

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

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

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

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

B

Baccalaureate Services		Bidding Procedures	DJE
Graduation Exercises	IKFB	Bidding Requirements for Sale of School Property/School Properties Disposition	DN
Background Checks (see policy codes)	GCF/ GDF	Construction Contracts Bidding and Awards	FEG
Band		Bilingual Instruction	IHBE
Band Instruments/Maintenance and Control of Materials and Equipment	EDB	Bill Payment	
Band Uniforms/Student Fees, Fines, and Charges	JQ	Payment Procedures	DK
Music Education	HAG	Binding Arbitration	HOA
Student Activities	JJ	Black Studies	
Student Travel	JJH	Curriculum Programs	IH
Student Performances/Exhibits/Competition	JJC	Multiculturalism	IFC
Banking		Boarding School Students	
Banking Services	DG	Alternative School Programs	IHBHA
Management of Staff Funds	DL	Student Admissions	JF
Bargaining (see policy codes)	Section H	Board of Cooperative Educational Services (BOCES)	
Negotiations Goals/Priority Objectives	HA	Relations with County/Regional Education Agencies	LE
Bargaining Agent		Shared Services and Staff	LBA
Employee Negotiating Organizations	HH	Board of Education, School Board (see policy codes)	Section B
Basic		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
Beepers	JICJ	Board Liability	BBC
Behavior		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
Benefits		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
Bequests		Conflict of Interest	BCB
Public Gifts/Donations to Schools	KCD	Development Opportunities	BIB
Bereavement Leave		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
Bible Readings		Services	BI
Teaching about Religion	HAL	Student Member	JIBB/
Religious Observances and Displays	IMDC		BBB
Bicycles		Unexpired Term Fulfillment/Vacancies	BBBE
Student Bicycle Use	JLID	Board Memberships	BK
Bidding		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/ 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 B	Broadcasting as part of the curriculum/ Technology Resource Selection and Adoption	IJKA
		Technology Resources	IJND
Board of School Trustees (see School Board/ Board of Education)		Relations with Broadcasting Stations/Media 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/ 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/ KCCB
Fidelity Bonds/Bonded Employees and Officers	DCA		Section F
Management of Capital Reserves		Buildings/Facilities (see policy codes)	F
Use of Students in Bond Campaigns			CF
Use of Students in Public Information 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 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 and Adoption	IJM	Planning and Construction	FE
Supplementary Materials Selection and Adoption	IJK		
Textbook Selection and Adoption	IJJ	Bulletin Boards	
Book Stores/School Stores	IMI	use by employee negotiating organizations	HI
Public Concerns/Complaints about Instructional Resources	KEC	use by outside groups/Distribution/Posting of Promotional Material	KHC
		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
Certificated/Certified Personnel		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
Certification Requirements	GCFC	Relations with Child Care Providers	KJH
		School-Based Child Care	IHCFA
Chairperson of the Board/Board Officers	BDB	Child-Rearing Leave/Parental Leave	
		Administrative Staff Parental Leave	GCCBC
Challenged Materials		Instructional Staff Parental Leave	GCCAC
Public Concerns about Instructional Resources	KEC	Support Staff Parental Leave	GDCC
Teaching about Controversial/Sensitive Issues	IMB		
		Choice of Schools/School Choice/Open Enrollment	
Change Orders/Construction Contracts Bidding and Awards	FEG	Interdistrict Choice	JFB
		Intra-District Choice	JFBB
Chaperones		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		
Chapter I		Christmas/School Ceremonies and Observances	
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
Charges		Churches	
Civil or Criminal		Relations with Churches	KJC
Student Interrogations, Searches, and Arrests	JIH	Relations with Nonpublic Schools	LBC
Vandalism	ECAC		
Gate Receipts and Admissions	DFD	Citizens Committees	
Income from School Sales and Services	DFF	Advisory Committees	BDF
Student Fees, Fines, and Charges	JQ	Community Involvement in Education	KC
Tuition	JFABA	Site-/School-Based Management	CFD
		Citizenship Education/Values Education	IHAK
Checking Accounts/Banking Services	DG		
		City Government/Relations with Local Government Authorities	KLK
Check-Writing Services	DGB		
		Civic Organizations/Relations with Community Organizations	KJ
Cheerleaders/Cheerleading/Students Athletics	JJI		
Cheerleading Camp/School Camps	IHCE	Civil	
Insurance Program/Risk Management	EI	Civil Defense	
		Relations with Fire and Emergency Preparedness Authorities	KLH
Chemical Use/Drugs and Alcohol		Plans/Disaster Plans	EBCA
Drug and Alcohol Use by Students	JICH	Civil Rights	
Drug-Free Schools	ADB	of Minors/Student Due Process Rights of Staff	JIA
Drug-Free Work Place	GBEC		GBK/GBE
Programs for Substance Abusers	IHBCB		
Staff Conduct	GBEB	Class/Classroom	
Substance Abuse Counseling	JLDBC	Class Gifts/Student Gifts and Solicitations	JP
Teaching about Drugs, Alcohol, and Tobacco	IHAMA	Class Gifts to School/Student Donations	JP
Tobacco-Free Schools	ADC	Class Interruptions	IMH
		Class Rankings	IKC
Chemistry/Science Education	IHAD	Class Size	IIB
Advanced College Placement	IHCD	Classroom Materials and Resources	IJ
Science Resources and Materials	IJD	Classroom Organization	
		Grade-level organization	IE
Chief School Administrator/Executive Officer/ Superintendent (See policy codes)	CB	Instructional Approach for classrooms and schools	IF
		Instructional Arrangements for organization within schools and classes	II
Child			
Child Abuse/Maltreatment/Neglect			

