

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 (703/883-7590), 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
Instructional Staff Leaves and Absences
Professional Staff Leaves and Absences
Student Absences and Excuses
Support Staff Leaves and Absences

GCCB
GCCA
GCC
JH
GDC

Abuse of Children

Child Abuse/Neglect Counseling
Reporting Child Abuse/Child Protection

JLDBD
JLF

Abusive Language

Public Participation at Board Meetings
Staff Conduct
Student Conduct
Student Publications

BEDH
GBEB
JIC
JICE

Academics

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

IK

IKD

JM
IB
IH

IKE
IKF
JJIC
JJJ

Acceleration of Students

Grade Advancement
of at At-Risk Students

IKE
IHBDC

Access

Buildings
Computer Access and Control/Computer Security
Records
Personnel Records and Files
Public's Right to Know
Student Information

ECAB

EHAA

GBJB
KDB
JR

Accidents

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

EI
GBGD
EBB
EBBB
EEAEE
EEAE

Accountability

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

AE
GCOD
GCOB
GDOA

Accommodations

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

FC
IHBA
FC

Accomplishment

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

AEC
AE

AEB
GBL
JM

Accounting

Accounting System
Fiscal Accounting and Reporting
Student Activities Funds

DIA
DI
JJF

Accreditation Agencies, Relations with

LH

Achievement

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

IK
GCO
GDO
AEA

Acting Administrator/Temporary Administrative Assignments

CI

Active Learning

IFB

Activities

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

IHD
JJD
JD
KJ
GBH
GBI
JJ
JJB

Adjourned Board Meetings/Meeting Procedures/ Bylaws

BED

Administering Medicines to Students

JLCD

Administration

Administration Goals/Priority Objectives
Administration in Policy Absence
Adult Education Program Administration
Employee Benefits Administration
General School Administration
(see policy codes)

Section
C

School Building Administration
Special Programs Administration
Summer Program Administration
State and Federal Programs Administration
Test/Assessment Administration

CF
CG
CGA
CGD
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	
Admission of Transfer Students	JFABC		Staff Involvement in Decision Making	KCB
Free Admissions	DFDA		Student Advisory Councils	GBB
Gate Receipts and Admissions	DFD			JIBC
			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	
Administration	CGC		Employment	GDG
Curriculum	HD		Teacher Aides	IJNA
			AIDS	
			AIDS/HIV Education	IHAMC
			Students with HIV/AIDS	JLCCA
			Staff with HIV/AIDS/Staff Health	GBGA

Air Conditioning			Appeals to Board	BEE
Construction Plans and Specifications	FED		Grievances	
Energy Conservation	ECF		Resolution of Discrimination Complaints	ACG
Air Pollution			Staff	GBK
Environmental Education	IHAO		Students	JII
Weather-Related Emergencies	EBCD		Appointed Board Officials	BDC
Alarms			Appointment	
Reporting of Hazards/Warning Systems	EBAA		Advisory Committees	BDF
Security of Building	ECA		Appointed Board Officials	BDC
Student Conduct (setting off false alarms)	JIC		Board Committees	BDE
Alcohol			Board Membership - Elections/Appointments	BBB
Catering and Food Service at School			Student Member of Board	JIBB/ BBB
Activities/Events	EFG		Appraisals	
Drug and Alcohol Use by Students	JICH		School Properties Disposition	DN
Programs for Substance Abusers	IHBCB		Site Acquisition	FEE
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
Alien Residence Requirements			Student Volunteers for School and Community	JN
School Employment	GCF/ GDF		Appropriations	
Student Admissions	JFABB		Annual Budget	DB
Allocations to Schools			Revenues from Tax Sources	DE
Equal Educational Opportunities	JB		Arbitration	
Site-/School-Based Management	CFD		Impasse Procedures	HO
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	
Animals in School	IMG		for Professional Staff Substitutes	GCGB
in curriculum use appropriate Curriculum			for Support Staff Substitutes	GDGB
Program/IH or Teaching about Controversial/			Arrests	
Sensitive Issues/IMB, e.g., dissection			Building and Grounds Security	ECA
Announcement of Final Negotiated Agreement	HM		Relations with Law Enforcement Authorities	KLG
Annual			Student Interrogations, Searches, and Arrests	JIH
Board Meeting			Arson Protection	
Board Organizational Meeting	BDA		Building and Grounds Security	ECA
Budget	DB		Warning Systems	EBAA
District Meeting			Arts	
Board Elections	BBBG		Arts and Music Resources and Materials	IJE
Board Organizational Meeting	BDA		Arts Education	IHAF
Report	CM		Relations with Cultural Institutions	KM
Annuities			Asbestos	EBAB
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
Anti-Poverty Authorities			Student Conduct	JIC
Relations with Federal Government Authorities	KLM		Student Discipline	JK
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
Assistant Superintendents		Internal Audits	DIE
Administrative Staff Positions	GCAB		
Management Team/Senior Staff	CD	Authority	
		Line of Authority	
Assistants		Administrative Organization	CC
Board Consultants/Staff Assistants	BDH	Line and Staff Relations	CCB
		Board Member Authority	BBAA
Associate Superintendents			
Management Team/Senior Staff	CD	Authorized Signatures	DGA
Associations		Authorized Use of School Materials and Equipment	EDC
School Board Memberships	BK		
Liaison with School Boards Associations	KA		
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	
At-Risk Students		Disposition	DN
At-Risk Student Behaviors	JLDB	Searches of Parking Lots	JH
Programs for At-Risk Students	IHBC/	Student Automobile Use	JLIE
IHCC		Student Transportation in Private Vehicles	EEAG
Student Problems	JLDBA	Traffic and Parking Procedures	ECE
		Transportation Services	EE
Athletics (also Sports)	JJI		
Athletics Director		Auxiliary Services	
Administrative Staff Extra Duty	GCME	Extended Instructional Programs/outside Basic Instruction	HC
Instructional Staff Extra Duty	GCMD	Special Instructional Programs/Basic Instruction	IHB
Professional Staff Positions	GCA		
Eligibility	JJIC		
Attendance		Awards	
Attendance Monitoring/Accounting	JHBB	Recognition for Accomplishment	AEB
Attendance Officer	JHBA	Staff Awards and Recognition	GBL
Attendance Rewards, Students	JM	Student Awards and Scholarships	JM
Compulsory Attendance Ages	JEA		
Exclusions and Exemptions from School Attendance	JHD		

