

INDEX SUPPLEMENT

Note: The NEPN/NSBA codification system has been expanded as noted below to provide special terms and break-out codes for distinctive state and local policies and regulations of Colorado. These terms and break-out codes do not appear in the regular classification system or in the Code Finder Index.

Code	Topic (term)	Alphabetical listing
		D
BDFA*	District Personnel Performance Evaluation Council	
EEAEAA*	Drug and Alcohol Testing for Bus Drivers	
		E
CFBA*	Evaluation of Evaluators	
		F
DBK*	Fiscal Emergencies	
		P
KEF*	Public Concerns/Complaints about Teaching Methods, Activities or Presentations	
CBIA*	Public Inspection of Superintendent's Evaluation	
		S
JBB*	Sexual Harassment	
JICEC*	Student Distribution of Noncurricular Materials	
CBFA*	Superintendent's Ethics	
		U
EEAFB*	Use of School Buses by Community Groups	
		V
EEAEF*	Video Cameras on Transportation Vehicles	

CODE-FINDER
INDEX

A

component

of the

National

Education

Policy

Network



Sixth Edition

Introduction

Welcome to the National Education Policy Network and to one of its primary school policy resources, the NEPN Reference Manual. The Code-Finder Index is one of the "passport publications" to the Reference Manual — a helper document that guides you in making the most effective use of the Manual. Along with the Administrator's Guide, Board Member's Guides, and the policy classification system itself, 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.

Although the NEPN Reference Manual is of special benefit to those districts with an alphabetical policy classification system, those using a numerical system still receive the full value of the policy information. Just know the policy topic or area of interest and the Code-Finder Index allows you to find related policies in the Reference 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 Manual and for properly coding policies and regulations in your own school district manual. It also serves as a useful guide to titling policies, although the exact policy terms and content of your documents will reflect your district's needs and approach.

To ensure the most effective and efficient use of the Code-Finder Index, familiarize yourself with the policy classification pages. Any questions about individual codes can be answered by consulting the Administrator's Guide, with its code by code explanations.

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 (*policy topic*)

(*subcategories*)

Resource Staff Positions
Library Aides/Teacher Aides
 School Volunteers
Library Materials Selection and Adoption
Professional Libraries
School Libraries

(*policy code*)

GCAAC
IJNA
IJOC
IJL
IJNCA
IJNC

From this entry, you know that policies describing the position of librarian are filed in the Personnel Section/G and the other areas appear under Instruction/I. Library Aides might be hired by the school district under the same terms and conditions as Teacher Aides or they might be School Volunteers, so both are given. Perhaps you are interested in the latter case. You look for policies in the IJK section of the Manual but find none. What to do? Call the Policy Clearinghouse to see if they have what you need in their policy files.

Let's try some other examples. You're interested in policies on recycling. This happens to be one of the new policy areas incorporated into the classification system in Support Services/E. When you look up recycling in the Code-Finder Index, it tells the exact code, EDE, where these policies are located in the Manual.

Let's say you're researching the topic of animal cruelty. You look under "animal" and find Animals in School/IMG but not animal cruelty. At this point you might consult the Administrator's Guide to see what the category of "Animals in School" includes or you might try "cruelty." Still better, generalize the topic. If your point of inquiry is a student's objection to dissection, look that term up. You'll see that most of the policies are located under Controversial/Sensitive Issues/IMB. As with any reference resource, once you start using it the logic becomes clear.

If you are using the Code-Finder Index as a reference to your district manual, a few tips follow.

- 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.
- Keep a listing of all policy codes that you have added (formerly referred to as "break-out codes"). Include this listing on a separate sheet following the classification pages or have the classification pages retyped to incorporate the new codes. One of the advantages of this system is its flexibility — it's designed to be adapted to your policy needs!
- Have questions about coding or finding a topic? Just Ask one of our Clearinghouse staff by phone (703/838-6722), by fax (703/683-7590), or by Search Certificate, which you received in your NEPN Welcome Packet. We'll be glad to help.