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

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

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

D

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

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

Disclosure Statements (including Financial)		District Annual Meeting	
Board Member Conflict of Interest	BCB	School Board Elections	BBBG
Staff Conflict of Interest	GBEA	Board Organizational Meeting	BDA
Superintendent Conflict of Interest	CBF		
Discrimination		District Program Assessments	ILBA
Equal Employment Opportunity	GBA	Donations to Schools	
Equal Educational Opportunities	JB	Business Donations	KGD
Nondiscrimination	AC	Public Donations	KCD
		Student Donations	JP
Disease/Disease Prevention		Double Sessions/School Day	ID
Communicable Disease/Students	JLCC	Dress Code	
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		
Dismissal		Drills/Emergency Plans	EBCB
Dismissal Precautions	JLIB	Drill Squads	JJC
Dismissal of Classes/School Day	ID	Driver Education	IHAN
Dismissal of Superintendent	CBJA	Dropouts/Student Withdrawal from School	JFC
Suspension and Dismissal of Professional Staff	GCQF	Drugs	
Suspension and Dismissal of Support Staff Members	GDQD	Administering Medicines to Students	JLCD
Displays of Student Work	JJC	Drug and Alcohol Use by Students	JICH
Disposal/Disposition of School Property	DN	Drug-Free Work Place	GBEC
Disruptions		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
Disruptive Students/Student Conduct	JIC	Tobacco-Free Schools	ADC
Alternative School Programs	IHBH	Dual Enrollment/Concurrent Enrollment	IHCDA
Dissemination/Communication of Budget		Due Process	
Recommendations	DBE	Staff Due Process Rights (general)	GBE
Dissemination/Communication		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
Distribution of Supplies and Equipment/Materials and Equipment Management	ED	Duplicating Services/Photocopying	EGAB
Distribution/Posting of Promotional Materials	KHC	Duties	
Distributive Education		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)	
District Administration (see policy codes)	Section C	School Board Negotiating Rights and Responsibilities	HE
		Superintendent Powers and Responsibilities	CBC
		Duty-Free Lunch/Professional Staff Schedules	GCL