B

Baccalaureate Services		Bidding Procedures	DJE
Graduation Exercises	IKFB	Bidding Requirements for Sale of School Property/School Properties Disposition	DN
Background Checks (see policy codes)	GCF/ GDF	Construction Contracts Bidding and Awards	FEG
Band		Bilingual Instruction	IHBE
Band Instruments/Maintenance and Control of Materials and Equipment	EDB	Bill Payment	
Band Uniforms/Student Fees, Fines, and Charges	JQ	Payment Procedures	DK
Music Education	HAG	Binding Arbitration	HOA
Student Activities	JJ	Black Studies	
Student Travel	JJH	Curriculum Programs	IH
Student Performances/Exhibits/Competition	JJC	Multiculturalism	IFC
Banking		Boarding School Students	
Banking Services	DG	Alternative School Programs	IHBHA
Management of Staff Funds	DL	Student Admissions	JF
Bargaining (see policy codes)	Section H	Board of Cooperative Educational Services (BOCES)	
Negotiations Goals/Priority Objectives	HA	Relations with County/Regional Education Agencies	LE
Bargaining Agent		Shared Services and Staff	LBA
Employee Negotiating Organizations	HH	Board of Education, School Board (see policy codes)	Section B
Basic		Board Committees	BDE
Education		Board Consultants	BDH
Adult Basic Education	IHDA	Board Communications with Public	BHD
Basic Instructional Program	IHA	Board Communications with Staff	BHC
Basic Instructional Program	IHA	Board Facilities and Services	BIC
Basic Skills		Board Elections	BBBG
Basic Instructional Program	IHA	Board Hearings	BEE
Basic Skills Tests/Academic Achievement	IK/LB	Board Inspection and Acceptance of New Facilities	FG
Beepers	JICJ	Board Liability	BBC
Behavior		Board Meetings	
Public Conduct on School Property	KFA	Organizational Meeting	BDA
Student Conduct	JIC	School Board Meetings	BE
Staff Conduct	GBEB	Second Language Procedures	BEDE
Benefits		Board Members	BBB
Employee Benefits Administration	DLA	Attendance at Meetings	BBAA
Professional Staff Fringe Benefits	G CBD	Authority and Responsibilities	BBAA
Support Staff Fringe Benefits	G OBD	Code of Ethics	BCA
Bequests		Compensation and Expenses	BID
Public Gifts/Donations to Schools	KCD	Conduct	BC
Bereavement Leave		Conflict of Interest	BCB
Administrative Staff Personal Leave	GCCBB	Development Opportunities	BIB
Instructional Staff Personal Leave	GCCAB	Insurance/Liability	BIE
Support Staff Personal	GDCB	Oath of Office	BBBB
Bible Readings		Orientation/Handbook	BIA
Teaching about Religion	HAL	Removal from Office	BBBD
Religious Observances and Displays	IMDC	Resignation	BBBC
Bicycles		Responsibilities	BBAA
Student Bicycle Use	JLID	Services	BI
Bidding		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/	
Board Powers and Responsibilities	BBA	Strikes	JJJ
Board President/Board Officers	BDB		
Board Review of Regulations	BGD/	Breakfast Program/Food Services	EF
	CHB	Free and Reduced Price Food Services	EFC
Board Staff Assistants	BDH		
Board-Superintendent Relationship	BDD	Broadcasting/Broadcasts	
		Broadcasting/Taping of Board Meetings	BEDJ
Board of School Directors (see policy codes		Broadcasts of Emergency Closings	EBCE
under School Board/Board of Education)	Section	Broadcasting as part of the curriculum/	
	B	Technology Resource Selection and	
		Adoption	IJKA
Board of School Trustees (see School Board/		Technology Resources	IJND
Board of Education)		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/	Sports and Special Events News Coverage	KDDB
	KCCA	Taping of Broadcasts	
Bond Payments/Payment Procedures	DK	Communication Services	EGA
Bonded Employees and Officers	DH	Copyright Compliance	EGAD
Bond Referenda	FDA		
Bond Revenues/Revenues from Investments	DFA	Budget/Annual Budget	DB
Contractor's Affidavits and Guarantees	FEGB	(see policy codes)	
Facilities Funding	FD	School Budgets/School-Based Management	CFD
Fidelity Bonds/Bonded Employees and Officers	DH	Budget Referenda	DBGA/
Management of Capital Reserves	DCA		KCCB
Use of Students in Bond Campaigns		Buildings/Facilities (see policy codes)	Section
Use of Students in Public Information			F
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	
Relations with Parent		from private sources	DDA
Organizations	KBE	from school foundations	KGA
Book Loans		Buildings/Grounds/Property Management	EC
Relations with Nonpublic Schools	LBC	Building and Grounds Security	ECA
Relations with Libraries/Cultural		Building and Grounds Records and Reports	ECC
Institutions	KM	Building Plaques	FFB
Book Selection and Adoption		Building Use by Community	KF
Library Materials Selection and Adoption	IJL	Planning and Construction	FE
Special Interest Materials Selection			
and Adoption	IJM	Bulletin Boards	
Supplementary Materials Selection and		use by employee negotiating organizations	HI
Adoption	IJK	use by outside groups/Distribution/Posting	
Textbook Selection and Adoption	IJJ	of Promotional Material	KHC
Book Stores/School Stores	IMI	use by professional staff	GCV
Public Concerns/Complaints about Instructional		use by support staff	GDT
Resources	KEC	use by students/student information	JR
		Burglar Alarms/Warning Systems	EBAA
Booster Organizations	KJA		
		Burglary Precautions and Reports/Security	ECA
Boundary Lines			
Board Member Districts/Board Legal Status	BB	Bus/Buses/Student Transportation	EEA
School Attendance Areas/Redistricting	JCAA	Accidents/Emergencies	EEAEE
School District Boundaries/Legal Status	AA	Bus Driver	
		Requirements, Training, and	

