

Scituate Public Schools

Policy Manual

Index



Scholarship • **P**artnership • **S**tewardship

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CODE-FINDER INDEX

Introduction

The Code-Finder Index helps you locate the policy topics quickly, find related policy areas, and understand the policy context for individual policies, regulations, and exhibits.

Just know the policy topic or area of interest and the Code-Finder Index allows you to find related policies in the Policy Manual. It's that simple.

The Code-Finder Index is an alphabetical listing of common education terms as well as of the policy titles found in the classification system. It is useful both for locating policies and regulations in the Policy Manual and for properly coding policies and regulations in the Manual. It

To ensure the most effective and efficient uses of the Code-Finder Index, familiarize yourself with the policy classification pages. Remember that the Code-Finder Index is like other indexes, if you don't find a particular entry, try similar terms or synonyms — or use a more general topic.

The Code-Finder format is as follows:

The policy topic appears on the left-hand side; subcategories are indented immediately below. Terms in bold type indicate the policy category in which the listing is located. You'll find the corresponding policy code on the right hand side. If two codes are listed, then the topics are located in either or both of the categories.

Library/Librarian	<i>(policy topic)</i>
<i>(sub-categories)</i>	<i>(policy code)</i>
Resource Staff Positions	GCAAC
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The Code-Finder technically is an index to the NEPN classification system, not to any single manual. It may contain many terms and policy codes for which there are not statements in your district manual. However if your policies have been coded and filed correctly, the Index will enable you to locate any policy that is in your manual.

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Limited Open/Closed Forum	JJAB
Closing Schools	
Retirement of Facilities	FCB
School Closings and Cancellations	EBCE
Clubs	
Secret Societies	JICF
Student Organizations	JJA
Relations with Community Organizations	KJ
Coaches	
Professional Staff Positions	GCA
Student Athletics	JJI
Supplementary Pay Plans	GCBC
Cocaine	
Drug and Alcohol Use by Students	JICH
Drug and Steroid Use in School Athletics	JJIE
Drug-Free Schools	ADB
Drug-Free Work Place	GBEC
Employee Assistance Program	GBGC
Programs for Substance Abusers	IHBCB

Staff Conduct	GBEB
Substance Abuse Counseling	JLDBC
Teaching about Drugs, Alcohol, and Tobacco	IHAMA
Cocurricular/Extracurricular Programs	JJ
Code of Conduct	
Board Member Conduct	BC
Student Code of Conduct	JICDA
Staff Conduct	GBEB
Superintendent's Conduct	CBF
Code of Ethics (see policy codes under Code of Conduct)	
Board Member Code of Ethics	BCA
Collaborative Bargaining	
Collaboratives/Relations with other Schools and School Districts	LB
Collaborative/Team Teaching	IIF
Collection of Money	
Charges and Tuition	JFABA
Collection of Money from Students	JQA
Collection of Money/Food Tickets	EFDA
Gate Receipts	DFD
Public Solicitation in Schools	KHA
Revenues from Tax Sources	DE
Revenues from Nontax Sources	DF
Staff Gifts and Solicitations	GBEBC
Collective Bargaining (see policy codes)	Section H
College Courses	
Advanced College Placement	IHCD
Postsecondary Options/Concurrent Enrollment	IHCDA
Relations with Colleges and Universities	LD
College Preparatory Program	
Basic Instructional Program	IHA
Graduation Requirements	IKF

Honors Program	IHCC
Colleges and Universities/Relations with	LD
Combining Schools/Consolidation	FCA
Commencement Exercises/Graduation Exercises	KFB
Commitment to Accomplishment	AE
Commitment to Excellence/Educational Philosophy School District Mission	AD
Committees	
Advisory Committees	BDF
Administrative Councils, Cabinets, and Committees	CE
Board Committees	BDE
Student Advisory Council	JIBC
Commodities, Government/Surplus Commodities	EFAA
Communicable Diseases	
Staff Welfare/Protection	GBG
Students/Communicable/Infectious Diseases	JLCC
Communications	
Board Communications with Public	BHD
Board Communications with Staff	BHC
Communication of Budget Recommendations	DBE
Communication Services	EGA
Communications with Parents	KBD
Communications with Staff	GBD
Confidentiality of Student Communications	JLDAA
Crisis Management/Communications	KDE
Policy Communication/Feedback	BGE
Public information and Communications	KD
Regulations Communication	CHC
School Board Communications	BH
School Communications Program	KDA
Community	
Adult/Community Education	IHD

Community Advisory Council/Advisory Committees	BDF
Community College Program	
Relations with Colleges and Universities	LD
or add new code under Extended Instructional Programs	IHC
Community Education	IHDD
Community Intern/Service Program for Students	JN
Community Instructional Resources/Learning Resources	IJO
Community Involvement in Decision Making	KCB
Community Involvement in Education	KC
Community Involvement in School Elections	KCC
Community Learning Resources	IJO
Community Organizations/Relations with	KJ
Community Recreation Program	
Community Use of School Facilities	KF
Construction of Recreational Facilities	FEI
Relations with Community Organizations	KJ
Community Relations/School, Community, and Home Relations (see policy codes)	
Community Resource Guides/Community Learning Resources	IJO
Community Resource Persons/Speakers	IJOB
Community Schools/Adult, Community Education	IHD
Community Service by Students	JN
Community Use of School Buses/Special Use of Buses	EAAF
Community Use of School Equipment	
Authorized Use of School Equipment	EDC
Buildings and Grounds	KF
Community Use of School Facilities	KF
Relations with Community Organizations	KJ

School, Community, and Home Relations (see policy codes)	Section K
Staff Participation in Community Activities	GBH
Compensation	
Board Member Compensation	BID
Staff Compensation/general	GBC
specific information under appropriate GC/GD codes	
Superintendent's Compensation	CBE
Compensatory Educations	IHBD
Compensatory Time	
if an alternative to overtime pay/Supplementary Pay	
Professional Staff	GCBC
Support Staff	GDBC
Competency	
Competency Based Salary/Merit Pay	GBCA
Professional Staff Merit Pay	GCBAAG/CBBA
Support Staff Merit Pay	GDBB
Competency Requirements for Graduation	IKF
Competency Testing/Grading and Evaluation of Students	IKA
Competitive Food Sales/Vending Machines	EFE
Competitive Purchasing	DJF
Complaints/Concerns – Public (see policy codes)	KE
Staff Concerns/Complaints/Grievances	GBK
Student Concerns/Complaints/Grievances	JII
Complimentary Athletic Passes/Free Admissions	DFDA
Composition of the School Board/School Board Legal Status	BB
Comprehensive High School Program	
Basic Instructional Program/Curriculum	IHA
High School Administration/Management	CFHB
Compulsory Attendance Ages	JEA

Computers/Technology	
Authorized Use of School Equipment and Materials	EDC
Board Facilities and Services	BIC
Business Donations	KGD
Computer-Assisted Instruction	IJNDA
Computerized Data Systems	EHA
Computer Labs/Resource Centers	IJNC
Computer Security	EGAA
Copyright Compliance	EGAD
Computer/Technology Literacy	IHAJ
Computer Software Developed	
by Students/Rights and Responsibilities	JI
by Staff/Professional Research and Publishing	GCS
Vocational/Technical Education	IHAI
Gifts of Computers/Public Gifts and Donations	KCD
Royalties/Computer Software	DFE
Technology Resource Selection and Adoption	IJKA
Use of Technology in Office Services	EGD
Use of Technology Resources in Instruction	IJNDB
Concerns/Complaints/Grievances	
Public Concerns and Complaints (see policy codes)	KE
Staff Concerns/Complaints/Grievances	GBK
Student Concerns/Complaints/Grievances	JII
Concurrent Enrollment/Postsecondary Options	IHCDA
Conduct	
Public Conduct on School Property	KFA
Staff Conduct	GBEB
Student Conduct	JIC
in Cafeteria	JICDC
in Halls	JICDB
Student Conduct on School Buses	JICC

Superintendent's Conduct	CBF
Conferences	
Parent Conferences	IKACA
Professional Staff Leave/Conferences	GCCAE
Student Conferences	IKACB
School Board Conferences	BIBA
Support Staff Leave/Conferences	GDCE
Teachers with other school staff/Professional Work Load	GCMC
Conferences, Conventions, and Workshops	
Administrative Staff Leave-Conferences/Training/Workshops	GCCBE
Instructional Staff Leave-Conferences/Training/Workshops	GCCAE
Professional Training, Workshops, Conferences	GCID
School Board Conferences, Conventions, and Workshops	BIBA
Support Staff Leave-Conferences/Training/Workshops	GDCE
Support Staff Training, Workshops, Conferences	GDMB
Confidential Information	
Public Right to Know/Freedom of Information	KDB
Personnel File/Disclosure of Information	GBJA
Student Communications	JLDAA
Student Records	JRA
Conflict of Interest	
Board Member Conflict of Interest	BCB
Staff Conflict of Interest	GBEA
Superintendent's Conflict of Interest	CBF
Congressional Representatives	
Relations with Federal Government Authorities	KLM
School Board Legislative Program	BJ
Conservation	

Conservation of Energy	ECF
Construction Plans and Specifications	FED
Environmental Education	IHAO
Constituencies/People and Their School District	AB
Public Information and Communications	KD
Relations with Community Organizations	KJ
Construction (see policy codes)	Section F
Consultants	
Consultants to the Board	BDH
Facilities Planning Advisors	FBA
Program Consultants	CK
Consulting Activities	
Professional Staff Consulting Activities	GCRC
Superintendent's Consulting Activities	CBH
Consumer Education	IHAP
Contagious Diseases/Communicable Diseases	
Staff Health	GBGA
Students/Communicable and Infectious Diseases	JLCC
Contests for Students	JJG
Contingency Funds/Types of Funds	DIR
Continuing Education	
Adult/Community Education	IHD
Adult Education/Lifelong Learning Program Administration	CGC
Professional Staff Continuing Education	GCIE
Support Staff Continuing Education	GDMD
Continuous Progress Education	IFD
Contracting, Contractors, Contracts	
Contracted Bus Service/Transportation Management	EE
Contracting for Instruction	IIK
Contracting for Purchases Services	DJ
Contracting with Minority Business/Bidding	DJE

Contractor's Affidavits and Guarantees	FEGB
Contractor's Fair Employment Clause	FEGA
Contracts and Compensation Plans	
Professional Staff	GCB
Support Staff	GDB
Construction Contracts Bidding and Awards	FEG
Employment Contracts	
Professional Staff	GCB
Support Staff	GDB
Superintendent's Contract	CBD
Negotiated Contracts with Bargaining Units	HL/HM/HN
Performance Contracting	IIK
Signing Authority	DHA
Student Contracts	IIK
Superintendent's Contract	CBD
Controversial Issues/Teaching About	IMB
Controversial Speakers	IMC
Conventions	
Administrative Staff Leave/Conferences	GCCBE
Instructional Staff Leave/Conferences	GCCAE
School Board Conventions	BIBA
Support Staff Leave Conferences	GDCE
Cooperative Programming	
with business and industry	KGC
with other schools/school systems	LBB
Cooperative Learning	IIN
Cooperative Purchasing	DJD
Cooperative Vocational Education	IHAI
Coordinators/Instructional/Administrative Staff Positions	GCAA/GCAB
Copyright	
Copyright Compliance	EGAD

Royalties	DFE
Printing and Duplicating Services	EGAC
Corporal Punishment	JKA
Correspondence Courses	
Extended Instructional Programs/School Sponsored	IHC
Graduation Requirements/acceptance of credits/Graduation	IKF
Cost Estimates	
Construction Cost Estimates	FEF
Purchasing Procedures	DJB
Councils	
Advisory Committees and Cabinets	CE
Student Advisory Councils	JIBC
Student Government	JIBA
Counseling and Guidance	JLD
At-Risk Student Behaviors	JLDB
Career Counseling	JLDC
Child Abuse/Neglect Counseling	JLDBD
Counselor job positions/responsibilities	JLDA/GCAAB
Mentor Teacher/Caring Adult	JLDBF
Peer Counseling	JLDBE
Staff Welfare	GBG
Employee Assistance/Wellness Programs	GBGC
Substance Abuse Counseling	JLDBC
County Education Agency Relations	LE
County Government/Relations with	KLKB
Course Loads/Student	IIE
Course Requirements	
Academic Achievement	IK
Graduation Requirements	IKF
Courses of Study/Curriculum Guides and Course	
Outlines	IGE