E

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

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

Events	
Catering/Food Service	EFG
Special Events Transportation	EEAFA
Sports and Special Events Media Coverage	KDD
Student Social Events	JJB
Evidence/In Hearings	BEE
Examinations/Testing	
Bus Driver Examinations and Training	EEAEA
Final Examinations	IKAA
Physical Examinations of Students	JLCA
Physical/Psychological Examinations of Staff/Staff Health	GBGA
Employee Assistance Programs	GBGC
Psychological Testing of Students	JLDAC
Preemployment Examinations/Staff Health	
Professional Staff Hiring	GCF
Support Staff Hiring	GDF
Excellence/Commitment to Accomplishment	AE
Academic Achievement	IK
Merit/Performance Pay	GBCA
Exceptional Students (seedisabled/handicapped/special education students)	IHBA
Exchange Students	JFABB
Exchange Teaching	GCT
Exclusions and Exemptions from School Attendance	JHD
Excuses for Student Absences	JH
Executive Sessions	BEC
Executive Personnel/Staff	
Administrative Staff Positions	GCAB
Management Team/Senior Staff	CD
Exemptions	
from Required Instruction	IMBB
from School Attendance	JHD
Exhibitions of Student Work	JJC
Expenditure of Funds	
Budget Implementation	DBI
Payment	DK
Purchasing	DJ
Expenses/Expense Reimbursements	DKC
Board Member Compensation and Expenses	BID
Experiments/Experimental Education Programs	
Animals in Schools	IMG
Curriculum Research	IGB
Laboratory/Accident Prevention and Safety Procedures	EBB
Pilot Projects	IGC
Relations with Education Research Agencies (see policy codes)	Section L
Science Education	IHAD
Staff Research and Publishing	GCS

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

F

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

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

G

Gambling			
Public Conduct on School Property	KFA	Graduation Exercises	IKFB
Staff Conduct	GBEB	Graduation Requirements	IKF
Student Conduct	JIC	Graduation Requirements for Handicapped Students	IKF
Gangs	JICF	Graffiti	
Garnishments/Salary Deductions	DKB	Building and Grounds Maintenance	ECB
Gate Receipts and Admissions	DFD	Gang Activity	JICF
GED Programs/Diplomas	IHDB	Vandalism	ECAC
General Personnel Policies	GB	Grants/Funding Proposals and Applications	DD
General School Administration	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
Gifted and Talented Education	IHBB	Graphic Arts Services	EGAC
Gifts		Grievances	
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	Grooming Standards	
Bequests	KCD	Staff Dress Code	GBEBA
Class Gifts to Schools	JP	Student Dress Code	JICA
Gifts from Public	KCD	Grounds Management/Building and Grounds Management	
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	Grouping for Instruction	IIA
Global Education/Social Studies Education	IHAC	Group Insurance	
Goals and Objectives (see first code in each of 12 policy sections)		Professional Staff Fringe Benefits	G CBD
Goal-Based Education	AEA	Support Staff Fringe Benefits	G DBD
Goal-Setting	BA	Guarantees	
Governmental Authorities, Relations with	KL	Purchasing Procedures	DJB
Grades/Grading		Contractor's Affidavits and Guarantees	F EGB
Computation of Averages/Grading Systems	IKA	Guards	
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	KLG
Assignment of Students to Classes and Grades	JG	Guest Speakers	IJOB
Grade-Point-Average	IKC	Controversial Guest Speakers	IMC
Grade Requirements/Academic Requirements	IKA	Guidance Counselors	JLDA
Grading Periods	IKA/IKAB	Guidance Program	JLD
Grading Systems	IKA	Guidance Staff Positions	GCAAB
Student Progress Reports to Parents	IKAB	Guns	JICI
Graduation	IKF	Rifle Ranges	EC
Early Graduation	IKFA	Gymnasiums	
GED Programs	IHDB	Building and Grounds Maintenance	ECB
		Construction of Recreational Facilities	FEI
		Community Use of School Facilities	KF