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

Business

Business and Industry Involvement in Education KG

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

C

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

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

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

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

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

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

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

D

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

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

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

E

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

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		
Values Education	IHAK	Executive Sessions	BEC
Ethnic Studies		Executive Personnel/Staff	
Citizenship/Values Education	IHAK	Administrative Staff Positions	GCAB
Interpersonal/Human Relations	ACF	Management Team/Senior Staff	CD
Multiculturalism	IFC		
Social Studies Education	IHAC		
Evacuation of Building/Emergency Plans	EBC	Exemptions	
Evaluation		from Required Instruction	IMBB
Board Self-Evaluation/Evaluation of the Board	BAA	from School Attendance	JHD
Evaluation of Goals and Objectives (see first code under each of the 12 policy sections except in Section I/Evaluation of Instructional Programs/IL		Exhibitions of Student Work	JJC
Evaluation of Instructional Program		Expenditure of Funds	
Standardized/normed tests	IL	Budget Implementation	DBI
Evaluation of Management Team	CDA	Payment	DK
Evaluation of Professional Staff	GCO	Purchasing	DJ
Evaluation of Student Achievement	IKA	Expenses/Expense Reimbursements	DKC
Evaluation of Support Staff	GDO	Board Member Compensation and Expenses	BID
Evaluation of Superintendent	CBI		
Policy Review and Evaluation	BGC	Experiments/Experimental Education Programs	
Use of Independent Evaluators		Animals in Schools	IMG
Instructional Programs	IL	Curriculum Research	IGB
Board Evaluation	BAA	Laboratory/Accident Prevention and Safety Procedures	EBB
Evening Programs/Schools/Sessions		Pilot Projects	IGC
Evening Instructional Activities/School Day	IDA	Relations with Education Research Agencies (see policy codes)	Section L
Weekend/Night School/Alternative School Programs	IHBHC	Science Education	IHAD
		Staff Research and Publishing	GCS