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A

Absences (also see Leaves)

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

Abuse of Children

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

Abusive Language

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

Academics

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

Acceleration of Students

Grade Advancement	IKE
of at At-Risk Students	IHBDC

Access

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

Accidents

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

Accountability

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

Accommodations

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

Accomplishment

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

Accounting

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

Accreditation Agencies, Relations with

LH

Achievement

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

Acting Administrator/Temporary Administrative Assignments

CI

Active Learning

IFB

Activities

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

Adjourned Board Meetings/Meeting Procedures/Bylaws

BED

Administering Medicines to Students

JLCD

Administration

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

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

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

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

B

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

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

Responsibilities	EEAEA	Business and Industry Donations/Joint Ventures	KGD
Transportation and Food Management		Business and Personnel Transportation	
Positions	GDAC	Insurance	EEBC
Bus Emergencies	EEAEE	Business and Personnel Transportation Records	EEBD
Bus Maintenance	EEAEB	and Reports	EEB
Bus Passes	EEAD	Business and Transportation Services	
Bus Purchasing and Maintenance	EEAEB	Business Education/Vocational-Technical	
Bus Safety Program	EEAE	Education	IHAI
Busing/Desegregation	JCAB	Business/Fiscal Management (see policy codes)	Section D
Eligibility for Bus Transportation/Walkers and Riders	EEAA	Business Manager/Administrative Staff	
Scheduling and Routing	EEAC	Positions	GCAB
Special Education Student Transportation	EEAB	Fiscal and Office Staff Positions	GDA
Special Use of Buses	EEAF		
Student Conduct on Buses	EEAEC	Bylaws/Meeting Procedures	BED
		Board Committees	BDE
Business			
Business and Industry Involvement in Education	KG		

C

Cabinets/Councils and Committees	CE	Career	
Cable Television		Development/Support Staff	GDM
Public Information and Communications	KD	Education	
Special Programs Administration if involves school administrators	CG	Adult Career Education	IHDC
Technology Resources in Instruction	IJNDB	Student Career Education	IHAQ
		Counseling	JLDC
Cadet Teachers/Student Teaching and Internships	LDA	Professional Staff/Professional Development	GCI
		Salary Schedule/Career Ladders	
Cafeterias/Food Services	EF	Administrative Staff	GCBB
(see policy codes)		Instructional Staff	GCBA
Student Conduct in Cafeteria	JICDC	Support Staff	GDBA
Cafeteria Workers/Aides/Transportation and Food Staff Positions	GDAC	Career Teacher	
		Instructional Staff Probation, Tenure, and Seniority	GCJA
Calculus/Mathematics Education	IHAB	Merit/Performance Pay for Instructional Staff	GCBA
Advanced College Placement	IHCD	Professional Staff Contracts and Compensation Plans	GCBA
Calendar		Care of School Property	
Professional Staff Schedules and Calendars	GCL	by Students	JICB
School Calendar	ICA	by Staff/Staff Conduct	GBEB
Support Staff Schedules and Calendars	GDK	Caring Adult Programs	JLDBF
Camps/School	IHCE	Carnegie Unit Requirements/Graduation Requirements	IKF
Campus, Open/Closed	JHCA	Cash in School Buildings	DM
Campus Police/Building and Grounds Security	ECA	Catalogs/Directorles of Instructional Materials	
Cancellations	EBCE	Curriculum Guides and Course Outlines	IGE
		Instructional Resources and Materials	IJ
Candidates		Catering	EFG
Board Candidates	BBBF	Censorship	
Board Member Qualifications	BBBA	Academic Freedom	IB
Political Solicitations in School	KHE	Public Concerns/Instructional Resources	KEC
Capital Equipment/Purchasing	DJ	Student Publications	JICE
Capital Reserves	DCA	Census/School	JD
Capitalization/Facilities Funding	FD	Ceremonies	
		Graduation Exercises	IKFB