Court Appearances	
Administrative Staff Legal Leave	GCCBB
Instructional Staff Legal Leave	GCCAB
Support Staff Legal Leave	GDCB
Court Orders	
if affects a particular program, e.g., desegregation, file under topic, otherwise under	JCAB
School Attorney/Legal Services	BDG
Court/Relations with Juveniles	
Homeless Children	JLG
Missing Children	JLH
Relations with Law Enforcement Authorities	KLG
Student Interrogations, Searches, and Arrests	JIH
Crack	
Crack Babies/Admission Procedures (to determine if student was a “crack baby”)	JFA
Drug and Alcohol Use by Students	JICH
Drug and Steroid Use in School Athletics	JJIE
Drug-Free Schools	ADB
Drug-Free Work Place	GBEC
Teaching about Drugs, Alcohol, and Tobacco	IHAMA
Programs for Substance Abusers	IHBCB
Substance Abuse Counseling	JLDBC
Credit/Credits	
Acceptance of credits from another school/ Admission Procedures	JFAB
College/graduate credits for placement on salary schedule/Professional Staff/Contracts/Compensation	GCB
Credit Cards	DGD
Credit Unions	DGC
For graduation	IKF
Crime	
Reporting Crimes in Schools/Signing Criminal	JIH

Complaints	
Student Interrogations, Searches, and Arrests	JIH
Relations with Law Enforcement Authorities	KLG
Staff Conduct	GBEB
Student Conduct	JIC
Crisis Management/Communications	KDE
Crowd Control/Security	ECA
Crossing Guards/Safety, Bus Patrols	EEAED
Cults	JICF
Culture	
Culture-Free Tests	IKA/ILA
Multiculturalism	IFC
Social Studies Education	IHAC
Curriculum	
Curriculum Programs (see policy codes)	IH
Curriculum Development, Adoption, and	IG
Curriculum Directors/Administrative Staff Positions	GCAB
if a part of Management Team/Senior Staff	CD
Curriculum Guides and Course Outlines	IGE
Curriculum Libraries	
Instructional Materials Centers	IJNC
Professional Libraries	IJNCA
Curriculum Research	IGB
Public Concerns/Complaints about Curriculum	KEC
Custodial Services	ECD
Custodians/Support Staff Positions	GDAB
Custodian of School Moneys/Appointed Board Officials	BDC

D

Damage to School Property Public	
Care of School Property by Students	JICB
Public Conduct on School Property	KFA

Vandalism	ECAC
Dangerous Weapons in Schools	JICI
Data	
Management	EH
Processing	EGAA
Day Care	
Child Care Programs (see policy codes)	IHCF
Relations with Child Care Providers	KJH
Deans	
Instructional Staff Positions	GCAA
Administrative Staff Positions	GCAB
Debt	
Debt Service Fund/Types of Funds	DIB
Limitation/Taxing and Borrowing	DC
Personal Debts of Employees	DGE
Decentralization/Site-/School Based Management	CFD
Decision Making	
Community Involvement in Decision Making	KCB
Site-/School-Based Management	CFD
Staff involvement in Decision Making	GBB
Student Involvement in Decision Making	JIB
Dedication of New Facilities	FI
Deductions from Pay/Salary Deductions	DKB
Defacement of School Property	
Care of School Property by Students	JIB
Public Conduct on School Property	KFA
School and Personal Property Replacement/Restitution	ECAD
Vandalism	ECAC
De Facto Segregation	
Desegregation Plans	JCAB
Equal Educational Opportunities	JB

Nondiscrimination	AC
School Attendance Areas	JC
Deferred Compensation Plans/Tax-Sheltered Annuities	DLB
Delinquent Behavior/Student Conduct (see policy codes)	JIC
Delivery Services/Mail and Delivery	EGAE
Demonstration Schools	
Grants and Special Projects	DD
Pilot Projects	IGC
Demonstrations	
by Staff	GBK/HP
by Students	JIJ
Demonstrations of Products/Sales Calls and Demonstrations	DJGA
Demotion of Staff	
Discipline, Suspension, and Dismissal/Professional Staff	GCQF
Discipline, Suspension, and Dismissal/Support Staff	GDQD
Professional Staff Probation, Tenure, and Seniority	GCJ
Support Staff Probation, Tenure, and Seniority	GDI
Dental Hygienists	JLCA
Dental Insurance	JLA
Departmentalization	CC
Depository of Funds/Banking Services	DG
Desegregation	
Equal Educational Opportunities	JB
Nondiscrimination	AC
Plans	JCAB
School Attendance Areas	JC
Desktop Publishing	EGAC
Destaffing/Reduction in Work Force	
Administrative Staff Reduction in Force	GCQB
Instructional Staff Reduction in Force	GCQA

Support Staff Reduction in Force	GDQA
Detention of Students	JKB
Determination of Budget Priorities	DBD
Development	
Development Opportunities	
Board Member Development Opportunities	BIB
Professional Staff Development	GCI
Superintendent's Development Opportunities	CBG
Support Staff Career Development	GDMA
of Administrative Rules	CHA
of Policies	BGA
of Regulations	CHA
Differentiated Staffing	IIG
Diplomas	
Adult High School/GED Programs	IHDB
Graduation Requirements	IKF
Direct Affiliate Membership in NSBA/School Boards Memberships	BK
Directives/Handbooks and Directives	CHCA
Directories/Handbooks and Directives	
Curriculum Programs and Resources	IGE/IJ
Regulations and Procedures	CHCA
Student Handbook	JI
Directors	
Administrative Staff Positions	GCAB
Management Team/Senior Staff	CD
Disability Insurance	
Fringe Benefits	
Professional Staff	GCBD
Support Staff	GDBD
Workers' Compensation	GBGD
Disadvantaged Students	IHBC

At-risk Student Behaviors	JDLB
Disaster Drills	EBCB
Discharge of Staff Members/Dismissal	
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)	
Board Member Conflict of Interest	BCB
Staff Conflict of Interest	GBEA
Superintendent Conflict of Interest	CBF
Discrimination	
Equal Employment Opportunity	GBA
Equal Educational Opportunities	JB
Nondiscrimination	AC
Disease/Disease Prevention	
Communicable Disease/Students	JLCC
Immunization of Students	JLCB
Instruction about Disease/Health Education	IHAM
Physical Examination of Students	JLCA
Staff Health	GBGA
Dismissal	
Dismissal Precautions	JLIB
Dismissal of Classes/School Day	ID
Dismissal of Superintendent	CBJA
Suspension and Dismissal of Professional Staff	GCQF
Suspension and Dismissal of Support Staff Members	GDQD
Displays of Student Work	JJC
Disposal/Disposition of School Property	DN

Disruptions	
Bomb Threats	EBCC
Employee Job Actions	HP
Public Conduct on School Property	KFA
Student Demonstrations and Strikes	JIJ
Disruptive Students/Student Conduct	JIC
Alternative School Programs	IHBH
Dissemination/Communication of Budget	
Recommendations	DBE
Dissemination/Communication	
of Policy	BGE
of Regulations	CHC
Distribution of Supplies and Equipment/Materials and Equipment Management	ED
Distribution/Posting of Promotional Materials	KHC
Distributive Education	
Career Education	IHAQ
Computer/Technology Education	IHAJ
District Administration (see policy codes)	Section C
District Annual Meeting	
School Board Elections	BBBG
Board Organizational Meeting	BDA
District Program Assessments	ILBA
Donations to Schools	
Business Donations	KGD
Public Donations	KCD
Student Donations	JP
Double Sessions/School Day	ID
Dress Code	
Student Dress Code	JICA
Staff Dress Code	GBEBA
Drills/Emergency Plans	EBCB

Drill Squads	JJC
Driver Education	IHAN
Dropouts/Student Withdrawal from School	JFC
Drugs	
Administering Medicines to Students	JLCD
Drug and Alcohol Use by Students	JICH
Drug-Free Work Place	GBEC
Drug-Free Schools	ADB
Drug Use in School Athletics	JJIE
Programs for Substance Abusers	IHBCB
Substance Abuse Counseling	JLDBC
Teaching about Drugs, Alcohol, and Tobacco	IHAMA
Tobacco-Free Schools	ADC
Dual Enrollment/Concurrent Enrollment	IHCDA
Due Process	
Staff Due Process Rights (general)	GBE
Discipline, Suspension, and Dismissal of Professional Staff	GCQF
Discipline, Suspension, and Dismissal of Support Staff	GDQD
Student Due Process Rights	JIA
Duplicating Services/Photocopying	EGAB
Duties	
Board Member Authority and Responsibilities	BBAA
Board Powers and Responsibilities	BBA
Duties and Responsibilities (see Powers and Responsibilities)	
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
Early Childhood Education	IHBI
Early Graduation	IKFA
Early Retirement	
Retirement of Professional Staff	GCQE
Retirement of Support staff	GDQC
Economics Education/Social Studies Education	IHAC
Education Agency/Relations (see policy codes)	Section L
Educational Philosophy	AD
Educational Specifications/Construction	FEA
Educational Television/Technology Resources	IJND
Technology Resources Selection and Adoption	IJKA
Effective Schools	ADE/ILD
Eighteen-Year-Olds/Students of Legal Age	JID
Elderly/Senior Citizens	KJI
Election Authorities/Relations with	KLB
Elections	
Board Elections	BBBG
Political Solicitations in Schools	KHE
Electronic Mail	EGAEA
Elementary Schools	
Curriculum Programs	IH
Early Childhood Education	IHBI
Elementary School Administration	CFG
Organization of Instruction	IE
Eligibility	
Student Activities	JJJ
Student Athletics	JJIC
Emergencies	EBC
Administrative Staff Emergency Leave	GCCBB
Crisis Communications	KDE

Disaster Plans	EBCA
Emergency Closings	EBCE
Emergency Purchases/Purchasing Procedures	DJB
Emergency Repairs/Building and Grounds Maintenance	ECB
First Aid/Emergency Medical Care	JLCE
Instructional Staff Emergency Leave	GCCAB
Support Staff Emergency Leave	GDCB
Weather-Related Emergencies	EBCD
Emotionally Disturbed Students	
At-Risk Student Behaviors	JLDB
Special Education/Programs for Disabled/Handicapped	IHBA
Employee	
(see policy codes under Professional Staff/GC; Support Staff/GD; Superintendent/CB)	
Employee Assistance Program	GBGC
Employee Benefits Administration	DLA
Employee Credit Union	DGC
Employment	
Employment of Retired Staff Members Retirement of Professional Staff Members/Support Staff if standard practice	GCQE/GDQC
Consultants if handled on a case-by-case basis	BDH/CK
Employment of Students	JO
Equal Opportunity Employment	GBA
Outside Employment	
Nonschool Employment by Professional Staff Members	GCR
Nonschool Employment by Support Staff Members	GDR
Part-Time and Substitute Professional Staff Employment	GCG
Part-Time and Substitute Support Staff Employment	GDG

Staff Hiring/general	GBA
Professional Staff Hiring	GCF
Support Staff Hiring	GDF
Encumbrances/Budget Implementation	DBI
Endowment Funds/Grants from Outside the School System	DDA
Energy Conservation	ECF
Energy-Saving Construction	FED
Engineering Services/Facilities Construction	FE
English as a Second Language	IHBEA
English instruction	IHAA
Enrichment Programs/Extended Instructional Programs	IHC
Gifted and Talented Education	IHBB
Enrollment of Students/School Admissions	JF
Enrollment Projections	FBB
Entrance Age	JEB
Environment/Environmental	
Authorities/Relations with	KLI
Environmental and Safety Program	EB
Environmental Audits	EBAC
Environmental Education	IHAO
Environmental Impact Plans for construction	FED
Environmental Management	EB
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	GCO
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
Pre-employment 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 (see disabled/handicapped/ special education students)	IHDB
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	DKB
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
Extended Instructional Programs	IHC
Extended School Day	ID
Extended School Year	
Extended School Year	UCB
Year-Round School	ICC

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

F

Facilities Planning and Development (see policy codes)	Section F
Buildings and Construction	FE
Community Use of School Facilities	KF
Facilities Accommodations for Handicapped	FC
Facilities Construction	FE
Facilities Development Priority Objectives	FA
Facilities Funding	FD
Facilities Inventory	FB
Facilities Renovation	FJ

Public Dedication of Staff Facilities	FI
Professional Staff Facilities	GCV
Support Staff Facilities	GDT
Fact Finding/Impasse Procedures	HO
Fair Employment	
Contractor's Fair Employment Clause	FEGA
Equal Employment Opportunity	GBA
Fairs	
Contests for Students/sponsored by outside groups	JJG
School Fairs/School-Sponsored Events	IMF
False Alarms	
Staff Conduct	GBEB
Student Conduct	JIC
Family Education Rights and Privacy Act	KBB/JR
Family Leave	
Administrative Staff Family Leave	GCCBC
Instructional Staff Family Leave	GCCAC
Support Staff Family Leave	GDCC
Family Life Education/Health Education	IHAM
FAX Service	EGAEB
Federal	
Federal Aid/Grants	DDA
Federal Education Agency Relations	LG
Relations with Federal Government Authorities	KLM
Revenues from Federal Tax Sources	DEC
State and Federal Programs Administration	CGD
Fees	
Fee Based Transportation Program	EEAD
Fees for Duplicating Public Records	EGAB
Student Activities Fees	JJF