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

F

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

Financial Projections	DBC	Food Staff Positions	GDAC
Financial Reports and Statements	DIC	Relations with Senior Citizens/Food Services	KJI
Fiscal Staff Positions	GDAA		
Fines		Foreign Exchange Students	JFABB
Professional Staff Leaves and Absences	GCC	Foreign Languages	IHAH
Salary Deductions	DKB	Second Language Procedures at Meetings	BEDE
Students Fees, Fines and Charges	JQ		
Support Staff Leaves and Absences	GDC	Foundations/School	KGA
Fingerprinting		Foundations and Basic Commitments	Section A
Missing Children	JLH	(see policy codes)	
Professional Staff Hiring	GCF		
Student Safety	JLI	Fraternities/Secret Societies	JICF
Support Staff Hiring	GDF		
Fire		Free	
Fire Prevention/Safety Procedures	EBB	Free Admissions	DFDA
Insurance	EIA	Free and Reduced Price Food Services	EFC
Relations with Fire Authorities	KLH	Free Instructional Materials	ED
Safety Drills	EBCB	if part of program for disadvantaged	IHBC
Firearms		Freedom	
Staff Welfare/Protection	GBG	Freedom of Expression	
Weapons in School	JICl	Academic Freedom	IB
		Student Publications	JICE
		Student Rights and Responsibilities	JI
		Freedom of Information/Public Right to Know	KDB
Firecrackers/Fireworks		Fringe Benefits	
Accident Prevention and Safety Procedures	EBB	Professional Staff Fringe Benefits	GCBD
Student Conduct	JIC	Superintendent's Compensation and Benefits	CBE
		Support Staff Fringe Benefits	GDBD
Firing (see Dismissal)			
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	GDAA	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	
Flexible Scheduling/Scheduling for Instruction	IIC	Depository of Funds/Banking Services	DG
		School Funds/Types of Funds	DIB
Food/Food Services Management		Staff Funds Management	DL
(see policy codes)	EF	Student Activities Funds	JJF
Food Prices	EFD	Types of Funds	DIB
Food Tickets/Collection of Money	EFDA	Use of Surplus Funds	DFAA
Food Sanitation Program	EFH		

G

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	EC
Grants from Private Sources/Outside Sources	DDA	Community Use of Grounds Maintenance	KFC
School Foundations	KGA		ECBB
Staff Gifts and Solicitations	GBEBC		
Student Gifts and Solicitations	JP	Grouping for Instruction	IIA
Global Education/Social Studies Education	IHAC		
Goals and Objectives (see first code in each of 12 policy sections)		Group Insurance	
		Professional Staff Fringe Benefits	GCBD
Goal-Based Education	AEA	Support Staff Fringe Benefits	GDBD
		Guarantees	
Goal-Setting	BA	Purchasing Procedures	DJB
		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		
Grade-Point-Average	IKC	Guidance Counselors	JLDA
Grade Requirements/Academic Requirements	IKA		
Grading Periods	IKA/IKAB	Guidance Program	JLD
	IKA	Guidance Staff Positions	GCAAB
Grading Systems	IKAB		
Student Progress Reports to Parents	IKAB	Guns	JICI
		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 Students with HIV/AIDS	GBGA JLCCA
Handicapped Students/Exceptional Students/ Disabilities	IHBA	Holidays Professional Staff Vacations and Holidays Religious Holidays/Student Absences and Excuses Professional Staff Leaves and Absences Support Staff Leaves and Absences School Ceremonies and Observances School Holidays/School Calendar Support Staff Vacations and Holidays	GCD JH GCC GDC IMD ICA GDD
Harassment, Sexual General policy	ACA/ ACG GBBA JBA		
Staff Students			
Hazards Reporting Hazards Hazardous Materials	EBAA EBAB	Homebound Instruction	IHBF
Hazing	JICFA	Home Economics/Vocational-Technical Education	IHAI
Headlice/Communicable Diseases	JLCC	Home Education/Home Instruction	IHBG
Head Start Program Instructional Program/Disadvantaged Administration of State/Federal Programs	IHBC CGD	Home Schools, Relations with	LBC
Health Health Authorities, Relations with Health Education Health Insurance/Fringe Benefits Professional Staff Fringe Benefits Support Staff Fringe Benefits Health Resources and Materials Health Staff Positions Staff Health and Safety Student Health Services and Requirements	KLE IHAM GCBG GDBD IJG GCAAB GBGA JLC	Home Visits	JLEA
Hearings Board Hearings Budget Hearings and Reviews Special Procedures for Hearings Staff Concerns/Complaints/Grievances Student Expulsion	BEE DBF GBK JKE	Homeless Students Admission of Homeless Students Programs for Homeless Students	JFABD JLG
Heterogeneous Grouping/Homogeneous	IFA	Homework	IKB
Heating Building/Grounds/Property Management Energy Conservation	EC ECF	Homogeneous Grouping/Heterogeneous	IFA
High Schools High School Curriculum/Basic Instructional Program High School Administration	IHA CFHB LD	Honorariums, Acceptance of by Staff Professional Staff Consulting Activities Superintendent's Consulting Activities	GCRC CBH
Higher Education (see policy codes)		Honor Rolls	IKD
Hiring Job Sharing Professional Staff Job Sharing Support Staff Job Sharing Part-Time and Substitute Support Staff Employment Professional Staff Hiring Recruitment and Appointment of Superintendent Support Staff Hiring	GBK JKE BEE DBF GBK JKE GCGC GDGC GDG GCF CBB GDF	Honors, Graduation with/Graduation Requirements	IKF
History/Social Studies Education History/Social Studies Resources and Materials	IHAC IJC	Honors Programs Gifted and Talented Education	IHCC IHBB
HIV/AIDS HIV/AIDS Education	IHAMC	Hospital Instruction/Homebound Instruction	IHBF
		Hospitalization in Emergencies	JLCE
		Hospitalization Insurance Support Staff Fringe Benefits Professional Staff Fringe Benefits	GDBD GCBG
		Hours/School Day Professional Staff Schedules Support Staff Schedules	ID GCL GDK
		Housing Authorities, Relations with Housing for Staff Professional Staff Fringe Benefits Rental and Service Charges/Leasing Support Staff Fringe Benefits Housing for Students/Student Welfare if Alternate School Programs	KLD GCBG DFC GDBD JL IHBHA
		Human Relations Education/Social Studies Education Multiculturalism	IHAC IFC
		Hurricane Warnings	EBGD