H

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

Identification		Industry (see Business)	
Badges/Cards for Students and Staff	ECABA	Information, Freedom of	KDB
Identification, Intervention, Postvention/ Student Problems	JLDBA	Open Meetings	BEC
Identification of Person on School Property/ Visitors	KIA	Information Program (also see Communications)	KD
Illness, Emergencies at School/First Aid	JLCE	Injuries on School Property	
Illness, Leave for		Student First Aid and Emergency Medical Care	JLCE
Administrative Staff Sick Leave	GCCBA	Student Safety	JLI
Instructional Staff Sick Leave	GCCAA	Innovative Programs/Pilot Projects	IGC
Support Staff Sick Leave	GDCA	Inoculations of Students/Immunization of Students	JLCB
Illness, Student Absences	JH	In-School Suspension	JKB/JKD
Immunization of Students	JLCB	Inservice Education Requirements	
Impasse Procedures	HO	Administrative Staff Inservice	GCIC
Imprest Fund/Types of Funds	DIB	Assistance from Higher Education	LDC
Improvements, Facilities	FJ	Instructional Staff Inservice	GCIB
Incentive Salary Plans		Support Staff Inservice	GDMC
Administrative Staff Merit Pay	GCBBA	Insignia of School District/Logo	BHA
Instructional Staff Merit Pay	GCBA	Insignia, Wearing of by Students/Student Dress Code	
Support Staff Merit Pay	GDBB	Secret Societies/Gangs	JICF
Inclement Weather		Student Dress	JICA
Emergency Plans	EBCD	Inspections	
School Cancellations and Closings	EBCE	Board Inspection and Acceptance of New Facilities	FG
Income/Revenues	DE/DF	Buildings and Grounds Inspections	EBA
Income from School Sales and Services	DFF	Inspections of Buses/School Bus Safety Program	EEAE
Income Tax Deductions/Salary Deductions	DKB	Instruction/Instructional (see policy codes)	Section I
Increments in Salary/Salary Schedules		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
Independent Study	III	Instructional TV	IJND
Indian Education Programs/Special Instructional Programs and Accommodations	IHB	Instruments	
Indian Tribal Councils, Relations with	KJG	Maintenance and Control of Equipment and Materials	EDB
Individual Help/Tutoring	IHBDB	Music Education	IHAG
Individualized Educational Plan/Special Education (IEP)	IHBA	Insubordination	
Individualized Instruction	IJJ	Staff Conduct	GBEB
Industrial Arts	IHAJ	Student Conduct	JIC
Industrial Arts Resources and Materials	IJI	Suspension and Dismissal/Professional Staff Members	GCQF
		Suspension and Dismissal of Support Staff Members	GDQD
		Insurance	
		Board Member Insurance	BIE
		Bonded Employees and Officers	DH
		Business and Personnel Transportation 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/ 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			
Integration		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	
Interdistrict Relations	LB	Interrogations and Searches	JIH
		News Conferences	KDDA
Intergroup Education/Human Relations		Opinion Polls	KCBA
Education		Professional Staff Hiring	GCF
Multiculturalism	IFC	Support Staff Hiring	GDF
Social Studies Education	IHAC		
Intermediate School District		Intoxicants, see Alcohol	
Relations with other Schools and School			
Districts	LB	Intramural Programs	JJIA
County Education Agency Relations	LE		
Interns		Inventories	
Administrative Intern Program	CJ	Financial	DID
Student Teaching and Internships	LDA	Receiving/Warehousing	EDA
Interoffice Communications/Office		Investigations/Interrogations and Searches	
Communications Services	EGA/ EGAEA	(see Interrogations)	
		Investments	
		Revenues from Investments	DFA
		Use of Surplus Funds	DFAA
J			
Janitorial/Custodial Services	ECD	Job-Sharing	
		Professional Staff Job-Sharing	GCGC
Job Actions/Staff Job Actions	HP	Support Staff Job-Sharing	GDGC
Job Descriptions		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		
Job Descriptions Preparation and Review		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	
Job Placement for Students/Graduates	JO/ JLDBG	Competitive Food Sales	EFE
		Menu Development/Options	EFB
Job Reclassification		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