Student Fees, Fines, and Charges	JQ
Tuition	JFABA
Fidelity Bonds/Bonded Employees and Officers	DH
Field Trips and Excursions	IJOA
Fighting/Student Conduct	JIC
Films/Videotapes/Photographs	
Instructional Resource	IJ
of Students	JRD
Final Examinations	IKAA
Financial	
Financial Aid to Students/Student Aid Programs	JLB
Financial Disclosure	
Board Member Conflict of Interest	BCB
Superintendent's Conduct	CBF
Staff Conduct	GBEB
Financial Projections	DBC
Financial Reports and Statements	DIC
Fiscal Staff Positions	GDA A
Fines	
Professional Staff Leaves and Absences	GCC
Salary Deductions	DKB
Students Fees, Fines and Charges	JQ
Support Staff Leaves and Absences	GDC
Fingerprinting	
Missing Children	JLH
Professional Staff Hiring	GCF
Student Safety	JLI
Support Staff Hiring	GDF
Fire	
Fire Prevention/Safety Procedures	EBB
Insurance	EIA

Relations with Fire Authorities	KLH
Safety Drills	EBCB
Firearms	
Staff Welfare/Protection	GBG
Weapons in School	JICI
Firecrackers/Fireworks	
Accident Prevention and Safety Procedures	EBB
Student Conduct	JIC
Firing (see Dismissal)	
First Aid	JLCE
Fiscal (also see Financial)	
Fiscal Accounting and Reporting	DI
Relations with Financial Authorities	KLA
Fiscal Management (see policy codes)	Section D
Fiscal Staff Positions	GDA A
Fiscal Projections	DBC
Fiscal Year	DBB
Fixed Assets Accounting/Inventories	DID
Flag Displays	IMDB
Flexible Scheduling/Scheduling for Instruction	IIC
Food/Food Services Management (see policy codes)	EF
Food Prices	EFD
Food Tickets/Collection of Money	EFDA
Food Sanitation Program	EFH
Food Staff Positions	GDAC
Relations with Senior Citizens/Food Services	KJI
Foreign Exchange Students	JFABB
Foreign Languages	IHAH
Second Language Procedures at Meetings	BEDE
Foundations/School	KGA
Foundations and Basic Commitments (see policy codes)	Section A

Fraternities/Secret Societies	JICF
Free	
Free Admissions	DFDA
Free and Reduced Price Food Services	EFC
Free Instructional Materials	ED
if part of program for disadvantaged	IHBC
Freedom	
Freedom of Expression	
Academic Freedom	IB
Student Publications	JICE
Student Rights and Responsibilities	JI
Freedom of Information/Public Right to Know	JDB
Fringe Benefits	
Professional Staff Fringe Benefits	GCBD
Superintendent's Compensation and Benefits	CBE
Support Staff Fringe Benefits	GDBD
Funding Proposals and Applications	DD
Funding Sources Outside the School System Funding	DDA
Sources Within the School System/Mini-grants	DDB
Fund-Raising	
Public Solicitations	KH
School Foundations	KGA
Staff Gifts and Solicitations	GBEBC
Student Fund-Raising Activities	JJE
Revenues from Non-tax Sources	DF
Funds	
Depository of Funds/Banking Services	DG
School Funds/Types of Funds	DIB
Staff Funds Management	DL
Student Activities Funds	JJF
Types of Funds	DIB

Use of Surplus Funds	DFAA
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G

Gambling	
Public Conduct on School Property	KFA
Staff Conduct	GBEB
Student Conduct	JIC
Gangs	JICF
Garnishments/Salary Deductions	DKB
Gate Receipts and Admissions	DFD
GED Programs/Diplomas	IHDB
General Personnel Policies	GB
General School Administration	Section C
Gifted and Talented Education	IHBB
Gifts	
Acceptance of Gifts from Suppliers	DJG
Board Member Conflict of Interest	BCB
Staff Conflict of interest	GBEA
Relations with Vendors	DJG
Bequests	KCD
Class Gifts to Schools	JP
Gifts from Public	KCD
Grants from Private Sources/Outside Sources	DDA
School Foundations	KGA
Staff Gifts and Solicitations	GBEBC
Student Gifts and Solicitations	JP
Global Education/Social Studies Education	IHAC
Goals and Objectives (see first code in each of 12 policy sections)	
Goal-Based Education	AEA
Goal-Setting	BA
Governmental Authorities, Relations with	KL

Grades/Grading	
Computation of Averages/Grading Systems	IKA
Grade Adjustment	IKAD
Grade-Level Organization	IE
Grade Placement/Promotion and Retention of Students	IKE
Assignment of Students to Classes and Grades	JG
Grade-Point-Average	IKC
Grade Requirements/Academic Requirements	IKA
Grading Periods	IKA/IKAB
Grading Systems	IKA
Student Progress Reports to Parents	IKAB
Graduation	IKF
Early Graduation	IKFA
GED Programs	IHDB
Graduation Exercises	IKFB
Graduation Requirements	IKF
Graduation Requirements for Handicapped Students	IKF
Graffiti	
Building and Grounds Maintenance	ECB
Gang Activity	JICF
Vandalism	ECAC
Grants/Funding Proposals and Applications	DD
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
Graphic Arts Services	EGAC
Grievances	
Staff Concerns/Complaints and Grievances	GBK
Student Concerns/Complaints/Grievances	JII
Public Concerns/Complaints (See policy codes)	KE

Grooming Standards	
Staff Dress Code	GBEBA
Student Dress Code	JICA
Grounds Management/Building and Grounds Management	EC
Community Use of	KFC
Grounds Maintenance	ECBB
Grouping for Instruction	IIA
Group Insurance	
Professional Staff Fringe Benefits	GCBD
Support Staff Fringe Benefits	GDBD
Guarantees	
Purchasing Procedures	DJB
Contractor's Affidavits and Guarantees	FEGB
Guards	
Building and Grounds Security	ECAE
Safety Patrols	EEAED
Relations with Law Enforcement Authorities	KLG
Guest Speakers	IJOB
Controversial Guest Speakers	IMC
Guidance Counselors	JLDA
Guidance Program	JLD
Guidance Staff Positions	GCAAB
Guns	JICI
Rifle Ranges	EC
Gymnasiums	
Building and Grounds Maintenance	ECB
Construction of Recreational Facilities	FEI
Community Use of School Facilities	KF

H

Handbooks and Directives	CHCA
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Handicapped Students/Exceptional Students/ Disabilities	IHBA
Harassment, Sexual	
General Policy	ACA/ACG
Staff	GBBA
Students	JBA
Hazards	
Reporting Hazards	EBAA
Hazardous Materials	EBAB
Hazing	JICFA
Head-Lice/Communicable Diseases	JLCC
Head Start Program	
Instructional Program/Disadvantaged	IHBC
Administration of State/Federal Programs	CGD
Health	
Health Authorities, Relations with	KLE
Health Education	IHAM
Health Insurance/Fringe Benefits	
Professional Staff Fringe Benefits	G CBD
Support Staff Fringe Benefits	G DBD
Health Resources and Materials	IJG
Health Staff Positions	GCAAB
Staff Health and Safety	GBGA
Student Health Services and Requirements	JLC
Hearings	
Board Hearings	BEE
Budget Hearings and Reviews	DBF
Special Procedures for Hearings	
Staff Concerns/Complaints/Grievances	GBK
Student Expulsion	JKE
Heterogeneous Grouping/Homogeneous	IFA
Heating	

Building/Grounds/Property Management	EC
Energy Conservation	ECF
High Schools	
High School Curriculum/Basic Instructional Program	IHA
High School Administration	CFHB
Higher Education (see policy codes)	LD
Hiring	
Job Sharing	
Professional Staff Job Sharing	GCGC
Support Staff Job Sharing	GDGC
Part-Time and Substitute Support Staff Employment	GDG
Professional Staff Hiring	GCF
Recruitment and Appointment of Superintendent	CBB
Support Staff Hiring	GDF
History/Social Studies Education	IHAC
History/Social Studies Resources and Materials	IJC
HI V/AIDS	
HIV/AIDS Education	IHAMC
Staff Health	GBGA
Students with HIV/AIDS	JLCCA
Holidays	
Professional Staff Vacations and Holidays	GCD
Religious Holidays/Student Absences and Excuses	JH
Professional Staff Leaves and Absences	GCC
Support Staff Leaves and Absences	GDC
School Ceremonies and Observances	IMD
School Holidays/School Calendar	ICA
Support Staff Vacations and Holidays	GDD
Homebound Instruction	IHBF
Home Economics/Vocational-Technical Education	IHAI
Home Education/Home Instruction	IHBG

Home Schools, Relations with	LBC
Home Visits	JLEA
Homeless Students	
Admission of Homeless Students	JFABD
Programs for Homeless Students	JLG
Homework	IKB
Homogeneous Grouping/Heterogeneous	IFA
Honorariums, Acceptance of by Staff	
Professional Staff Consulting Activities	GCRC
Superintendent's Consulting Activities	CBH
Honor Rolls	IKD
Honors, Graduation with/Graduation Requirements	IKF
Honors Programs	IHCC
Gifted and Talented Education	IHBB
Hospital Instruction/Homebound instruction	IHBF
Hospitalization in Emergencies	JLCE
Hospitalization Insurance	
Support Staff Fringe Benefits	GDBD
Professional Staff Fringe Benefits	GCBD
Hours/School Day	ID
Professional Staff Schedules	GCL
Support Staff Schedules	GDK
Housing	
Authorities, Relations with	KLD
Housing for Staff	
Professional Staff Fringe Benefits	GCBD
Rental and Service Charges/Leasing	DFC
Support Staff Fringe Benefits	GDBD
Housing for Students/Student Welfare	JL
if Alternate School Programs	IHBHA
Human Relations Education/Social Studies	

Education	IHAC
Multiculturalism	IFC
Hurricane Warnings	EBCD

I

Identification	
Badges/Cards for Students and Staff	ECABA
Identification, Intervention, Postvention/ Student Problems	JLDBA
Identification of Person on School Property/ Visitors	KIA
Illness, Emergencies at School/First Aid	JLCE
Illness, Leave for	
Administrative Staff Sick Leave	GCCBA
Instructional Staff Sick Leave	GCCAA
Support Staff Sick Leave	GDCA
Illness, Student Absences	JH
Immunization of Students	JLCB
Impasse Procedures	HO
Imprest Fund/Types of Funds	DIB
Improvements, Facilities	FJ
Incentive Salary Plans	
Administrative Staff Merit Pay	GCBBA
Instructional Staff Merit Pay	GCBA
Support Staff Merit Pay	GDBB
Inclement Weather	
Emergency Plans	EBCD
School Cancellations and Closings	EBCE
Income/Revenues	DE/DF
Income from School Sales and Services	DF
Income Tax Deductions/Salary Deductions	DKB
Increments in Salary/Salary Schedules	
Administrative Staff Salary Schedules	GCBB

Instructional Staff Salary Schedules	GCBA
Support Staff Salary Schedules	GDBA
Independent Study	III
Indian Education Programs/Special Instructional Programs and Accommodations	IHB
Indian Tribal Councils, Relations with	KJG
Individual Help/Tutoring	IHBDB
Individualized Educational Plan/Special Education (IEP)	IHBA
Individualized Instruction	IJJ
Industrial Arts	IHAI
Industrial Arts Resources and Materials	IJI
Industry (see Business)	
Information, Freedom of	KDB
Open Meetings	BEC
Information Program (also see Communications)	KD
Injuries on School Property	
Student First Aid and Emergency Medical Care	JLCE
Student Safety	JLI
Innovative Programs/Pilot Projects	IGC
Inoculations of Students/Immunization of Students	JLCB
In-School Suspension	JKB/JKD
In-Service Education Requirements	
Administrative Staff In-service	GCIC
Assistance from Higher Education	LDC
Instructional Staff In-service	GCIB
Support Staff In-service	GDMC
Insignia of School District/Logo	BHA
Insignia, Wearing of by Students/Student Dress Code	
Secret Societies/Gangs	JICF
Student Dress	JICA
Inspections	
Board Inspection and Acceptance of New Facilities	FG