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

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

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

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

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

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

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

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

Expulsion	JKE	Extra Duty	
Extended Instructional Programs	IHC	Professional Staff Extra Duty	
Extended School Day	ID	Administrative Staff Extra Duty	GCME
Extended School Year		Instructional Staff Extra Duty	GCMD
Extended School Year	ICB	Support Staff Extra Duty	GDLA
Year-Round School	ICC		
Extracurricular Activities	JJ	Extra Pay	
(see policy codes)		Professional Staff Assignments and Transfers	GCK
Activity Sponsors		Professional Staff Supplementary Pay Plans	GCBC
Administrative Staff Positions	GCAB	Support Staff Assignments and Transfers	GDJ
Instructional Staff Positions	GCAA	Support Staff Supplementary Pay Plans	GDBC
some may be incorporated into individual activities such as Student Publications/JICE			
Transportation to Student Activities	EEAFA	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	Family Life Education/Health Education	IHAM
Buildings and Construction	F	FAX Service	EGAEB
Community Use of School Facilities	FE		
Facilities Accommodations for Handicapped	KF	Federal	
Facilities Construction	FC	Federal Aid/Grants	DDA
Facilities Development Priority Objectives	FE	Federal Education Agency Relations	LG
Facilities Funding	FA	Relations with Federal Government Authorities	KLM
Facilities Inventory	FD	Revenues from Federal Tax Sources	DEC
Facilities Renovation	FB	State and Federal Programs Administration	CGD
Public Dedication of Staff Facilities	FJ		
Professional Staff Facilities	FI	Fees	
Support Staff Facilities	GCV	Fees for Duplicating Public Records	EGAB
	GDT	Student Activities Fees	JJF
Fact Finding/Impasse Procedures	HO	Student Fees, Fines, and Charges	JQ
		Tuition	JFABA
Fair Employment		Fidelity Bonds/Bonded Employees and Officers	DH
Contractor's Fair Employment Clause	FEGA	Field Trips and Excursions	IJOA
Equal Employment Opportunity	GBA	Fighting/Student Conduct	JIC
Fairs		Films/Videotapes/Photographs	
Contests for Students/sponsored by outside groups	JJG	Instructional Resource of Students	IJ
School Fairs/School-Sponsored Events	IMF		JRD
False Alarms		Final Examinations	IKAA
Staff Conduct	GBEB	Financial	
Student Conduct	JIC	Financial Aid to Students/Student Aid Programs	JLB
Family Education Rights and Privacy Act	KBB/ JR	Financial Disclosure	
Family Leave		Board Member Conflict of Interest	BCB
Administrative Staff Family Leave	GCCBC	Superintendent's Conduct	CBF
Instructional Staff Family Leave	GCCAC	Staff Conduct	GBEB
Support Staff Family Leave	GDCC		

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

G

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

H

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

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

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

K-L

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

Governmental Authorities, Relations with Local Purchasing Travel	KLK DJF DKC/ EEB	Loyalty Oaths Board Member Qualifications Professional Staff Positions Qualifications of Superintendent Support Staff Positions	BBBA GCA CBA GDA
Locker Searches	JJHA	Lunch Periods Open/Closed Campus Professional Staff Schedules Support Staff Schedules School Day	JHCA GLC GDK ID
Logo	BHA	Lunch Program Adult Food Services	EF EFF
Loitering Public Conduct on School Property Visitors to Schools	KFA KI	Lunch Workers/Support Staff Positions	GDAC
Long-Range Planning Administration Goals and Objectives Curriculum Development Facilities Planning School Board Operational Goals	CA IGA FB BA		
M			
Magnet Schools Curriculum School Choice/Open Enrollment	IHBHB JFBD	Student Use of Drugs and Alcohol Substance Abuse Counseling	JICH JLDBC
Mail and Delivery Services	EGAE	Marking Periods/System/Grading Systems Nongraded Education	IKA IFE
Maintenance Buildings and Grounds Maintenance Buildings Maintenance Grounds Maintenance Maintenance and Control of Instructional Materials Maintenance and Control of Materials and Equipment Maintenance Vehicles/Business and Personnel Transportation Maintenance Workers/Support Staff Positions School Bus Maintenance	ECB ECBA ECBB EDB ED EEB GDAB EEAEB	Married Students	JIG
		Master Teachers/Mentor Teachers Mentor Teacher/Caring Adult	GCHA JLDBF
		Matching Funds/Funding Proposals and Applications Fund-Raising if school district matches funds Grants from Private Sources Gifts from the Public Material Resources Management	DD KH DDA KCD ED
		Materials Resources Records and Reports	EDD
Make-Up Opportunities	JH	Maternity Leave Administrative Staff Maternity Leave Instructional Staff Maternity Leave Support Staff Maternity Leave	GCCBC GCCAC GDCC
Management Accountability of Administrative Staff Administrative Organization Buildings/Grounds/Property Management Commitment to Accomplishment Environmental Management Management Rights/School Board Powers and Responsibilities Line and Staff Relations School Building Administration School Board Negotiating Rights/ Responsibilities Management Team Waste Management	GCOD CC EC AE EB BBA CCB CF HE CD EDE	Mathematics Instruction Mathematics Resources and Materials	IHAB IJB
		Matrons/Support Staff Positions	GDA
		Mayor's Office/Relations with Local Governmental Authorities	KLK
		Media Centers	IJNC
		Media, Relations with During Negotiations	KDD HKA
Manpower Training Programs/Adult Occupational Education	IHDC	Mediation/Impasse Procedures	HO
Marijuana Drug and Steroid Use in School Athletics Drug-Free Work Place Drug-Free Schools Programs for Substance Abusers Teaching about Drugs, Alcohol, and Tobacco	JJIE GBEC ADB IHBCB IHAMA	Medical Examinations/Staff Health Hiring of Administrative Staff Hiring of Instructional Staff Hiring of Support Staff	GBGA GCFB GCFA GDF