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

Insurance Management	EI	Interpersonal/Human Relations	ACF
Insurance Program/Risk Management	EI		
Liability Insurance	EIB	Interrogations and Searches	
Professional Staff Fringe Benefits	G CBD/	Parking Lot Searches	JH B
	G DBD	Staff Rights and Responsibilities	GB E
	EIA	Student Rights and Responsibilities	JH
Property Insurance	EIC		
Self-Insurance/Insurance Pools	JLA	Interscholastic	
Student Insurance Program	EEAH	Activities	JJ
Student Transportation Insurance	G DBD	Athletics	JJI
Support Staff Fringe Benefits	GBGD		
Workers' Compensation		Interstaff Relations/Line and Staff Relations	CCB
Integration		Intervention in Student Problems	JLDBA
Equal Educational Opportunities	JB		
Nondiscrimination	AC	Interviews	
Plans	JCAB	Interrogations and Searches	JH
School Attendance Areas	JC	News Conferences	KDDA
		Opinion Polls	KCBA
Interdistrict Relations	LB	Professional Staff Hiring	GCF
		Support Staff Hiring	GDF
Intergroup Education/Human Relations			
Education		Intoxicants, see Alcohol	
Multiculturalism	IFC	Intramural Programs	JJIA
Social Studies Education	IHAC		
Intermediate School District		Inventories	
Relations with other Schools and School		Financial	DID
Districts	LB	Receiving/Warehousing	EDA
County Education Agency Relations	LE		
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/	Use of Surplus Funds	DFAA
	EGAEA		
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	Joint Ventures with Business and Industry	KGD
Qualifications and Duties of Superintendent	CBA		
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	Junk Food	
Professional Staff Positions	GCA	Competitive Food Sales	EFE
Support Staff Positions	GDA	Menu Development/Options	EFB
Job Placement for Students/Graduates	JO/	Jury Duty/Legal Leave	
	JLDBG	Administrative Staff Legal Leave	GCCBB
Job Reclassification		Instructional Staff Legal Leave	GCCAB
Administrative Staff	GCPB	Support Staff Legal Leave	GDCB
Instructional Staff	GCPA		
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	HB
		School Board Legal Status	BB
		School District Legal Status	AA
Labor Organizations/Employee Negotiating Organizations	HH	Legislative Program	BJ
Land		Lending School Equipment/Authorized Use of	EDC
Purchase	FEE		
Sale	DN	Lesson Plans	
		Arrangements for Professional Staff	
		Substitutes	GCGB
Landscaping/Building and Grounds Maintenance	ECBB	Supervision of Professional Staff	GCN
		Teaching Methods	IMA
Language Arts Education	IHAA		
Language Arts Resources and Materials	IJA	Letterhead/Office Communications	EGAC
Language Instruction		Levels of Instruction/Organization of Instruction	IE
Bilingual Instruction	IHBE		
English Education	IHAA	Liability	
English as a Second Language	IHBEA	Insurance Program/Risk Management	EI
Foreign Language Education	IHAH	Liability Insurance	EIB
Foreign Language Resources and Materials	IJH	Liability of Board Members	BIE
		Liability of District/Board	BBC
		Liability of School Personnel/Staff Protection	GBG
Latchkey Programs	IHCFB		
Law Enforcement Agencies	KLK	Liaisons	
		Board Committees	BDE
Lawsuits		Liaisons with School Board Associations	BKA
School Attorney/Legal Services	BDG	Parent Liaison	KEE
School Board Liability	BBC		
Layoffs		Library/Librarian	
Administrative Staff Reduction in Force	GCQB	Library Aides	
Instructional Staff Reduction in Force	GCQA	Support Staff Positions	GDA/ IJNA
Support Staff Reduction in Force	GDQA		IJOC
		School Volunteers	IJL
Learning Disabilities	IHBA	Library Materials Selection and Adoption	IJNCA
		Professional Libraries	GCAAC
Learning Resources Centers	IJNC	Resource Staff Positions	IJNC
		School Libraries	
Leasing and Renting		Libel/Student Publications	JICE
Fees for Community Use of School Facilities	KF		
Leased Buses	EEAG	Lifelong Learning	
Leasing of Equipment for School Purposes/ Purchasing Procedures	DJB	Lifelong Learning Programs/Adult Education Program Administration	IHDD CGC
Leasing/Renting Space/Temporary School Facilities	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	JIHA	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	IBHB 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 Master Teachers/Mentor Teachers Mentor Teacher/Caring Adult Matching Funds/Funding Proposals and Applications Fund-Raising if school district matches funds Grants from Private Sources Gifts from the Public Material Resources Management	JIG GCHA JLDBF DD KH DDA KCD ED
Make-Up Opportunities	JH	Materials Resources Records and Reports	EDD
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	Maternity Leave Administrative Staff Maternity Leave Instructional Staff Maternity Leave Support Staff Maternity Leave Mathematics Instruction Mathematics Resources and Materials Matrons/Support Staff Positions Mayor's Office/Relations with Local Governmental Authorities Media Centers Media, Relations with During Negotiations Mediation/Impasse Procedures	GCCBC GCCAC GDCC IHAB IJB GDA KLK JUNC KDD HKA HO
Manpower Training Programs/Adult Occupational Education	IHDC	Medical Examinations/Staff Health Hiring of Administrative Staff Hiring of Instructional Staff Hiring of Support Staff	GBGA GCFB GCFA GDF
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		