Buildings and Grounds Inspections	EBA
Inspections of Buses/School Bus Safety Program	EEAE
Instruction/Instructional (see policy codes)	Section I
Instructional Programs	IH
Instructional Radio	IJND
Instructional Resources Materials	IJ
Instructional Staff	GCAA
Instructional TV	IJND
Instruments	
Maintenance and Control of Equipment and Materials	EDB
Music Education	IHAG
Insubordination	
Staff Conduct	GBEB
Student Conduct	JIB
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
Insurance Program/Risk Management	EI
Liability Insurance	EIB
Professional Staff Fringe Benefits	GCBD/GDBD
Property Insurance	EIA
Self-Insurance/Insurance Pools	EIC
Student Insurance Program	JLA
Student Transportation Insurance	EEAH
Support Staff Fringe Benefits	GDBD
Workers' Compensation	GBGD

Integration	
Equal Educational Opportunities	JB
Nondiscrimination	AC
Plans	JCAB
School Attendance Areas	JC
Interdistrict Relations	LB
Intergroup Education/Human Relations Education	
Multiculturalism	IFC
Social Studies Education	IHAC
Intermediate School District	
Relations with other Schools and School Districts	LB
County Education Agency Relations	LE
Interns	
Administrative Intern Program	CJ
Student Teaching and Internships	LDA
Interoffice Communications/Office Communications Services	EGA/EGAEA
Interpersonal/Human Relations	ACF
Interrogations and Searches	
Parking Lot Searches	JHJB
Staff Rights and Responsibilities	GBE
Student Rights and Responsibilities	JIH
Interscholastic	
Activities	JJ
Athletics	JJI
Interstaff Relations/Line and Staff Relations	CCB
Intervention in Student Problems	JLDBA
Interviews	
Interrogations and Searches	JIH
News Conferences	KDDA
Opinion Polls	KCBA
Professional Staff Hiring	GCF

Support Staff Hiring	GDF
Intoxicants , see Alcohol	
Intramural Programs	JJIA
Inventories	
Financial	DID
Receiving/Warehousing	EDA
Investigations/Interrogations and Searches (see Interrogations)	
Investments	
Revenue from Investments	DFA
Use of Surplus Funds	DFAA

J

Janitorial/Custodial Services	ECD
Job Actions/Staff Job Action	HP
Job Descriptions	
Professional Staff Positions	GCA
Qualifications and Duties of Superintendent	CBA
Support Staff Positions	GDA
Job Descriptions Preparation and Review	
General process	BGC
Professional Staff Positions	GCA
Support Staff Positions	GDA
Job Placement for Students/Graduates	JO/JLDBG
Job Reclassification	
Administrative Staff	GCPB
Instructional Staff	GCPA
Support Staff	GDP
Job-Sharing	
Professional Staff Job-Sharing	GCGC
Support Staff Job-Sharing	GDGC
Joint Occupation of School Facilities	DFC

Joint Ventures with Business and Industry	KGD
Junior High Schools/Organization of Instruction	IE
Junior High/Middle School Administration	CFHA
Junk Food	
Competitive Food Sales	EFE
Menu Development/Options	EFB
Jury Duty/Legal Leave	
Administrative Staff Legal Leave	GCCBB
Instructional Staff Legal Leave	GCCAB
Support Staff Legal Leave	GDCB

K - L

Key Control/Access to Buildings	ECAB
Kindergarten	IHBIA
Knives/Weapons in School	JICI
Labor Organizations/Employee Negotiating	
Organizations	HH
Land	
Purchase	FEE
Sale	DN
Landscaping/Building and Grounds Maintenance	ECBB
Language Arts Education	IHAA
Language Arts Resources and Materials	IJA
Language Instruction	
Bilingual Instruction	IHBE
English Education	IHAA
English as a Second Language	IHBEA
Foreign Language Education	IHAH
Foreign Language Resources and Materials	IJH
Latchkey Programs	IHCFB
Law Enforcement Agencies	KLK
Lawsuits	

School Attorney/Legal Services	BDG
School Board Liability	BBC
Layoffs	
Administrative Staff Reduction in Force	GCQB
Instructional Staff Reduction in Force	GCQA
Support Staff Reduction in Force	GDQA
Learning Disabilities	IHBA
Learning Resources Centers	IJNC
Leasing and Renting	
Fees for Community Use of School Facilities	KF
Leased Buses	EEAG
Leasing of Equipment for School Purposes/ Purchasing Procedures	DJB
Leasing/Renting Space/Temporary School	
Facilities	DFC/FCC
Leasing/Renting of School Property/Rental and Service Charges	DFB
Leasing of Mineral Rights/Revenues from School- Owned Real Estate	DFB
Rental and Service Charges	DFC
Revenues from School-Owned Real Estate	DFB
Leaves (see policy codes)	GCC/GDC
Legal	
Age	JID
Counsel/School Attorney	BDG
Name of School District	AA
Services/School Attorney	BDG
Status	
Negotiations Legal Status	HB
School Board Legal Status	BB
School District Legal Status	AA
Legislative Program	BJ

Lending School Equipment/Authorized Use of	EDC
Lesson Plans	
Arrangements for Professional Staff Substitutes	GCGB
Supervision of Professional Staff	GCN
Teaching Methods	IMA
Letterhead/Office Communications	EGAC
Levels of Instruction/Organization Of Instruction	IE
Liability	
Insurance Program/Risk Management	EI
Liability Insurance	EIB
Liability of Board Members	BIE
Liability of District/Board	BBC
Liability of School Personnel/Staff Protection	GBG
Liaisons	
Board Committees	BDE
Liaisons with School Board Associations	BKA
Parent Liaison	KEE
Library/Librarian	
Library Aides	
Support Staff Positions	GDA/IJNA
School Volunteers	IJOC
Library Materials Selection and Adoption	IJL
Professional Libraries	IJNCA
Resource Staff Positions	GCAAC
School Libraries	IJNC
Libel/Student Publications	JICE
Lifelong Learning	
Lifelong Learning Programs/Adult Education	IHDD
Program Administration	CGC
Life insurance/Insurance	GCBD/GDBD
Limited Open Forum	JJAB

Line and Staff Relations	CCB
Line Item Transfer Authority/Budget Transfer	DBJ
Lists/Student	JRB
Lobbying/school Board Legislative Program	BJ
Local	
Education Agency	LE
Governmental Authorities, Relations with	KLK
Local Purchasing	DJF
Travel	DKC/EEB
Locker Searches	JJHA
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
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
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	EDE
Management Team	CD
Waste Management	EDE

Manpower Training Programs/Adult Occupational Education	IHDC
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
Married Students	JIG
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
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
Mayor's Office/Relations with Local Governmental Authorities	KLK
Media Centers	IJNC
Media, Relations with	KDD

During Negotiations	HKA
Mediation/Impasse Procedures	HO
Medical	
Examinations/Staff Health	GBGA
Hiring of Administrative Staff	GCFB
Hiring of instructional Staff	GCFA
Hiring of Support Staff	GDF
Insurance	
Professional Staff Fringe Benefits	G CBD
Student Insurance	JLA
Support Staff Fringe Benefits	GDBD
Medicines/Administering Medicines to Students	JLCD
Physical Examinations of Students	JLCA
Treatment/First Aid	JLCE
Meditation/School Ceremonies and Observances	IMD
Meetings	
Board Meetings	BE
Of Outside Groups on School Property	KF
Of Staff	
Professional Staff Meetings	GCMC
Support Staff Meetings	GDLB
Of Students/Assemblies	IME
Protests/Demonstrations	JIJ
Memberships In Organizations	
Employee Negotiating Organizations	HH
Professional Organizations, Relations with	KK
School Board Memberships	BK
Staff Memberships	
Professional Staff in Professional Org.	GCU
Support Staff in Professional Org.	GDS
Student Organizations	JJA

Memorials	FFA
Mentally Handicapped Students	IHBA
Mentor	
Mentor Administrators	GCHB
Mentor Programs	IJOC
Mentor Teachers	
to other teachers	GCHA
to students	JLDBF
Merit System/Merit Pay	
Administrative Staff Merit System	GCBBA
Instructional Staff Merit System	GCBA
Merit/Performance Pay Programs	GBCA
Support Staff Merit System	GDBB
Metal Detectors	JHC
Method of Determining Staff Negotiating Organizations	HH
Methods of instruction/Teaching Methods	IMA
Metrics Education/Mathematics Education	IHAB
Microfilming Records/Data Records Retention	EHB
Middle Schools	
Administration	CFHA
Curriculum	IHA
Migrant Education/Special Instructional Programs	IHB
Homeless Children	
Admission	JFABD
Programs for Homeless Children	JLG
Mileage Allowance/Expense Reimbursements	DKC/EEBB
Military	
Military Programs/Student Activities	JJ
Military Recruiters/Relations with	KLMA
Relations with Military	KLMA
Mineral Rights/Leasing and Sale of School-Owned Real Estate	DFB

Minicourses/Instructional Arrangements	II
Minigrants	DDB
Minimal Competency Testing/Testing Programs	IK
Minimal Competency Requirements/Graduation	IKF
Minimum Standards	
Athletic Activities	JJIC
Extracurricular Activities	JJJ
Minorities	
Employment of/Affirmative Action	GBA
Student Minorities	JB
Minutes/Board Meetings	BEDG
Missing Children	JLH
Mission Statement	AD
Modular Schedules/Scheduling for Instruction	
Students	IIE
Scheduling Classes	IIC
Molestation/Child	
Child Abuse Counseling	JLDBD
Reporting Child Abuse	JLF
Staff Conduct	GBEB
Money Collection	
Charges and Tuition	JFABA
Collection of Money from Students	JQA
Collection of Money/Food Tickets	EFDA
Gate Receipts	DFD
Public Solicitation in Schools	KHA
Revenues from Tax Sources	DE
Revenues from Non-tax Sources	DF
Staff Gifts and Solicitations	GBEBC
Money-Raising Activities/Fund Raising	
Student Fund Raising	JJE

Solicitations	KH
Moonlighting	
Professional Staff Nonschool Employment	GCR
Support Staff Nonschool Employment	GDR
Moral Education	IHAK
Motorbikes/Student Automobile Use	JLIE
Community Use of School Fields/Grounds	KFC
Motor Pool/Business and Personnel Transportation Services	EEB
Moving Costs/Reimbursements	DKC
Multiculturalism	IFC
Social Studies Education	IHAC
Municipal Government Relations	KLKA
Museums/Relations with Cultural Institutions	KM
Musical Events/Student Performances	JJC
Musical instruments	IHAG/ ED
Music Education	IHAG
Music Resources and Materials	IJE

N

Names on Building Plaques	FFB
Naming New Facilities	FF
Narcotics (see Drugs)	
National	
Honor Society/Honor Rolls	IK
Program Assessments	ILBC
National School Boards Association	BK
Needs Assessment	
Evaluation of Instructional Program	IL
Facilities Assessment	FB
School District Goals and Objectives	BA
Negotiable Items/Scope of Negotiations	HC

Negotiations (see policy codes)	Section H
Neighborhood Associations, Relations with	KJB
Neighborhood Schools	JC
Nepotism	
School Board Member Conflict of interest	BCB
Staff Conflict of Interest	GBEA
Superintendent Conduct	CBF
New Board Member Orientation	BIA
News/News Coverage	
Broadcasting and Taping of Board Meetings	BEDJ
News Conferences and Interviews	KDDA
News Media Relations	KDD
News Media Services at Board Meetings	BEDI
News Publications/School-Sponsored Information Media	KDC
News Releases	KDDA
Reporting Board Meeting Business	BEDK
Sports and Special Events News Coverage	KDDB
New Students	JF
Non-certificated Personnel/Support	GD
Noncredit Courses	
Adult Education	IHDC
Extended Instructional Programs	IHC
Special instructional Programs	IHB
Night Programs/Sessions/Schools	IDA
Non-accredited Schools	
Assignment of Students to Classes and Grades	JGA
Graduation Requirements	IKF
Home Schools	IHBG
Relations with Nonpublic Schools	LBC
Non-chartered Schools (See Non-accredited Schools)	
Non-custodial Parents	KBBA