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

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

N

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

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

P

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

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

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

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

Q

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

R

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

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

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

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

S

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

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

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

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

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

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

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

U-V

Unaccredited School/Nonaccredited Schools	JFA/ LBC/ IHBG	Unions	
Unchartered School/Nonchartered Schools	JFA/ LBC/ IHBG	Professional Staff Membership	GCU
Home Schools		Relations with Labor Organizations	KJF
Underground Student Publications	JICEB	Staff Negotiating Agents	HH
Unemployment Insurance		Support Staff Membership	GDS
Insurance Management if related to purchase and management	EI	United States Office of Education/Relations with	LG
Staff Protection	GBG	Universities, Relations with	LD
Unexpired Term Fulfillment	BBBE	Unwed Mothers/Fathers	
Uniforms		Programs for Pregnant Students	IHBCA
Band Uniforms	IJE	Married Students	JIG
Expense Reimbursements	DKC	Pregnant Student	JIE
Support Staff Fringe Benefits	GDBD	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	Video/Videotaping	
		Broadcasts of Board Meetings	BEDJ
Vacations		Sports and Special Events Coverage	KDDB
Professional Staff Vacations and Holidays	GCD	Technology Resources	JND
Support Staff Vacations and Holidays	GDD		
School Vacations		Visitations at other Schools (also see training)	
School Year	IC	Professional Staff Conferences, Training and	
School Calendar	ICA	Workshops	
Student Leaves and Absences	JH	Administrative Staff	GCCBE
		Instructional Staff	GCCAE
Valedictorian		Support Staff Conferences, Training, and	
Student Awards and Scholarships	JM	Workshops	GDCE
Graduation Exercises	IKFB		
		Visiting Teachers	
Values Education	IHAK	Home Visits	JLEA
		Instructional Staff Positions	GCAA
Vandalism	ECAC		
		Visitors to Schools	
Vehicles		Board Inspection and Acceptance of New	
School-Owned Vehicles	EEBA	Facilities	FG
Student Transportation in Private Vehicles	EEAG	Board Member Visits to Schools	KI
Use of Private Vehicles on School Business	EEBB	Professional Visitors and Observers	LI
		Visitors to the Schools	KI
Vending Machines	EFE		
		Vocational Education	IHAI
Vendor Relations	DJG	Adult Vocational Education	IHDC
Venereal Disease		Volunteers	
Communicable Disease	JLCC	School Volunteers	IJOC
Health Education	IHAM/	Student Volunteers for School and Community	
	IHAMB	Service	JN
Veterans			
Administrative Staff Military Leave	GCCBD	Voter Registration of 18-Year-Olds	
Instructional Staff Military Leave	GCCAD	Relations with Election Authorities	KLB
Preferential Hiring	GBA		
Relations with Military/Armed Services	KLMA	Voting Method	BEDF
School Admissions	JF/JID		
Support Staff Military Leave	GDCD		

W-Z

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

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

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