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

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

N

Names on Building Plaques	FFB	Student Schedules and Course Loads	IIE
Naming New Facilities	FF	Night Programs/Sessions/Schools	IDA
Narcotics (see Drugs)		Nonaccredited Schools	
National		Assignment of Students to Classes and Grades	JGA
Honor Society/Honor Rolls	IK	Graduation Requirements	IKF
Program Assessments	ILBC	Home Schools	IHBG
National School Boards Association	BK	Relations with Nonpublic Schools	LBC
Needs Assessment		Nonchartered Schools (See Nonaccredited Schools)	
Evaluation of Instructional Program	IL	Noncustodial Parents	KBBA
Facilities Assessment	FB	Nondiscrimination	AC
School District Goals and Objectives	BA	Equal Educational Opportunities	JB
Negotiable Items/Scope of Negotiations	HC	Equal Employment Opportunity	GBA
Negotiations (see policy codes)	Section 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 of 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		Nutritional Standards	EF
Preprimary Education	IHBIB		
Preschool Child Care	IHCFC		
O			
Oath of Office	BBBB	Open Board Meetings	BEC
Objectives/Goals and Objectives (see first code in each of 12 main sections)		Open Board Records	KDB
		Open Classrooms	IIL
		Open/Closed Campus	JHCA
Obscene Language/Conduct		Open Committee Meetings	
by Public	KFA	Board Committees	BDE
by Staff	GBEB	Advisory Committees	BDF
by Students	JIC	Open Enrollment/Choice of Schools	JFB
Student Performances	JJC	Open Hiring	GBA
Observances of Special Events/School Ceremonies and Observances		Opinion Polls	KCBA
	IMD	Opt-Out Procedures	IMBC
Observations of Staff Performance		Orchestra/See Band	
Evaluation of Professional Staff	GCO	Order of Business/Agenda	BEDB
Evaluation of Support Staff	GDO	Organization	
Supervision of Support Staff	GDN	Community Organizations	KJ
Supervision of Professional Staff	GCN	Organizational Meeting	BDA
Observers, Professional	LI	Organization Charts	CCA
Occupational Education	IHA/ IHAQ	Organization of Grade Levels	IE
		Organization of Instruction	IE
Occupational Health and Safety Requirements/Safety Program		Professional Organizations	
Staff Welfare	EB GBG	Professional Staff Memberships	GCU
		Relations with	KK
		Support Staff Memberships	GDS
Occupying New Facilities		Orientation	
Board Inspection and Acceptance of	FG	Board Candidate Orientation	BBBF
Staff Orientation to	FH	New Board Member Orientation	BIA
Office		Orientation to New Facilities	FH
Office Communications Services	EGA	Professional Staff Orientation	GCH
Office Hours/Professional Staff	GCMB	Support Staff Orientation	GDH
Office Manager/Job Descriptions	GDA		
Office Service Management	EG	Outcome-Based Education	AEA
Office Services Records and Reports	EGE	Outdoor Education/Extended Instructional	
Office Staff Positions	GDA	Programs	IHC
Officers of the Board/Board Officers	BDB	Physical Education	IHAE
		School Camps	IHCE
Official Seal/School District Legal Status	AA	Outside Employment	
Ombudsperson	KEE	Nonschool Employment by Professional Staff	GCR
		Nonschool Employment by Support Staff	
On-the-Job Training/Work Experience Opportunities	IHAQ/ JO	Members	GDR
Open		Overtime/Overtime Pay	
Limited Open/Closed Forum	JJAB	Instructional Staff	GCMD
		Administrative Staff	GCME
		Support Staff	GDLA
		Professional Staff Supplementary Pay Plans	GCBC
		Support Staff Supplementary Pay Plans	GDBC