Nondiscrimination	AC
Equal Educational Opportunities	JB
Equal Employment Opportunity	GBA
Interpersonal/Human Relations	ACF
on the Basis of Age	ACC
on the Basis of Ethnicity and Race	ACB
on the Basis of Handicap/Disability	ACE
on the Basis on Religion	ACD
on the Basis of Sex	ACA
Pay Equity	GBAB
Resolution of Discrimination Complaints	ACG
Sex Discrimination	GBAA
Nongraded Education	IFE
Nonprofessional Personnel/Support Staff	GD
Nonpublic Schools	LBC
Non-renewal of Contract/Probation and Tenure	
Professional Staff Probation, Tenure, and Seniority	G CJ
Support Staff Probation, Tenure, and Seniority	GDI
Nonresident Students	JFAB
Nonschool Employment	
Nonschool Employment by Professional Staff	GCR
Nonschool Employment by Support Staff	GDR
Notary Public	RGC
Notes and Bonds Payments/Payment Procedures	DK
Notification of Board Meetings	BEDA
Number of Board Members/School Board Legal Status	BB
Nursery Schools	
Preprimary Education	IHBIB
Preschool Child Care	IHCFC
Nurses	JLC/GCAAB
Nutritional Standards	EF

O

Oath of Office	BBBB
Objectives/Goals and Objectives (see first code in each of 12 main sections)	
Obscene Language/Conduct	
by Public	KFA
by Staff	GBEB
by Students	JIC
Student Performances	JJC
Observances of Special Events/School Ceremonies and Observances	IMD
Observations of Staff Performance	
Evaluation of Professional Staff	GCO
Evaluation of Support Staff	GDO
Supervision of Support Staff	GDN
Supervision of Professional Staff	GCN
Observers, Professional	LI
Occupational Education	IHAI/IHAQ
Occupational Health and Safety Requirements/Safety Program	EB
Staff Welfare	GBG
Occupying New Facilities	
Board inspection and Acceptance of	FG
Staff Orientation to	FH
Office	
Office Communications Services	EGA
Office Hours/Professional Staff	GCMB
Office Manager/Job Descriptions	GDA A
Office Service Management	EG
Office Services Records and Reports	EGE
Office Staff Positions	GDA A

Officers of the Board/Board Officers	BDB
Official Seal/School District Legal Status	AA
Ombudsperson	KEE
On-the. Training/Work Experience Opportunities	IHAQ/JO
Open	
Limited Open/Closed Forum	JJAB
Open Board Meetings	BEC
Open Board Records	KDB
Open Classrooms	IIL
Open/Closed Campus	JHCA
Open Committee Meetings	
Board Committees	BDE
Advisory Committees	BDF
Open Enrollment/Choice of Schools	JFB
Open Hiring	GBA
Opinion Polls	KCBA
Opt-Out Procedures	IMBC
Orchestra/See Band	
Order of Business/Agenda	BEDB
Organization	
Community Organizations	KJ
Organizational Meeting	BDA
Organization Charts	CCA
Organization of Grade Levels	IE
Organization of instruction	IE
Professional Organizations	
Professional Staff Memberships	GCU
Relations with	KK
Support Staff Memberships	GDS
Orientation	
Board Candidate Orientation	BBBF

New Board Member Orientation	BIA
Orientation to New Facilities	FH
Professional Staff Orientation	GCH
Support Staff Orientation	GDH
Outcome-Based Education	AEA
Outdoor Education/Extended Instructional	
Programs	ICH
Physical Education	IHAE
School Camps	IHCE
Outside Employment	
Nonschool Employment by Professional	GCR
Staff Nonschool Employment by Support Staff Members	GDR
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	
Professional Staff Vacations and Holidays	GCD
Support Staff Vacations and Holidays	GDD
Paraprofessional Personnel/Support Staff	GDA
Parent/Parental	
Involvement in Education (see policy codes)	KB
Parent Conferences	
Parental Involvement	IKACA
Staff Involvement	GCMC
Parental Choice of Schools	JFB
Parental Leave	

Administrative Staff Parental Leave	GCCBC
Instructional Staff Parental Leave	GCCAC
Support Staff Parental Leave	GDCC
Students with Children	JIF
Parking Lots/Traffic and Parking Procedures	ECE
Parking Lot Searches	JHJB
Park Authorities, Relations with	KLF
Parliamentarian	BEDDA
Parochial Schools	
Nonpublic Schools	LBC
Participation of Public at Board Meetings	BEDH
Participation in Extracurricular/Athletic Activities	JJIC/JJJ
Part-Time and Substitute Staff Employment	
Professional Staff	GCG
Support Staff	GDG
Part-Time Students	
Employment by Students	JO
Student Admissions	JF
Passes/Bus	EEAD
Passive Learning	IFB
Patents/Royalties	DFE
Paternity Leave	
Administrative Staff Paternity Leave	GCCBC
Instructional Staff Paternity Leave	GCCAC
Support Staff Paternity Leave	GDCC
Patriotic Exercises	IMDA
Patrols	EEAED/JLIC
Pay Equity	GBAB
Payday Schedules	DKA
Payment of Negotiations Costs	HJ
Payment Procedures	DK

Payroll Deductions	DKB
Payroll Procedures	DKA
PCBs	EBAB
Pensions/Fringe Benefits	
Professional Staff Fringe Benefits	GCBD
Support Staff Fringe Benefits	GDBD
Staff Funds Management	DL
Peer	
Peer Counseling	JLDBE
Peer Tutoring/Academic	IIO
People and Their School District	AB
Per Diem/Expense Reimbursement	DKC
Performance	
Community Use of School Facilities	KF
Performance-Based Compensation	AEA/GBCE
Performance Bonds	FEGB
Performance Contracting	IIK
Performance Objectives/Goals and Objectives	AEA
for Professional Staff	GCBA
for Staff/General	GBCE
for Support Staff	GDBB
Performance of Staff	
Evaluation of Professional Staff	GCO
Evaluation of Support Staff	GDO
Performance of Students/Academic Achievement	IK
Personnel (see policy codes)	Section G
Student Performances	JJC
Personal Debts of Employees	DGE
Petty Cash Accounts	DIB/DKC
Personal Belongings	ECA/GBGB
Philosophy	

of Career Development (support staff)	GDMA
of Education	AD
of Staff Development (professional staff)	GCIA
Photocopying	EGAB
Photographs of Students	JRD
Physical Education	IHAE
Physical Education Resources and Materials	IJF
Physical Examinations	
of Student Athletes	JJID
of Students	JLCA
Physical Fitness/Wellness Programs	
Staff	GBGC
Students	IHAE
Professional Staff Hiring	GCF
Staff Health	GBGA
Student Health Services/Requirements	JLC
Support Staff Hiring	GDF
Physically Handicapped Students	IHBA
Physician/School	JLC/GCAAB
Pilot Project	IGC
Placement of Students	
Assignment of Students to Classes and Grades	JG
Student Schedules and Course Loads	IIE
Special Education	IHBA
Planetarium	FE
Buildings/Grounds/Property Maintenance	EC
Planning	
Administration Goals/Priority Objectives	CA
Authorities	KLJ
Planning Programming Budgeting System	DBA
Planning Time/Instructional Staff	GCMA

Plans and Specifications for Facilities	
Construction Specifications	FED
Planning	FB
School District Goals and Objectives	ADA
Playgrounds	
Construction	FEI
Maintenance	ECBC
Play Productions	JJC
Pledge of Allegiance	IMDA
Police/Law Enforcement Authorities	KLG
Policies (see policy codes)	BG
Policy Communication/Feedback	BGE
Political	
Political Activities of Board Members Candidates	BBBF
in other campaigns	BC
Political Activities of Staff	GBI
Political Activities of Superintendent	CBF
Political Activities of Students	
in Decision Making	JIB
Protests, Demonstrations, and Strikes	JIJ
Political Materials	KHE/IJM
Political Solicitations	KHE
Polls	
Community Polling	KCBA/KCBB
Staff Polling	GBB
Portable Classrooms/Temporary School Facilities	FCC
Portfolios of Student Work	IKA
Positions	
Professional Staff Positions	GCA
Support Staff Positions	GDA
Postal Services	EGAE

Postgraduate	
Career/Postsecondary Education Counseling	JLDC
Postgraduate Programs/Postsecondary Education	IHCD
Students/Student Admissions	JLD
Posting	
Distribution/Posting of Promotional Materials	KHC
Posting of Professional Staff Vacancies	GCEC
Posting of Support Staff Vacancies	GDEA
Postsecondary Education/Extended Instructional Programs	IHCD
Postvention in Student Problems	JLDBA
Poverty Agencies	KLE
Powers	
School Board Negotiating Powers and Responsibilities	HE
School Board Powers and Responsibilities	BBA
PPBS/Budgeting System	DBA
Practice Teaching/Student Teaching and Internships	LDA
Prayer/School Ceremonies and Observances	IMD
Pregnant Students	JIE
Preliminary Development of Policies	BGA
Preliminary Negotiated Agreement Disposition	HL
Preparation of Agenda	BEDB
Preparation Periods for Teachers/Professional Staff Schedules	GCL
Professional Staff Work Load	GCM
Preprimary Education	IHBIB
Preschool Programs	
Preschool Child Care	IHCFC
Primary/Preprimary Education	IHBIB
President of the Board/Board Officers	BDB
Press Coverage/Services	KDD

Pressure Group Materials/Special Interest Materials	IJM
Prevention of Disease/Infection Transmission	EBBA
Price Quotations	DJE
Primary Schools	
Administration of	CFG
Basic Instructional Program	IHA
Organization of Instruction	IE
Principals (see policy codes)	CFA
Administrative Staff Positions	GCAB
Assignment and Transfer of	CFC
Evaluation of Principals/Building Administrators	CFB
Principles of Education/Instructional Approach	IF
Educational Surveys/Research/Effective Schools	ILD/ILDA
Printing and Duplicating Services	EGAB/EGAC
Priority Objectives/Goals and Objectives (see first code in each of 12 main sections)	
Private Funding	
Revenues from Non-tax Sources	DF
Special Projects and Grants	DD
Private Schools	
Nonpublic Schools	LBC
Private Vehicles	
Student Transportation	EEAG
Student Use of Automobile	ECE
Traffic and Parking Procedures	ECE
Use of Private Vehicles in School Business	EEBB
Privacy, Right to	
Executive Sessions	BEC
Locker Searches	JIHA
Parking Lot Searches	JIHB
Personnel Records	GBJ
Public's Right to Know	KDB

Staff Rights and Responsibilities	GBE
Student Interrogations, Searches, and Arrests	JIH
Student Records	JRA
Private Social Service Organizations	KJE
Privileges/Responsibilities of Staff Negotiating Organizations	HI
Probation	
Placement of Employee on Disciplinary Probation	GCJ
Probation of Students	JKC
Professional Staff Probation and Tenure	GCJ
Support Staff Probation and Tenure	GDI
Procedures Development/Development of Regulations	CHA
Procedures of Board/Board Meeting Procedures	BED
Profanity	
Broadcasts	BEDJ/KDBB
Complaints about instructional Materials	KEC
Instructional Materials	IJ
Public Participation at Board Meetings	BEDH
Staff Conduct	GBEB
Student Conduct	JIC
Student Publications	JICE
Student Performances	JJC
Professional Growth/Staff Development	GCI/GDM
Professional Libraries	IJNCA
Professional Organizations	
Professional Staff Membership	GCU
Support Staff Membership	GDS
Professional Practices/Ethics	GBEA
Professional Research and Publishing	GCS
Professional Staff (only main codes starting with or having as main subject the words “professional staffs are listed below)	GC

Evaluation of Professional Staff	GCO
Nonschool Employment of Professional Staff	GCR
Part-Time and Substitute Professional Staff Employment	GCG
Professional Staff Assignments and Transfers	GCK
Professional Staff Contracts and Compensation	GCB
Professional Staff Development	GCI
Professional Staff Fringe Benefits	G CBD
Professional Staff Hiring	GCF
Professional Staff Leaves and Absences	GCC
Professional Staff Orientation and Training	GCH
Professional Staff Probation, Tenure, and Seniority	GCJ
Professional Staff Promotions and Reclassifications	GCP
Professional Staff Recruiting	GCE
Professional Staff Schedules and Calendars	GCL
Professional Staff Supplementary Pay Plans/ Overtime	GCBC
Professional Staff Termination of Employment	GCQ
Professional Staff Vacations and Holidays	GCD
Professional Staff Work Load	GCM
Supervision of Professional Staff	GCN
Professional Visitors and Observers	LI
Proficiency Requirements	
Promotion and Retention of Students	IKE
Graduation Requirements	IKF
Proficiency Tests/Testing Programs	IKA/IL
Program	
Assessments	ILB
District Level	ILBA
National Level	ILBC
State Level	ILBB
Auditors	DIE