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

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

Loyalty Oaths	
Board Member Qualifications	BBBA
Professional Staff Positions	GCA
Qualifications of Superintendent	CBA
Support Staff Positions	GDA

Lunch Periods	
Open/Closed Campus	JHCA
Professional Staff Schedules	GLC
Support Staff Schedules	GDK
School Day	ID

Lunch Program	EF
Adult Food Services	EFF

Lunch Workers/Support Staff Positions	GDAC
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M

Magnet Schools	
Curriculum	IHBHB
School Choice/Open Enrollment	JFBD

Mail and Delivery Services	EGAE
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Maintenance	
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

Make-Up Opportunities	JH
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Management	
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

Manpower Training Programs/Adult Occupational Education	IHDC
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Marijuana	
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

Student Use of Drugs and Alcohol	JICH
Substance Abuse Counseling	JLDBC

Marking Periods/System/Grading Systems	IKA
Nongraded Education	IFE

Marrled Students	JIG
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Master Teachers/Mentor Teachers	GCHA
Mentor Teacher/Caring Adult	JLDBF

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

Materials Resources Records and Reports	EDD
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Maternity Leave	
Administrative Staff Maternity Leave	GCCBC
Instructional Staff Maternity Leave	GCCAC
Support Staff Maternity Leave	GDCC

Mathematics Instruction	IHAB
Mathematics Resources and Materials	IJB

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

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

Insurance		Mileage Allowance/Expense	
Professional Staff Fringe Benefits	G CBD	Reimbursements	DKC/ 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		
Merit System/Merit Pay		Money Collection	
Administrative Staff Merit System	GCBBA	Charges and Tuition	JFABA
Instructional Staff Merit System	GCBAA	Collection of Money from Students	JQA
Merit/Performance Pay Programs	GBCA	Collection of Money/Food Tickets	EFDA
Support Staff Merit System	GDBB	Gate Receipts	DFD
Metal Detectors	JHHC	Public Solicitation in Schools	KHA
Method of Determining Staff Negotiating		Revenues from Tax Sources	DE
Organizations	HH	Revenues from Nontax Sources	DF
Methods of Instruction/Teaching Methods	IMA	Staff Gifts and Solicitations	GBEBC
Metrics Education/Mathematics Education	IHAB	Money-Raising Activities/Fund Raising	
Microfilming Records/Data/Records Retention	EHB	Student Fund Raising	JJE
Middle Schools		Solicitations	KH
Administration	CFHA	Moonlighting	
Curriculum	IHA	Professional Staff Nonschool Employment	GCR
Migrant Education/Special Instructional		Support Staff Nonschool Employment	GDR
Programs	IHB	Moral Education	IHAK
Homeless Children		Motorbikes/Student Automobile Use	JLIE
Admission	JFABD	Community Use of School Fields/Grounds	KFC
Programs for Homeless Children	JLG		

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

N

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

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

P

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

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

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

Program		Public Address System	
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/ GCAB
Programmed Learning/Teaching Methods	IMA		KDA
		Public Information Program	KM
Progress Reports to Parents	IKAB	Public Library, Relations with	KCBB
		Public Opinion Polls	BEDH
Projections/Enrollment Projections	FBB	Public Participation at Board Meetings	KDA
		Public Relations	KH
Promotions		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	
Promotional Materials		Publications	
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/ KCCA	Professional Publishing by District	
	FDA	Curriculum Guides and Course Outlines	IGE
Bond Campaigns	KDC	Printing and Duplicating Services	EGAB/ EGAC
School Information Media			DFE
Propaganda		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
Properties Disposal/Disposition	DN	School-Sponsored Information Media	JICE
		Student Publications	
Property		Pull-Out Programs	IID
Insurance	EIA		
Property Loss/Damage	ECAD/ GBGB	Pupil (see Student)	
	ECAD		
Restitution		Pupil-Teacher Ratios/Class Size	IIB
Protection of Staff	GBG		
		Purchase/Purchasing	
Psychological Services		Cooperative Purchasing	DJD
Employee Assistance Programs	GBGC	Emergency Purchases	DJB
Staff Health	GBGA	Food Purchasing	EFA
Student Psychological Services	JLD	Lease-Purchase Agreements/Purchasing Procedures	DJB
		Local Purchasing	DJF
Psychological Testing of Employees	GBGA/ GBGC	Purchase Orders/Purchasing Procedures	DJB
		Purchasing Authority	DJA
Psychological Testing of Students	JLDAC	Purchasing from Petty Cash	DJC
		Purchasing from Individual School Funds	DIB
Public		Purchasing from Student Activities Funds	JJF
Accomplishment Reporting to the Public	AEC	Purchasing Guides and Vendor Lists	DJB/ 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 for selection of textbooks, films, computers and other classroom resources.)	
Personnel Files	GBJB		
Student Records	JRA		
Public Access to Test Results	ILC		

