activities                     | JJJ           |
| Supplementary Materials Selection and Adoption    | IJK          | Student Probation                                      | JKC           |
| Supplementary Pay                                 |              | Suspension of Policies                                 | BGF           |
| Assignment to Professional Positions              | GCBC         | Suspension of Rules of Order                           | BEDD          |
| Assignment to Support Staff Positions             | GDBC         | Suspension of Student Bus-Riding Privileges            | EEAEC         |
| Support Personnel for Building Administration     | CFF          | Swimming Pools                                         |               |
| Support Services (see policy codes)               | Section E    | Construction of Recreational Facilities                | FEI           |
|                                                   |              | Community Use of School Facilities                     | KF            |
|                                                   |              | Physical Education                                     | IHAE          |
|                                                   |              | Student Safety                                         | JLI           |
| <b>T</b>                                          |              |                                                        |               |
| Tables of Organization/Organization Charts        | CCA          | Tax Hearings                                           | DC            |
| Taping Board Meetings                             | BEDJ         | Tax Collection                                         |               |
| Taping Copyrighted Materials                      | EGAD         | Revenues from Local Tax Sources                        | DEA           |
| Tardiness                                         |              | Relations with Taxation Authorities                    | KLA           |
| Staff Tardiness/Time Schedules                    | GCL/<br>GDK  | Revenues from Local Tax Sources                        | DEA           |
| Student Tardiness                                 | JHA          | Tax Rolls                                              | DEB           |
| Taxes                                             |              | Tax-Sheltered Annuities                                | DLB           |
| Revenues from Local Tax Sources                   | DEA          | Taxing and Borrowing                                   | DC            |
| Revenues from Federal Tax Sources                 | DEC          | Taxation Authorities                                   | KLA           |
| Revenues from State Tax Sources                   | DEB          | Teacher (also see Professional/ Instructional Staff)   | GC            |
| Tax and Debt Limitations/Taxing and Borrowing     | DC           | Resource Teachers                                      | IJNB          |
| Tax Anticipation Notes                            | DC           | Teacher Examinations/Professional Staff Hiring         | GCFA          |
| Tax Assessment                                    | DC           | Teacher Institutes                                     | GCCAE         |
| Tax Deductions for Senior Citizens/Local Revenues | DEA          | Teacher Organizations                                  |               |
|                                                   |              | Professional Organizations                             | GCU           |
|                                                   |              | Staff Negotiating Organizations                        | HH            |
|                                                   |              | Teacher Positions                                      | GCAAA         |
|                                                   |              | Teacher-Pupil Ratio/Class Size                         | IJB           |