Budgeting/Budgeting System	DBA
Consultants	CK
Programmed Learning/Teaching Methods	IMA
Progress Reports to Parents	IKAB
Projections/Enrollment Projections	FBB
Promotions	
Professional Staff Promotions	GCP
Promotion and Retention of Students	IKE
Support Staff Promotions	GDP
Promotional Materials	
Distribution/Posting of Promotional Materials	KHC
Special Interest Instructional Materials	JM
School District Promotional Materials	KDC/KCCA
Bond Campaigns	FDA
School Information Media	KDC
Propaganda	
Special Interest Instructional Materials	JM
Teaching About Controversial issues	IMB
Properties Disposal/Disposition	DN
Property	
Insurance	EIA
Property Loss/Damage	ECAD/GBGB
Restitution	ECAD
Protection of Staff	GBG
Psychological Services	
Employee Assistance Programs	GBGC
Staff Health	GBGA
Student Psychological Services	JLD
Psychological Testing of Employees	GBGA/GBGC
Psychological Testing of Students	JLDAC
Public	

Accomplishment Reporting to the Public	AEC
Community Involvement in Education	KC
People and Their School District	AB
Public Access to Records	KDB
Personnel Files	GBJB
Student Records	JRA
Public Access to Test Results	ILC
Public Address System	
Communications Services	EGA
Classroom interruptions	IMH
Public Concerns and Complaints	KE
Public Conduct on School Property	KFA
Public Dedication of New Facilities	FI
Public Gifts and Donations	KCD
Public Hearings	BEE
Public information Officer	KDA/GCAB
Public Information Program	KDA
Public Library, Relations with	KM
Public Opinion Polls	KCBB
Public Participation at Board Meetings	BEDH
Public Relations	KDA
Public Sales on School Property	KH
Public School Foundation	KGA
Public's Right to Know	KDB
Public Use of School Buses	EEAF
Public Use of School Facilities	KF
Publications	
Handbooks and Directives	CHCA
Curriculum Guides and Course Outlines	IGE
Professional Publishing by District	
Curriculum Guides and Course Outlines	IGE

Printing and Duplicating Services	EGAB/EGAC
Royalties	DFE
School-Sponsored Information Media	KDC
Professional Research and Publishing by Staff	GCS
Royalties	DFE
School-Sponsored Information Media	KDC
Student Publications	JICE
Pull-Out Programs	IID
Pupil (see Student)	
Pupil-Teacher Ratios/Class Size	IIB
Purchase/Purchasing	
Cooperative Purchasing	DJD
Emergency Purchases	DJB
Food Purchasing	EFA
Lease-Purchase Agreements/Purchasing Procedures	DJB
Local Purchasing	DJF
Purchase Orders/Purchasing Procedures	DJB
Purchasing Authority	DJA
Purchasing from Petty Cash	DJC
Purchasing from Individual School Funds	DIB
Purchasing from Student Activities Funds	JJF
Purchasing Guides and Vendor Lists	DJB/DJG
Purchasing Procedures Requisitions/Purchasing Procedures (Use codes under Instructional Materials for selection of textbooks, films, computers and other classroom resources.)	DJB

Q

Qualifications	
Board Member Qualifications	BBBA
Student Board Member	BBB/JIBB
Qualifications of Superintendent	CBA
Qualifications for Employment	

Professional Staff Hiring	GCF
Professional Staff Positions	GCA
Support Staff Hiring	GDF
Support Staff Positions	GDA
Quality Control/Purchasing Procedures	DJB
Quantity Purchasing	
Cooperative Purchasing	DJD
Purchasing Procedures	DJB
Quarter System/Organization of Instruction	IE
Questioning of Students by Police	JIH/KLG
Quorum	BEDC
Quotations of Prices/Purchasing Procedures/Vendor Relations	DJB/DJG

R

Racial Balance	
Equal Employment Opportunity	GBA
School Attendance Areas	JC
Student Assignment to School	JCA
Choice/Open Enrollment	JFB
Radon	EBAB
Radio	
Broadcasts	IJND/BEDJ
Student Conduct	JIC
Technology Resources	IJND
Ranges/Shooting	EC
Rank in Class/Class Rankings	IKC
Ratification of Negotiated Agreement	HL
Ratification of Policies/Policy Adoption	BGB
Ratio/Ratios	
of Administrators to Students	CCC
of Teachers to Students	CCC

Staffing Ratios	CCC
Reading Instruction	IHAA
Reading Resources and Materials	IJA
Readmission of Students	
Student Expulsion	JKE
Student Suspension	JKD
Student Withdrawal from School	JFC
Real Property Purchase/Rental/Sale	
Rental and Service Charges	DFC
Revenues from School-Owned Real Estate	DFB
School Properties Disposition	DN
Site Acquisition	FEE
Temporary School Facilities	FCC
Recall of Board Members	BBBD
Receiving and Warehousing	EDA
Reclassification of Positions	
Professional Positions	GCP
Support Positions	GDP
Recognition for Accomplishment	AEB
Staff Awards and Recognition	GBL
Recordkeeping/Data Management	EH
Accounting Records	DI
Records	
Access to Records	
Personnel	GBJB
Public's Right to Know	KDB
Student Records	JRA
Buildings and Grounds Records and Reports	ECC
Computer Access and Control	EHAA
Computerized Data Systems	EHA
Construction Project Records and Reports	FEJ

Data Management	EH
Data/Records Retention	EHB
Disposal of Records	EHB
Food Services Records and Reports	EFI
Inventories	DID
Material Resources Records and Reports	EDD
Microfilming of Records/Data/Records Retention	EHB
Minutes/Board Meetings	BEDG
Office Services Records and Reports	EGE
Personnel Records	GBJ
Public Access to Records	KDB
Student Records	JRA
Student Registers	JRB
Student Transportation Records and Reports	EEAI
Recreation	
Facility Maintenance	ECBC
Physical Education	IHAE
Relations with Recreation Authorities	KLF
Student Activities	JJ
Recruitment of Staff	
Professional Staff Recruiting	GCE
Recruitment and Appointment of Superintendent	CBB
Support Staff Recruiting	GDE
Recruitment of Students	
Interscholastic Athletics	JJIB
Relations with Armed Services	KLK
Relations with Business Organizations	KG
Relations with Colleges and Universities	LD
Relations with Churches	KJC
School Admissions	JF
Recycling	EDE

Reduction In Force	
Reduction in Administrative Work Force	GCQB
Reduction in Instructional Work Force	GCQA
Reduction in Support Staff Work Force	GDQA
Re-employment	
Staff Hiring/general	GBA
Reduction in Work Force	
Reduction in Administrative Work Force	GCQB
Reduction in Instructional Work Force	GCQA
Reduction in Support Staff Work Force	GDQA
Resignation, Retirement, or Dismissal of Staff	
Professional Staff	GCQ
Support Staff	GDQ
Re-Entry to School	JFCA
Referenda	
Bond Referenda	FDA/KCCA
Budget Referenda	DBGA/KCCB
Taxing and Borrowing	DC
Referral of Students to Other Agencies	JLDAB
Regional Service Centers, Relations with	LB
Regional Laboratories, Relations with Registers, Student	LE
Student Attendance Accounting	JHBB
Regular Board Meetings	BEA
Regulations	
Board Review of Regulations	CHB/BGD
Development of Regulations	CHA
Policy Implementation	CH
Regulations Communication	CHC
Reimbursement	
Reimbursement of Expenses	DKC
Reimbursement for Unused Accumulated Leave on Retirement	

Professional Staff Reimbursement	GCQE
Support Staff Reimbursement	GDQC
Reimbursement for Unused Leave	
Professional Staff Reimbursement	GCCA
Support Staff Reimbursement	GDC
Reimbursement of Tuition/Fees	
Adult Education	IHD
Professional Staff Fringe Benefits	GCBD
Staff Development	
Professional Staff Development	GCI
Support Staff Development	GDM
Student Tuition/Fees	
Student Admissions to Schools	JFABA
Student Fines, Fees, and Charges	JQ
Summer Schools	IHCA/CGA
Support Staff Fringe Benefits	GDBD
Relations with	
Booster Organizations	KJA
Business (see policy codes)	KG
Child Care Providers	KJH
Churches	KJC
Community Organizations	KJ
Community/Private Social Service Organizations	KJE
County/Regional Authorities	KLKB
Cultural institutions	KM
Indian Tribal Councils	KJG
Election Authorities	KLB
Environmental Protection Agencies	KLI
Federal Government Authorities	KLL
Financial/Tax Authorities	KLA
Fire and Emergency Preparedness Authorities	KLH

Government Authorities	KL
Health and Welfare Agencies	KLE
Housing Agencies	KLD
Labor Organizations	KJF
Law Enforcement Authorities	KLG
Local Government Authorities	KLK
Military/Armed Services	KLMA
Municipal Authorities	KLKA
Neighborhood/Community Associations	KJB
Parks and Recreation Agencies	KLF
Planning and Zoning Authorities	KLJ
Professional Associations	KK
Senior Citizens	KJI
Social Service Agencies	KLC
State Government Authorities	KLL
Youth Organizations	KJD
Relations with Cultural Institutions	KM
Relations with Churches	KJC
Relations with Nonpublic Schools	LBC
Released Time for Religious Instruction	JHCB
Religious Art/Decorations/Music	IMDC
Teaching about Religion	IHAL
Release	
News Releases	KDDA
Release from Contract	
Professional Staff	GCQ
Support Staff	GDQ
Superintendent	CBJ
Release of Negotiations Information	HK
Release of Records	
Student Records	JRC

Personnel Records	GBJ
Public's Right to Know	KDB
Release of Student Directory Information	JRB
Release of Staff Directory Information	GBJ
Release of Students from School	JLIB
Release of Student Information	JRC
Released Time	
Professional Staff Schedules and Calendars	GCL
Released Time for Administrators	GCCBB
Released Time for Religious instruction	JHCB
Released Time for Students	JHC
Released Time for Support Staff	GDCB
Released Time for Teachers	GCCAB
Support Staff Schedules and Calendars	GDK
Religion	
Absence on Religious Holiday	
Professional Absences and Excuses	GCC
Student Absences and Excuses	JH
Support Staff Absences and Excuses	GDC
Commitment to Religious Neutrality	ACD
Exemptions from	
Food Services	EF
Instructional Requirements	IMBB
Medical Requirements	JLC
Meditation/Prayer	IMDC
Religious Observances and Displays	IMDC
Student Immunization	JLCB
Remedial instruction	IHBDA
Removal from Office/Board Member	BBBD
Renaming Schools	FF
Renegotiations	HQ

Renewal of Contract	
Professional Staff	GCB
Support Staff	GDB
Renovations	FJ
Rentals and Service Charges	
Fees paid by public	KF
Fees schools pay for use	DFC
Repairs/Maintenance	ECB
Repeal of Policy	BGF
Report Cards	IKAB
Reporting Board Meeting Business	BEDK
Reporting Child Abuse/Neglect	JLF
Reporting of Hazards	EBA
Reporting Periods	IKAB
Reports	
Accident Reports	EBBB
Accomplishment Reporting to the Public	AEC
Administrative Reports	CL
Annual Reports	CM
Buildings and Grounds Records and Reports	ECC
Construction Project Records and Reports	FEJ
Financial Reports and Statements	DIC
Food Services Records and Reports	EFI
Office Services Records and Reports	EGE
Replacement of Property	ECHD
Reporting of Hazards	EBA
Research Reports	CL
School District Annual Report	CM
Student Progress Reports to Parents	IKAB
Student Transportation Records and Reports	EEAI
Reproduction of Copyright Material	EGAD

Requirements/Curriculum	IHA
Requisitions/Purchasing Procedures	DJB
Research	
Curriculum Research	IGB
Education Research Agencies, Relations with	LC
Professional Research and Publishing	GCS
Research and Development	
Facilities Development	FB
Curriculum Development	IGA
Research Reports	CL
Reserve Funds/Types of Funds	DIB
Reserves, Capital	DCA
Residency Requirements/School Admissions	JF/JFABA
General Staff Hiring	GBA
Professional Staff Hiring	GCF
Recruitment and Appointment of Superintendent	CBB
Support Staff Hiring	GDF
Resignation	
Resignation of Board Members	BBBC
Resignation of Staff	
Professional Staff	GCQC
Support Staff	GCQD
Resignation of Superintendent	CBJB
Resignation of Support Staff Members	GDQB
Resolution(s)	
of Board	
Voting Method	BEDF
Board Meeting Procedures	BED
of Concerns/Complaints/Grievances	
Community/Public	KE
Staff	GBK