Q

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

R

Racial Balance		Reclassification of Positions	
Equal Employment Opportunity	GBA	Professional Positions	GCP
School Attendance Areas	JC	Support Positions	GDP
Student Assignment to School Choice/Open Enrollment	JCA JFB	Recognition for Accomplishment	AEB GBL
		Staff Awards and Recognition	
Radon	EBAB	Recordkeeping/Data Management	EH DI
Radio		Accounting Records	
Broadcasts	IJND/ BEDJ	Records	
Student Conduct	JIC	Access to Records	
Technology Resources	IJND	Personnel	GBJB
		Public's Right to Know	KDB
Ranges/Shooting	EC	Student Records	JRA
Rank in Class/Class Rankings	IKC	Buildings and Grounds Records and Reports	ECC
Ratification of Negotiated Agreement	HL	Computer Access and Control	EHAA
Ratification of Policies/Policy Adoption	BGB	Computerized Data Systems	EHA
		Construction Project Records and Reports	FEJ
Ratio/Ratios		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
Reading Instruction	IHAA	Inventories	DID
Reading Resources and Materials	IJA	Material Resources Records and Reports	EDD
Readmission of Students		Microfilming of Records/Data/Records 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
Real Property Purchase/Rental/Sale		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	Recreation	
Temporary School Facilities	FCC	Facility Maintenance	ECBC
		Physical Education	IHA
Recall of Board Members	BBBD	Relations with Recreation Authorities	KLF
Receiving and Warehousing	EDA	Student Activities	JJ
		Recruitment of Staff	
		Professional Staff Recruiting	GCE
		Recruitment and Appointment of Superintendent	CBB
		Support Staff Recruiting	GDE