|                                                                       |               |                                                            |              |
|-----------------------------------------------------------------------|---------------|------------------------------------------------------------|--------------|
| <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/<br>ECA |
| <b>Team Teaching</b>                                                  | IIF           | <b>Tickets</b>                                             |              |
| <b>Technical Education/Vocational-Technical Education</b>             | IHAI          | Food Tickets                                               | EFDA         |
|                                                                       |               | Gate Receipts and Admissions                               | DFD          |
| <b>Technology</b>                                                     |               | <b>Time for Learning</b>                                   |              |
| Computer/Technology Literacy                                          | IHAJ          | Class Interruptions                                        | IMH          |
| Resource Selection and Adoption                                       | IJKA          | Scheduling for Instruction                                 | IIC          |
| Resources                                                             | IJND          |                                                            |              |
| 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          |
|                                                                       |               | Support Staff Schedules                                    | GDK          |
| <b>Television</b>                                                     |               | <b>Title IX</b>                                            |              |
| Broadcasting and Taping of Board Meetings                             | BEDJ          | Nondiscrimination on the Basis of Sex/general              | ACA          |
| News Media Relations                                                  | KDD           | Sexual Discrimination/Staff                                | GBAA         |
| Sports and Special Events News Coverage                               | KDDB          | Sexual Discrimination/Student                              | JBA          |
| Technology Resources                                                  | IJND          |                                                            |              |
| <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           |                                                            |              |
| Support Staff Probation and Tenure                                    | GDI           | <b>Tournaments/Interscholastic Athletics</b>               | JJI          |
| <b>Termination of Employment</b>                                      |               | <b>Tracking/Grouping for Instruction</b>                   | IJA          |
| Professional Staff Termination of Employment                          | GCQ           |                                                            |              |
| Superintendent's Termination of Employment                            | CBJ           | <b>Traffic and Parking Procedures</b>                      | ECE          |
| Support Staff Termination of Employment                               | GDQ           | Student Automobile Use                                     | JLIE         |
|                                                                       |               | Parking Lot Searches                                       | JHJB         |
| <b>Term of Office of Board Members</b>                                | BBB           | <b>Training</b>                                            |              |
| <b>Tests/Testing</b>                                                  |               | Training Leave                                             |              |
| GED Testing                                                           | IHDB          | Administrative Staff Training Leave                        | GCCBE        |
| Psychological Testing of Staff Members/Staff Health                   | GBGA/<br>GBGC | Instructional Staff Training Leave                         | GCCAE        |
|                                                                       | ILB           | Support Staff Training Leave                               | GDH          |
| Standardized Test Administration                                      |               | Professional Staff Training                                | GCID         |
| Testing Programs                                                      | IL            | Support Staff Training                                     | GDMB         |
| Curriculum/District Assessments                                       | ILKAA         |                                                            |              |
| Student Achievement                                                   | ILA           | <b>Trampolines</b>                                         |              |
| Test Selection and Adoption                                           | ILC           | Accident Prevention and Safety Procedures                  | EBB          |
| Use and Dissemination of Test Results                                 |               | Physical Education                                         | IHAIE        |
|                                                                       |               | 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                      |                   |                                                                  |              |
| Admission of Nonresident Students                        | <b>JFABC</b>      | <b>Treasurer</b>                                                 | <b>BDC</b>   |
| Relations with other Schools and School Districts        | <b>LB</b>         | <b>Truancy</b>                                                   | <b>JHB</b>   |
| School Choice/Open Enrollment                            | <b>JFB</b>        |                                                                  |              |
| Transfers from Nonaccredited Schools/Home Schools        | <b>JF/JG/IHBG</b> | <b>Trustees, Board of (see School Board)</b>                     |              |
| Assignment of Students to Classes and Grade Levels       | <b>JG</b>         | <b>Truth in Taxation Requirements/Budget Hearings and Review</b> | <b>DBF</b>   |
| Graduation Requirements                                  | <b>IKF</b>        | Revenues from Local Sources                                      | <b>DEA</b>   |
| Transfers into District/School Admissions                | <b>JFABC</b>      | Taxing and Borrowing                                             | <b>DC</b>    |
| Transfers out of District/Student Withdrawal from School | <b>JFC</b>        | <b>Tuberculosis Examinations</b>                                 |              |