Students	JII
of Discrimination Complaints	ACG
Resource	
Community Resources	IJN
Community Resource Persons	IJOB
Resource Centers	IJNC
Resource Staff Positions	GCAAC
Resource Teachers	IJNB
Responsibilities (topics that begin or have as main subject the word “responsibilities.”)	
Board Powers and Responsibilities	BBA
Board Member Authority and Responsibilities	BBAA
Custodial/Non-custodial 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
Student Rights and Responsibilities	JI
Surrogate Parent Rights and Responsibilities	KBBB
Restitution of School and Personal Property	ECAD
Retarded Students/Handicapped Students	IHBA
Retention of Records	EHB
Retention of Students	IKE
Retirement	
Retirement of Facilities	FCB
Retirement of Professional Staff Members	GCQE
Retirement of Support Staff Members	GDQC
Superintendent’s Retirement	CBJB
Retreats for Board/School Board Work Sessions and Retreats	BF
Revenues (also see Fund-Raising)	

Free Admissions	DFDA
Gate Receipts and Admissions	DFD
Grants from Private Sources	DDA
Income from School Sales and Services	DFE
Rentals and Services Charges	DFC
Revenue Sharing/Relations with Local Governmental Authorities	KLK
Revenues from Federal Tax Sources	DEC
Revenues from Investments	DFA
Revenues from Local Tax Sources	DEA
Revenues from Non-tax Sources	DF
Revenues from School-Owned Real Estate	DFB
Revenues from State Tax Sources	DEB
Revenues from Tax Sources	DE
Royalties	DFE
Review of Policies	BGC
Revolving Funds/Types of Funds Rights	DIB
Custodial/Non-custodial Parent Rights and Responsibilities	KBBA
Parent Rights and Responsibilities	KBB
School Board Negotiating Rights and Responsibilities	HE
Staff Rights and Responsibilities	GBE
Student Due Process Rights	JIA
Student Rights and Responsibilities	JI
Surrogate Parent Rights and Responsibilities	KBBB
Risk Management	EI
Risk/Students , see “At-Risk”	
Robbery	ECA
ROTC	
Relations with Military/Armed Forces	KLMA
Student Activities	JJ

Royalties	DFE
Rules of Order	BEDD

S

Sabbatical Leaves	
Administrative Staff Sabbatical Leave	GCCBF
Instructional Staff Sabbatical Leave	GCCAF
Safe Schools	ADD
Safety	
Safety Education/Health Education	IHAM
Safety Goggles	EBB/IHAD
Safety Program	EBB
School Bus Safety Program	EEAE
Staff Health and Safety	GBG
Student Safety	JLI
Student Safety Patrols	JLIC
Salary Deductions	DKB
Salary Schedules	
Professional Staff Salary Schedules	
Administrative Staff	GCBB
Instructional Staff	GCBA
Support Staff Salary Schedules	GDBA
Sales (also see Fund-Raising)	
Income from School Sales and Services	DFE
Public Sales Calls and Demonstrations	DJGA
School Properties Disposition	DN
Sanctions/Impasse Procedures	HO
Sanitation	
Food Sanitation Program	EFH
Building and Grounds Maintenance	ECB
Satanism	JICF
Schedules	

Budget Deadlines and Schedules	DBC
Payday Schedules	DKA
Professional Staff Schedules	GCL
Scheduling Classes	IIC
School Bus Scheduling and Routing	EEAC
School Day	ID
Student Schedules and Course Loads	IIEIIE
Support Staff Time Schedules	GDK
Scholarships/Student Awards	JMJM
School (the following listings refer only to “school” matters, not to “school board” topics.)	
School Admissions	JF
School Assemblies	IME
School Attendance Areas	JC
School Attorney	BDG
School-Based Management	CFD
School Building Administration	CF
School Bus	EEA
School Calendar	ICA
School Climate	CFE
School Committee/see School Board	
School Camps	IHCE
School Census	JD
School Ceremonies and Observances	IMD
School Closings	
Emergency Closings	EBCE
Retirement of Facilities	FCB
School-Community-Home Relations(see policy codes)	Section K
School Day	ID
School Directories	JRB/KDC
School Directors/see School Board	

School District Goals and Objectives	BA
School District Legal Status	BB
School Fairs	IMF/JJ
School Funds	CF
School Lands	
Revenues from School-Owned Real Estate	DFB
Grounds Maintenance	ECBB
School Libraries	IJNC
School Lunch Service	EFF
School Nurses	JLC/GCAAB
School Vehicles	EEEBA
School Physician	JLC/GCAAB
School Properties Disposition	DN
School Seal	BHA
School Sales and Services	DFE
School-Sponsored Information Media	KDC
School Stores	IMI
School Superintendent	CB
School Trustees (see School Board)	
School Volunteers	IJOC
School Year	IC
School Board (see policy codes)	Section B
Board Committees	BDE
Board Communications with Public	BHD
Board Communications with Staff	BHC
Board Consultants	BDH
Board Elections	BBBG
Board Facilities and Services	BIC
Board Hearings	BEE
Board Inspection and Acceptance of New Facilities	FG
Board Liability	BBC

Board Meetings	BE
Organizational Meeting	BDA
Regular Board Meetings	BEA
Second Language Procedures	BEDE
Special Board Meetings	BEB
Board Members	
Attendance at Meetings	BBAA
Authority and Responsibilities	BBAA
Code of Ethics	BCA
Compensation and Expenses	BID
Conduct	BC
Conflict of Interest	BCB
Development Opportunities	BIB
Insurance/Liability	BIE
Oath of Office	BBBB
Orientation/Handbook	BIA
Removal from Office	BBBE
Resignation	BBBC
Responsibilities	BBAA
Services	BI
Student Member	JIBB/BBB
Unexpired Term Fulfillment/Vacancies	BBBD
Board Memberships	BK
Board Negotiating Agents	HF
Board Officers	BDB
Board Officials	BDC
Board Operational Goals	BA
Board Policy/Policy Process	BG
Board Powers and Responsibilities	BBA
Board President/Board Officers	BDB
Board Review of Regulations	BGD/CHB

Board Staff Assistants	BDH
Board Superintendent Relationship	BDD
Science	
Education	IHAD
Resource and Materials	IJD
Science Fairs	IMF/IHAD
Scope of Negotiations	HC
Screening/Testing of Students	JLDAC
Seal/Logo	BHA
Official Legal Seal	AA
Searches	
Bomb Threats	EBCC
Interrogations and Searches	JIH/GBE
Parking Lot Searches	JIHB
Property and Belongings of Staff	ECAD/GBGB
Second Language Procedures	
Board Meetings	BEDE
Instruction	IHBE
Secondary Schools	CFH
High School Administration	CFHB
Middle School/Junior High School Administration	CFHA
Secret Societies	JICF
Secretarial Services	
Board Facilities and Services	BIC
Support Personnel for Building Administration	CFF
Support Staff Office Positions	GDA
Secretary to the Board	BDC
Security	
Buildings and Grounds Security	ECA
Security Guards	ECAE
Security Services	ECAE

Selection of Architect	FEB
Selection of Instructional Materials	IJJ/IJK/ IJL/IJM
Selection of Staff	
Selection of Professional Staff	GCF
Selection of Support Staff	GDF
Selection of Superintendent, (see policy codes)	CB
Self-Contained Classes/Instructional Arrangements	IL/IIL
Self Esteem	JLDBB
Self-Insurance	EIC
Self-Paced Learning	III/IIJ
Semester/School Year	IC
Semester Credit Hour Requirements/Graduation Requirements	IKF
Senior	
Senior Citizens	KJI
Senior Options	
Curriculum	IHCD
Open/Closed Campus	JHCA
Senior Staff	CD
Seniority	
Professional Staff Seniority	GCJ
Support Staff Seniority	GDI
Sensitive Issues	IMB
Separation from Employment	
Professional Staff Termination of Employment	GCQ
Support Staff Termination of Employment	GDQ
Service Charges	
Community Use of School Facilities	KF
Rentals and Services Charges	DFC
Severance Pay	
Retirement of Professional Staff	GCQE
Retirement of Support Staff	GDQC

Sex Discrimination	
Nondiscrimination	ACA
Staff	GBAA
Students	JBA
Sex Education	IHAMB
Sexual Harassment	GBAA
Shared Services Among School Systems	LBA
Shared-Time Staff	
Among school systems	LBA
Job sharing	
Professional Staff	GCQC
Support Staff	GDGC
Sheltered Annuity Plans	DLB
Shortages	
of Professional Staff	GCFD
of Supplies/Equipment	ED
of Support Staff	GDFC
Sick Leave	
Administrative Staff Sick Leave	GCCBA
Instructional Staff Sick Leave	GCCAA
Support Staff Sick Leave	GDFC
Sick Leave Bank	
Professional Staff Sick Leave Bank	
Instructional Staff	GCCAA
Administrative Staff	GCCBA
Support Staff Sick Leave Bank	GDCA
Signing Authority/Contracts	DHA
Silent Meditation	IMD
Signatures on Checks/Authorized Signatures	DGA
Sinking Fund/Types of Funds	DIB
Site Acquisition	FEE

Site-Based Management	CFD
Site Plans and Specifications	FEDA
Skills/Basic Skills	IK/IHA
Slowdowns/Staff Job Actions	HP
Smoking	
Smoking by Students	JICG
Smoking at Public Function	KFA
Smoking by Staff Members	GBED
Teaching about Drugs, Alcohol, and Tobacco	IHAMA
Tobacco-Free Schools	ADC
Snow Days/Emergency Closings	EBCE
Social Events/Students	JJB
Social Services	
Relations with Private Social Service Organizations	KJE
Relations with Welfare Authorities	KLE
Student Social Services	JLE
Social Studies Education	IHAC
Resources and Materials	IJC
Software	
Selection and Adoption of	IJKA
Technology Resources	IJND
Solicitations	
Business Solicitations	KHD
Political Solicitations	KHE
Public Solicitations in Schools	KH
Staff Gifts and Solicitations	GBEBC
Student Gifts and Solicitation	JJE/JP
Sororities	
Secret Societies	JICF
Student Organizations	JJA
Sound Control	

Accident Prevention and Safety Procedures	EBB
Construction Plans and Specifications	FED
Speaker Services	IJNB
Controversial Speakers	IMD
Special Board Meetings	BEB
Special	
Special Education Programs	IHBA
Special Education Student Transportation	EEAB
Special Events Transportation	EEAFA
Special Instructional Programs and Accommodations	IHB
Special interest Instructional Materials	IJM
Special Procedures for Conducting Hearings	BEE
Special Programs Administration	CG
Special Use of School Buses	EEAF
Specifications	
Construction Plans and Specifications	FED
Educational Specifications	FEA
Equipment Plans and Specifications	FEDC
Facilities Development Plans and Specifications	FB/FE
Site Plans and Specifications	FEDA
Spokesperson for the Board	KDA
Crisis Communications	KDE
Sponsors	
Professional Staff Assignments and Transfers	GCK
Professional Staff Supplementary Pay Plans	GCBC
Student Publications	JICE
Sports	
Interscholastic Athletics	JJIB
Intramural Athletics	JJIA
Sports and Special Events Media Coverage	KDDB
Sports and Special Events Coverage	KDDB

Sports Camps	IHCE
Staff Development	
Assistance from Higher Education	LDC
Administrative Staff In-service	GCIC
Instructional Staff In-service	GCIB
Professional Staff Development	GCI
Support Staff Career Development	GDMA
Support Staff In-service	GDMC
Staff/Personnel (policy codes)	Section G
Staff Working on Federal and State Grants	GBF
Staffing	
Professional Staff Positions	GCA
School Building Administration	CF
Staffing Formulas	CCC
Support Staff Positions	GDA
Staggered Sessions	
School Day	ID
Scheduling for Instruction	IIC
State	
Relations with State Governmental Authorities	KLL
Revenues from State Tax Sources	DEB
State and Federal Aid Eligibility Determination	DEB/DEC
State Aid	DEB
State and Federal Programs Administration	CGD
State Education Agency Relations	LF
State Program Assessments	ILBB
Statistical Research	
Polling and Survey Research	KCBB
Research and Administrative Reports	CL
Steroids	
Drug and Alcohol Use by Students	JICH

Drug and Steroid Use in School Athletics	JJIE
Drug-Free Schools	ADB
Programs for Substance Abusers	IHBCB
Substance Abuse Counseling	JLDBC
Teaching about Drugs, Alcohol, and Tobacco	IHAMA
Stores/School Stores	IMI
Storm Days	EBCD
Strategic Planning	
Administration Goals and Objectives	CA
Curriculum Development	IGA
District Goals and Objectives	BA
Facilities Planning	FB
Strikes	
Staff Job Actions	HP
Student Demonstrations and Strikes	JJ
Students (see policy codes)	Section J
Student Transportation (see policy codes)	EEA
Substitutes	
Administrative Staff Extra Duty	GCME
Arrangements for Professional Staff Substitutes	GCGB
Arrangements for Support Staff Substitutes	GDGB
Instructional Staff Extra Duty	GCMD
Part-Time and Substitute Professional Staff Employment	GCG
Part-Time and Substitute Support Staff Employment	GDG
Substitute Teachers	GCG
Substituting by Student Teachers	LDA/GCGA
Temporary Administrative Arrangements	CI
Suicide Prevention	
Staff/Employee Assistance Programs	GBGC
Students	JLDBA
Summer Program Administration	CGA