Recruitment of Students		Support Staff Development	GDM
Interscholastic Athletics	JJIB	Student Tuition/Fees	
Relations with Armed Services	KLK	Student Admissions to Schools	JFABA
Relations with Business Organizations	KG	Student Fines, Fees, and Charges	JQ
Relations with Colleges and Universities	LD	Summer Schools	IHCA/ CGA
Relations with Churches	KJC		GDBD
School Admissions	JF	Support Staff Fringe Benefits	
Recycling	EDE	Relations with	
Reduction in Force		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
Re-employment		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
Re-Entry to School	JFCA	Fire and Emergency Preparedness Authorities	KLH
Referenda		Government Authorities	KL
Bond Referenda	FDA/ KCCA	Health and Welfare Agencies	KLE
Budget Referenda	DBGA/ KCCB	Housing Agencies	KLD
Taxing and Borrowing	DC	Labor Organizations	KJF
Referral of Students to other Agencies	JLDAB	Law Enforcement Authorities	KLK
Regional Service Centers, Relations with	LB	Local Government Authorities	KLMA
Regional Laboratories, Relations with	LE	Military/Armed Services	KLKA
Registers, Student		Municipal Authorities	KJB
Student Attendance Accounting	JHBB	Neighborhood/Community Associations	KLF
Regular Board Meetings	BEA	Parks and Recreation Agencies	KLJ
Regulations		Planning and Zoning Authorities	KK
Board Review of Regulations	CHB/ BGD	Professional Associations	KJI
Development of Regulations	CHA	Senior Citizens	KLC
Policy Implementation	CH	Social Service Agencies	KLL
Regulations Communication	CHC	State Government Authorities	KJD
Reimbursement		Youth Organizations	
Reimbursement of Expenses	DKC	Relations with Cultural Institutions	KM
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	Release	
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
		Released Time	
		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	Reproduction of Copyright Material	EGAD
Religion		Requirements/Curriculum	IHA
Absence on Religious Holiday		Requisitions/Purchasing Procedures	DJB
Professional Absences and Excuses	GCC	Research	
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	Reserve Funds/Types of Funds	DIB
Student Immunization	JLCB	Reserves, Capital	DCA
Remedial Instruction	IHBDA	Residency Requirements/School Admissions	JF/ JFABA
Removal from Office/Board Member	BBBD	General Staff Hiring	GBA
Renaming Schools	FF	Professional Staff Hiring	GCF
Renegotiations	HQ	Recruitment and Appointment of Superintendent	CBB
Renewal of Contract		Support Staff Hiring	GDF
Professional Staff	GCB	Resignation	
Support Staff	GDB	Resignation of Board Members	BBBC
Renovations	FJ	Resignation of Staff	
Rentals and Service Charges		Professional Staff	GCQC
Fees paid by public	KF	Support Staff	GCQD
Fees schools pay for use	DFC	Resignation of Superintendent	CBJB
Repairs/Maintenance	ECB	Resignation of Support Staff Members	GDQB
Repeal of Policy	BGF	Resolution(s)	
Report Cards	IKAB	of Board	
Reporting Board Meeting Business	BEDK	Voting Method	BEDF
Reporting Child Abuse/Neglect	JLF	Board Meeting Procedures	BED
Reporting of Hazards	EBAA	of Concerns/Complaints/Grievances	
Reporting Periods	IKAB	Community/Public	KE
Reports		Staff	GBK
Accident Reports	EBBB	Students	JII
Accomplishment Reporting to the Public	AEC	of Discrimination Complaints	ACG
Administrative Reports	CL	Resource	
Annual Reports	CM	Community Resources	IJN
Buildings and Grounds Records and Reports	ECC	Community Resource Persons	IJOB
Construction Project Records and Reports	FEJ	Resource Centers	IJNC
Financial Reports and Statements	DIC	Resource Staff Positions	GCAAC
Food Services Records and Reports	EFI	Resource Teachers	IJNB
Office Services Records and Reports	EGE	Responsibilities (topics that begin or have as main	
Replacement of Property	ECHD	subject the word "responsibilities.")	
Reporting of Hazards	EBAA	Board Powers and Responsibilities	BBA
		Board Member Authority and Responsibilities	BBAA
		Custodial/Noncustodial Parent Rights and	
		Responsibilities	KBBA
		Parent Rights and Responsibilities	KBB
		Powers and Responsibilities of Superintendent	CBC
		School Board Negotiating Rights and	
		Responsibilities	HE

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

S

Sabbatical Leaves		Sanctions/Impasse Procedures	HO
Administrative Staff Sabbatical Leave	GCCBF		
Instructional Staff Sabbatical Leave	GCCAF	Sanitation	
		Food Sanitation Program	EFH
Safe Schools	ADD	Building and Grounds Maintenance	ECB
Safety		Satanism	JICF
Safety Education/Health Education	IHAM		
Safety Goggles	EBB/	Schedules	
	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
Salary Deductions	DKB	Support Staff Time Schedules	GDK
Salary Schedules		Scholarships/Student Awards	JM
Professional Staff Salary Schedules			
Administrative Staff	GCBB	School (the following listings refer only to "school" matters, not to "school board" topics.)	
Instructional Staff	GCBA	School Admissions	JF
Support Staff Salary Schedules	GDBA	School Assemblies	IME
		School Attendance Areas	JC
Sales (also see Fund-Raising)		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		JHIB
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