P

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

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

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

Program		Public Address System	
Assessments	ILB	Communications Services	EGA
District Level	ILBA	Classroom Interruptions	IMH
National Level	ILBC	Public Concerns and Complaints	KE
State Level	ILBB	Public Conduct on School Property	KFA
Auditors	DIE	Public Dedication of New Facilities	FI
Budgeting/Budgeting System	DBA	Public Gifts and Donations	KCD
Consultants	CK	Public Hearings	BEE
		Public Information Officer	KDA/ GCAB
Programmed Learning/Teaching Methods	IMA		KDA
Progress Reports to Parents	IKAB	Public Information Program	KM
		Public Library, Relations with	KCBB
Projections/Enrollment Projections	FBB	Public Opinion Polls	BEDH
		Public Participation at Board Meetings	KDA
Promotions		Public Relations	KH
Professional Staff Promotions	GCP	Public Sales on School Property	KGA
Promotion and Retention of Students	IKE	Public School Foundation	KDB
Support Staff Promotions	GDP	Public's Right to Know	EEAF
		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		
Psychological Services		Purchase/Purchasing	
Employee Assistance Programs	GBGC	Cooperative Purchasing	DJD
Staff Health	GBGA	Emergency Purchases	DJB
Student Psychological Services	JLD	Food Purchasing	EFA
		Lease-Purchase Agreements/Purchasing	
Psychological Testing of Employees	GBGA/ GBGC	Procedures	DJB
		Local Purchasing	DJF
		Purchase Orders/Purchasing Procedures	DJB
Psychological Testing of Students	JLDAC	Purchasing Authority	DJA
		Purchasing from Petty Cash	DJC
		Purchasing from Individual School Funds	DIB
Public		Purchasing from Student Activities Funds	JJF
Accomplishment Reporting to the Public	AEC	Purchasing Guides and Vendor Lists	DJB/ DJG
Community Involvement in Education	KC		DJB
People and Their School District	AB	Purchasing Procedures	DJB
Public Access to Records	KDB	Requisitions/Purchasing Procedures	
Personnel Files	GBJB	(Use codes under Instructional Materials	
Student Records	JRA	for selection of textbooks, films, computers	
Public Access to Test Results	ILC	and other classroom resources.)	

Q

Qualifications

Board Member Qualifications
Student Board Member

BBBA
BBB/
JIBB
CBA

Qualifications of Superintendent
Qualifications for Employment
Professional Staff Hiring
Professional Staff Positions
Support Staff Hiring
Support Staff Positions

GCF
GCA
GDF
GDA

Quality Control/Purchasing Procedures

DJB

Quantity Purchasing

Cooperative Purchasing
Purchasing Procedures

DJD
DJB

Quarter System/Organization of Instruction

IE

Questioning of Students by Police

JIH/
KLG

Quorum

BEDC

Quotations of Prices/Purchasing
Procedures/Vendor Relations

DJB/
DJG

R

Racial Balance

Equal Employment Opportunity
School Attendance Areas
Student Assignment to School
Choice/Open Enrollment

GBA
JC
JCA
JFB

Radon

EBAB

Radio

Broadcasts

IJND/
BEDJ
JIC
IJND

Student Conduct
Technology Resources

Ranges/Shooting

EC

Rank in Class/Class Rankings

IKC

Ratification of Negotiated Agreement

HL

Ratification of Policies/Policy Adoption

BGB

Ratio/Ratios

of Administrators to Students
of Teachers to Students
Staffing Ratios

CCC
CCC
CCC

Reading Instruction

Reading Resources and Materials

IHAA
IJA

Readmission of Students

Student Expulsion
Student Suspension
Student Withdrawal from School

JKE
JKD
JFC

Real Property Purchase/Rental/Sale

Rental and Service Charges
Revenues from School-Owned Real Estate
School Properties Disposition
Site Acquisition
Temporary School Facilities

DFC
DFB
DN
FEE
FCC

Recall of Board Members

BBBD

Receiving and Warehousing

EDA

Reclassification of Positions

Professional Positions
Support Positions

GCP
GDP

Recognition for Accomplishment
Staff Awards and Recognition

AEB
GBL

Recordkeeping/Data Management
Accounting Records

EH
DI

Records

Access to Records
Personnel
Public's Right to Know
Student Records
Buildings and Grounds Records and Reports
Computer Access and Control
Computerized Data Systems
Construction Project Records and Reports
Data Management
Data/Records Retention
Disposal of Records
Food Services Records and Reports
Inventories
Material Resources Records and Reports
Microfilming of Records/Data/Records
Retention
Minutes/Board Meetings
Office Services Records and Reports
Personnel Records
Public Access to Records
Student Records
Student Registers
Student Transportation Records and Reports

GBJB
KDB
JRA
ECC
EHAA
EHA
FEJ
EH
EHB
EHB
EFI
DID
EDD
EHB
BEDG
EGE
GBJ
KDB
JRA
JRB
EEAI

Recreation

Facility Maintenance
Physical Education
Relations with Recreation Authorities
Student Activities

ECBC
IHAE
KLF
JJ

Recruitment of Staff

Professional Staff Recruiting
Recruitment and Appointment of Superintendent
Support Staff Recruiting