Summer School Employment (also see related codes under GC/GD)	CGA
Summer Schools	IHCA
Administration	CGA
Superintendent (see policy codes)	CB
Board-Superintendent Relationship	BDD
Role in Negotiations	HG
Supervision	
Supervision of Construction	FEH
Supervision of Professional Staff	GCN
Supervision of Students	JLIA
Supervision of Support Staff	GDN
Supervisors/Job Descriptions/Administrative	GCAB
Supplementary Materials Selection and Adoption	IJK
Supplementary Pay	
Assignment to Professional Positions	GCBC
Assignment to Support Staff Positions	GDBC
Support Personnel for Building Administration	CFF
Support Services (see policy codes)	Section E
Support Staff (see policy codes)	GD
Surety Bonds/Bonded Employees and Officers	DH
Surplus	
School Properties Disposition	DN
Use of Surplus Commodities	EFAA
Use of Surplus Funds	DFAA
Surveys	
Polling and Survey Research	KCBA/KCBB
Research and Administrative Reports	CL
Staff Involvement in Decision Making	GBB
Suspension	
Athletics	JJIC
In-School Suspension	

Suspension	JKD
Detention	JKB
Student Suspension	JKD
Student Suspension from Class	JKD
Suspension and Dismissal of Professional Staff Members	GCQF
Suspension and Dismissal of Support Staff Members	GDQD
Suspension from Participation in Activities Eligibility for Student Activities	JJJ
Student Probation	JKC
Suspension of Policies	BGF
Suspension of Rules of Order	BEDD
Suspension of Student Bus-Riding Privileges	EEAEC
Swimming Pools	
Construction of Recreational Facilities	FEI
Community Use of School Facilities	KF
Physical Education	IHAE
Student Safety	JLI

T

Tables of Organization/Organization Charts	CCA
Taping Board Meetings	BEDJ
Taping Copyrighted Materials	EGAD
Tardiness	
Staff Tardiness/Time Schedules	GCL/GDK
Student Tardiness	JHA
Taxes	
Revenues from Local Tax Sources	DEA
Revenues from Federal Tax Sources	DEC
Revenues from State Tax Sources	DEB
Tax and Debt Limitations/Taxing and Borrowing	DC
Tax Anticipation Notes	DC
Tax Assessment	DC

Tax Deductions for Senior Citizens/Local Revenues	DEA
Tax Hearings	DC
Tax Collection	
Revenues from Local Tax Sources	DEA
Relations with Taxation Authorities	KLA
Revenues from Local Tax Sources	DEA
Tax Rolls	DEB
Tax-Sheltered Annuities	DLB
Taxing and Borrowing	DC
Taxation Authorities	KLA
Teacher (also see Professional! Instructional Staff)	GC
Resource Teachers	IJNB
Teacher Examinations/Professional Staff Hiring	GCFA
Teacher institutes	GCCAE
Teacher Organizations	
Professional Organizations	GCU
Staff Negotiating Organizations	HH
Teacher Positions	GCAAA
Teacher-Pupil Ratio/Class Size	IIB
Teacher Aides Employment	
Instruction	IJNA
Support Staff Positions	GDA
Teaching (only codes starting with the word teaching” follow)	
Teaching about Controversial Issues	IMB
Teaching about Drugs, Alcohol, and Tobacco	IHAMA
Teaching about Religion	IHAL
Teaching Methods	IMA
Team Management	CC
Team Teaching	IIF
Technical Education/Vocational-Technical Education	IHAI
Technology	

Computer/Technology Literacy	IHAJ
Resource Selection and Adoption	IJKA
Resources	IJND
Use of in Instruction	IJNDB
Use of in Office Services	EGD
Telephone Services	EGAF
Television	
Broadcasting and Taping of Board Meetings	BEDJ
News Media Relations	KDD
Sports and Special Events News Coverage	KDDB
Technology Resources	IJND
Temporary	
Part-Time and Substitute Professional Staff Employment	GCG
Part-Time and Substitute Support Staff Employment	GDG
Temporary Administrative Arrangements	CI
Temporary School Facilities	FCC
Tenure	
Professional Staff Probation and Tenure	GCJ
Support Staff Probation and Tenure	GDI
Termination of Employment	
Professional Staff Termination of Employment	GCQ
Superintendent's Termination of Employment	CBJ
Support Staff Termination of Employment	GDQ
Term of Office of Board Members	BBB
Tests/Testing	
GED Testing	IHDB
Psychological Testing of Staff Members/Staff Health	GBGA/GBGC
Standardized Test Administration Testing Programs	ILB
Curriculum/District Assessments	IL
Student Achievement	IKAA
Test Selection and Adoption	ILA

Use and Dissemination of Test Results	ILC
Textbooks/instructional Materials	IJ
Care of Textbooks by Students	JICB
Disposal of Obsolete Textbooks/School Property Disposition	DN
Fines for Loss/Misuse of Textbooks	JQ
Public Concerns/Complaints about Curriculum	KEC
Rental of Textbooks	IJ/ED
Textbook Arrangements for Nonpublic School Students	LBC
Textbook Maintenance and Control	EDB
Textbook Selection and Adoption	IJJ
Theft	GBGB/ECA
Tickets	
Food Tickets	EFDA
Gate Receipts and Admissions	DFD
Time for Learning	
Class Interruptions	IMH
Scheduling for Instruction	IIC
Time on Task/Time for Learning	IF
Time Schedules	
Professional Staff Schedules	GCL
Support Staff Schedules	GDK
Title IX	
Nondiscrimination on the Basis of Sex/general	ACA
Sexual Discrimination/Staff	GBAA
Sexual Discrimination/Student	JBA
Tobacco	
Teaching about Drugs, Alcohol, and Tobacco	IHAMA
Tobacco-Free Schools	ADC
Tobacco Use at Public Functions	KFA
Tobacco Use by Staff Members	GBED

Tobacco Use by Students	JICG
Tornado Warnings	EBCD
Tournaments/interscholastic Athletics	JJI
Tracking/Grouping for Instruction	IIA
Traffic and Parking Procedures	ECE
Student Automobile Use	JLIE
Parking Lot Searches	JHNB
Training	
Training Leave	
Administrative Staff Training Leave	GCCBE
Instructional Staff Training Leave	GCCAE
Support Staff Training Leave	GDH
Professional Staff Training	GCID
Support Staff Training	GDMB
Trampolines	
Accident Prevention and Safety Procedures	EBB
Physical Education	IHAE
Student Athletics	JJI
Transfer of Funds/Budget Transfers	DBJ
Transfers of Personnel	
Professional Staff Assignments and Transfers	GCK
Support Staff Assignments and Transfers	GDJ
Transfers of Students	
Interdistrict Transfer Arrangements	
Admission of Nonresident Students	JFABC
Relations with other Schools and School Districts	LB
School Choice/Open Enrollment	JFB
Transfers from Non-accredited Schools/Home Schools	JF/JG/IHNB
Assignment of Students to Classes and Grade Levels	JG

Graduation Requirements	IKF
Transfers into District/School Admissions	JFABC
Transfers out of District/Student Withdrawal from School	JFC
Transfers to Special Education Schools	IHBA
Transit Authority/Relations with Local Government	KLK
Transition-to-Work Education	IHAQ
Transportation (see policy codes)	EE
Business and Personnel Services	EEB
Special Education Student Transportation	EEAB
Student Transportation	EEA
Student Transportation in Private Vehicles	EEAG
Travel	
Board Member Compensation and Expenses	BID
Expense Reimbursements for Travel	DKC
Field Trips and Excursions	IJOA
Leave for Professional Travel/Study	GCCAF
Local Travel	EEB
Recognition of Travel for Salary Advancement	GCBA
Student Travel	JJH
Travel Study/Students	IHCB
Treasurer	BDC
Truancy	JHB
Trustees, Board of (see School Board)	
Truth in Taxation Requirements/Budget Hearings and Review	DBF
Revenues from Local Sources	DEA
Taxing and Borrowing	DC
Tuberculosis Examinations	
Physical Examinations of Students	JLCA
Staff Health	GBGA
Tuition/Admission of Nonresident Students	JFAB

Adult Education	IHD
Summer School	IHCA
Tuition Refunds for Staff	
Professional Staff Development	GCI
Professional Staff Fringe Benefits	GCBD
Support Staff Career Development	GDM
Support Staff Fringe Benefits	GDBD
Tutoring for Pay	GCRD
Tutoring Provided by School	
Homebound Instruction	IHBF
Individual Help	IJ
Peer Tutoring	IIO
Remedial Tutoring	IHBDB
Types of Funds	DIB

U-V

Unaccredited School/Non-accredited Schools	JFA/LBC/IHGB
Unchartered School/Non-chartered Schools	JFA/LBC/IHGB
Home Schools	IHGB
Underground Student Publications	JICEB
Unemployment Insurance	
Insurance Management if related to purchase and management	EI
Staff Protection	GBG
Unexpired Term Fulfillment	BBBE
Uniforms	
Band Uniforms	IJE
Expense Reimbursements	DKC
Support Staff Fringe Benefits	GDBD
Unions	
Professional Staff Membership	GCU
Relations with Labor Organizations	KJF

Staff Negotiating Agents	HH
Support Staff Membership	GDS
United States Office of Education/Relations with	LG
Universities, Relations with	LD
Unwed Mothers/Fathers	
Programs for Pregnant Students	IHBCA
Married Students	JIG
Pregnant Student	JIE
Students with Children	JIF
Vacancies	
Posting of Professional Staff Vacancies	GCEC
Posting of Support Staff Vacancies	GDEA
Vacancies on the Board	BBBE
Vacant Classroom Space	FC
Vacations	
Professional Staff Vacations and Holidays	GCD
Support Staff Vacations and Holidays	GDD
School Vacations	
School Year	IC
School Calendar	ICA
Student Leaves and Absences	JH
Valedictorian	
Student Awards and Scholarships	JM
Graduation Exercises	IKFB
Values Education	IHAK
Vandalism	ECAC
Vehicles	
School-Owned Vehicles	EEBA
Student Transportation in Private Vehicles	EEAG
Use of Private Vehicles on School Business	EEBB
Vending Machines	EFE

Vendor Relations	DJG
Venereal Disease	
Communicable Disease	JLCC
Health Education	IHAM/IHAMB
Veterans	
Administrative Staff Military Leave	GCCBD
Instructional Staff Military Leave	GCCAD
Preferential Hiring	GBA
Relations with Military/Armed Services	KLMA
School Admissions	JF/JID
Support Staff Military Leave	GDCD
Video/Videotaping	
Broadcasts of Board Meetings	BEDJ
Sports and Special Events Coverage	KDDB
Technology Resources	IJND
Visitations at other Schools (also see training)	
Professional Staff Conferences, Training and Workshops	
Administrative Staff	GCCBE
Instructional Staff	GCCAE
Support Staff Conferences, Training, and Workshops	GDCE
Visiting Teachers	
Home Visits	JLEA
Instructional Staff Positions	GCAA
Visitors to Schools	
Board Inspection and Acceptance of New Facilities	FG
Board Member Visits to Schools	KI
Professional Visitors and Observers	LI
Visitors to the Schools	KI
Vocational Education	IHAI
Adult Vocational Education	IHDC
Volunteers	

School Volunteers	IJOC
School Volunteers for School and Community Service	JN
Voter Registration of 18 Year-Olds	
Relations with Election Authorities	KLB
Voting Method	BEDF
Vouchers	JFBC

W-Z

Wages/see Compensation	
Walkers and Riders	EEAA
Walkouts/Staff Job Actions	HP
Warehousing/Receiving and Warehousing	EDA
Warning Systems	EBAA
Warrants	
Interrogations, Searches, and Arrests	JIH
Payment Procedures	DK
Relations with Law Enforcement Agencies	KLG
Waste Management	EDE
Weapons	JICI
Weekend/Night School	IHBHC
Weighted Grades	
Class Rankings	IKC
Grading Systems	IKA
Honors Program	IHCC
Welfare Authorities, Relations with	KLE
Wellness Programs	
Staff	GBGC
Students	JL/JLC
School District	ADF
Withdrawals from School	JFC
Witnesses	
Board Hearings	BEE

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

Zoning Authorities, Relations with

KLJ