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

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

Part-Time and Substitute Support Staff Employment	GDG	Support Staff (see policy codes)	GD
Substitute Teachers	GCG	Surety Bonds/Bonded Employees and Officers	DH
Substituting by Student Teachers	LDA/ GCGA	Surplus	
Temporary Administrative Arrangements	CI	School Properties Disposition	DN
Suicide Prevention		Use of Surplus Commodities	EFAA
Staff/Employee Assistance Programs	GBGC	Use of Surplus Funds	DFAA
Students	JLDBA	Surveys	
Summer Program Administration	CGA	Polling and Survey Research	KCBA/ KCBB
Summer School Employment	CGA	Research and Administrative Reports	CL
(also see related codes under GC/GD)		Staff Involvement in Decision Making	GBB
Summer Schools		Suspension	
Administration	IHCA CGA	Athletics	JJIC
Superintendent (see policy codes)	CB	In-School Suspension	
Board-Superintendent Relationship	BDD	Suspension	JKD
Role in Negotiations	HG	Detention	JKB
Supervision		Student Suspension	JKD
Supervision of Construction	FEH	Student Suspension from Class	JKD
Supervision of Professional Staff	GCN	Suspension and Dismissal of Professional Staff Members	GCQF
Supervision of Students	JLIA	Suspension and Dismissal of Support Staff Members	GDQD
Supervision of Support Staff	GDN	Suspension from Participation in Activities	
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
T			
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/ 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

Teacher Aides Employment		Disposal of Obsolete Textbooks/School	
Instruction	IJNA	Property Disposition	DN
Support Staff Positions	GDA	Fines for Loss/Misuse of Textbooks	JQ
		Public Concerns/Complaints about Curriculum	KEC
Teaching (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		
Team Management	CC	Theft	GBGB/ ECA
Team Teaching	IIF	Tickets	
		Food Tickets	EFDA
Technical Education/Vocational-Technical Education	IHAI	Gate Receipts and Admissions	DFD
Technology		Time for Learning	
Computer/Technology Literacy	IHAJ	Class Interruptions	IMH
Resource Selection and Adoption	IJKA	Scheduling for Instruction	IIC
Resources	IJND		
Use of in Instruction	IJNDB	Time on Task/Time for Learning	IF
Use of in Office Services	EGD	Time Schedules	
Telephone Services	EGAF	Professional Staff Schedules	GCL
		Support Staff Schedules	GDK
Television		Title IX	
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		
Temporary		Tobacco	
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
Tenure		Tornado Warnings	EBCD
Professional Staff Probation and Tenure	GCJ		
Support Staff Probation and Tenure	GDI	Tournaments/Interscholastic Athletics	JJI
Termination of Employment		Tracking/Grouping for Instruction	IJA
Professional Staff Termination of Employment	GCQ		
Superintendent's Termination of Employment	CBJ	Traffic and Parking Procedures	ECE
Support Staff Termination of Employment	GDQ	Student Automobile Use	JLIE
		Parking Lot Searches	JHJB
Term of Office of Board Members	BBB	Training	
		Training Leave	
Tests/Testing		Administrative Staff Training Leave	GCCBE
GED Testing	IHDB	Instructional Staff Training Leave	GCCAE
Psychological Testing of Staff Members/Staff Health	GBGA/ GBGC	Support Staff Training Leave	GDH
	ILB	Professional Staff Training	GCID
Standardized Test Administration		Support Staff Training	GDMB
Testing Programs		Trampolines	
Curriculum/District Assessments	IL	Accident Prevention and Safety Procedures	EBB
Student Achievement	IKAA	Physical Education	IHAIE
Test Selection and Adoption	ILA	Student Athletics	JJI
Use and Dissemination of Test Results	ILC	Transfer of Funds/Budget Transfers	DBJ
Textbooks/Instructional Materials	IJ	Transfers of Personnel	
Care of Textbooks by Students	JICB	Professional Staff Assignments and Transfers	GCK
		Support Staff Assignments and Transfers	GDJ

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

U-V

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

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

W-Z

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

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

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 Dr. Jessilene Corbett, Assistant Superintendent

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
Revised: July 2026

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