| Transfers to Special Education Schools                   | <b>IHBA</b>       | Physical Examinations of Students                                | <b>JLCA</b>  |
|                                                          |                   | Staff Health                                                     | <b>GBGA</b>  |
| <b>Transit Authority/Relations with Local Government</b> | <b>KLK</b>        | <b>Tuition/Admission of Nonresident Students</b>                 | <b>JFAB</b>  |
|                                                          |                   | Adult Education                                                  | <b>IHD</b>   |
| <b>Transition-to-Work Education</b>                      | <b>IHAQ</b>       | Summer School                                                    | <b>IHCA</b>  |
|                                                          |                   | Tuition Refunds for Staff                                        |              |
| <b>Transportation (see policy codes)</b>                 | <b>EE</b>         | Professional Staff Development                                   | <b>GCI</b>   |
| Business and Personnel Services                          | <b>EEB</b>        | Professional Staff Fringe Benefits                               | <b>G CBD</b> |
| Special Education Student Transportation                 | <b>EEAB</b>       | Support Staff Career Development                                 | <b>GDM</b>   |
| Student Transportation                                   | <b>EEA</b>        | Support Staff Fringe Benefits                                    | <b>GDBD</b>  |
| Student Transportation in Private Vehicles               | <b>EEAG</b>       | <b>Tutoring for Pay</b>                                          | <b>GCRD</b>  |
| <b>Travel</b>                                            |                   | <b>Tutoring Provided by School</b>                               |              |
| Board Member Compensation and Expenses                   | <b>BID</b>        | Homebound Instruction                                            | <b>IHBF</b>  |
| Expense Reimbursements for Travel                        | <b>DKC</b>        | Individual Help                                                  | <b>IJJ</b>   |
| Field Trips and Excursions                               | <b>IJOA</b>       | Peer Tutoring                                                    | <b>IJO</b>   |
| Leave for Professional Travel/Study                      | <b>GCCAF</b>      | Remedial Tutoring                                                | <b>IHBDB</b> |
| Local Travel                                             | <b>EEB</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/IHBG</b> | <b>Unions</b>                                           |              |
|                                                            |                     | Professional Staff Membership                           | <b>GCU</b>   |
| <b>Unchartered School/Nonchartered Schools</b>             | <b>JFA/LBC/IHBG</b> | Relations with Labor Organizations                      | <b>KJF</b>   |
| Home Schools                                               |                     | Staff Negotiating Agents                                | <b>HH</b>    |
|                                                            |                     | Support Staff Membership                                | <b>GDS</b>   |
| <b>Underground Student Publications</b>                    | <b>JICEB</b>        | <b>United States Office of Education/Relations with</b> | <b>LG</b>    |
| <b>Unemployment Insurance</b>                              |                     | <b>Universities, Relations with</b>                     | <b>LD</b>    |
| Insurance Management if related to purchase and management | <b>EI</b>           | <b>Unwed Mothers/Fathers</b>                            |              |
| Staff Protection                                           | <b>GBG</b>          | Programs for Pregnant Students                          | <b>IHBCA</b> |
|                                                            |                     | Married Students                                        | <b>JIG</b>   |
| <b>Unexpired Term Fulfillment</b>                          | <b>BBBE</b>         | Pregnant Student                                        | <b>JIE</b>   |
|                                                            |                     | Students with Children                                  | <b>JIF</b>   |
| <b>Uniforms</b>                                            |                     | <b>Vacancies</b>                                        |              |
| Band Uniforms                                              | <b>IJE</b>          | Posting of Professional Staff Vacancies                 | <b>GCEC</b>  |
| Expense Reimbursements                                     | <b>DKC</b>          | Posting of Support Staff Vacancies                      | <b>GDEA</b>  |
| Support Staff Fringe Benefits                              | <b>GDBD</b>         | Vacancies on the Board                                  | <b>BBBE</b>  |

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

## W-Z

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

|                                                                                                |       |                                                    |       |
|------------------------------------------------------------------------------------------------|-------|----------------------------------------------------|-------|
| <b>Work Load</b>                                                                               |       |                                                    |       |
| Professional Staff Work Load                                                                   | GCM   | Support Staff Training, Workshops, and Conferences | 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/ |
| Professional Staff Work Load                                                                   | GCM   |                                                    | JO    |
| 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  | <b>Zoning Authorities, Relations with</b>          | KLJ   |
|                                                                                                | GCCAE |                                                    |       |
|                                                                                                | 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 JJ) 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

Caesar Rodney School District, Wyoming, Delaware

## 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.

Adopted: May 2025  
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

Revised: May, 2025

CROSS REFS.: JI, Student Rights and Responsibilities  
JICI, Weapons in School  
JK, Student Discipline, and subcodes

Caesar Rodney School District, Wyoming, Delaware

## 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