GCE
CBB
GDE

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

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

Staff Rights and Responsibilities	GBE	Revenues from School-Owned Real Estate	DFB
Student Rights and Responsibilities	Jl	Revenues from State Tax Sources	DEB
Surrogate Parent Rights and Responsibilities	KBBB	Revenues from Tax Sources	DE
		Royalties	DFE
Restitution of School and Personal Property	ECAD		
Retarded Students/Handicapped Students	IHBA	Review of Policies	BGC
Retention of Records	EHB	Revolving Funds/Types of Funds Rights	DIB
Retention of Students	IKE	Custodial/Noncustodial Parent Rights and Responsibilities	KBBA
Retirement		Parent Rights and Responsibilities	KBB
Retirement of Facilities	FCB	School Board Negotiating Rights and Responsibilities	HE
Retirement of Professional Staff Members	GCQE	Staff Rights and Responsibilities	GBE
Retirement of Support Staff Members	GDQC	Student Due Process Rights	JIA
Superintendent's Retirement	CBJB	Student Rights and Responsibilities	Jl
		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	DDF	Student Activities	JJ
Rentals and Services Charges	DFC	Royalties	DFE
Revenue Sharing/Relations with Local Governmental Authorities	KLK	Rules of Order	BEDD
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	GCEB	School Admissions	JF
Administrative Staff	GCBA	School Assemblies	IME
Instructional Staff	GDBA	School Attendance Areas	JC
Support Staff Salary Schedules		School Attorney	BDG
Sales (also see Fund-Raising)		School-Based Management	CFD
Income from School Sales and Services	DDF	School Building Administration	CF
Public Sales Calls and Demonstrations	DJGA		
School Properties Disposition	DN		

School Bus	EEA	Insurance/Liability	BIE
School Calendar	ICA	Oath of Office	BBBB
School Climate	CFE	Orientation/Handbook	BIA
School Committee/See School Board		Removal from Office	BBBE
School Camps	IHCE	Resignation	BBBC
School Census	JD	Responsibilities	BBAA
School Ceremonies and Observances	IMD	Services	BI
School Closings		Student Member	JIBB/
Emergency Closings	EBCE		BBB
Retirement of Facilities	FCB	Unexpired Term Fulfillment/Vacancies	BBBD
School-Community-Home Relations	Section	Board Memberships	BK
(see policy codes)	K	Board Negotiating Agents	HF
School Day	ID	Board Officers	BDB
School Directories	JRB/	Board Officials	BDC
	KDC	Board Operational Goals	BA
		Board Policy/Policy Process	BG
School Directors/See School Board	BA	Board Powers and Responsibilities	BBA
School District Goals and Objectives	BB	Board President/Board Officers	BDB
School District Legal Status	IMF/JJ	Board Review of Regulations	BGD/
School Fairs	CF		CHB
School Funds		Board Staff Assistants	BDH
School Lands		Board Superintendent Relationship	BDD
Revenues from School-Owned Real Estate	DFB		
Grounds Maintenance	ECBB		
School Libraries	JNC	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	DFF	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
	B	Parking Lot Searches	JHIB
Board Committees	BDE	Property and Belongings of Staff	ECAD/
Board Communications with Public	BHD		GBGB
Board Communications with Staff	BHC		
Board Consultants	BDH	Second Language Procedures	
Board Elections	BBBG	Board Meetings	BEDE
Board Facilities and Services	BIC	Instruction	IHBE
Board Hearings	BEE		
Board Inspection and Acceptance of New		Secondary Schools	CFH
Facilities	FG	High School Administration	CFHB
Board Liability	BBC	Middle School/Junior High School	
Board Meetings	BE	Administration	CFHA
Organizational Meeting	BDA		
Regular Board Meetings	BEA	Secret Societies	JICF
Second Language Procedures	BEDE		
Special Board Meetings	BEB	Secretarial Services	
Board Members		Board Facilities and Services	BIC
Attendance at Meetings	BBAA	Support Personnel for Building Administration	CFE
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	GDQC
Selection of Architect	FEB	Sheltered Annuity Plans	DLB
Selection of Instructional Materials	IJJ/JK/ IJL/IJM	Shortages of Professional Staff of Supplies/Equipment of Support Staff	GCFD ED GDFC
Selection of Staff			
Selection of Professional Staff	GCF		
Selection of Support Staff	GDF	Sick Leave	
Selection of Superintendent, (see policy codes)	CB	Administrative Staff Sick Leave	GCCBA
		Instructional Staff Sick Leave	GCCAA
Self-Contained Classes/Instructional Arrangements	II/IL	Support Staff Sick Leave	GDCA
Self Esteem	JLDBB	Sick Leave Bank	
		Professional Staff Sick Leave Bank	
		Instructional Staff	GCCAA
Self-Insurance	EIC	Administrative Staff	GCCBA
		Support Staff Sick Leave Bank	GDCA
Self-Paced Learning	III/IJ		
Semester/School Year	IC	Signing Authority/Contracts	DHA
Semester Credit Hour Requirements/Graduation Requirements	IKF	Silent Meditation	IMD
Senior		Signatures on Checks/Authorized Signatures	DGA
Senior Citizens	KJI	Sinking Fund/Types of Funds	DIB
Senior Options		Site Acquisition	FEE
Curriculum	IHCD	Site-Based Management	CFD
Open/Closed Campus	JHCA	Site Plans and Specifications	FEDA
Senior Staff	CD	Skills/Basic Skills	IK/IHA
Seniority		Slowdowns/Staff Job Actions	HP
Professional Staff Seniority	GCJ	Smoking	
Support Staff Seniority	GDI	Smoking by Students	JICG
Sensitive Issues	IMB	Smoking at Public Function	KFA
Separation from Employment		Smoking by Staff Members	GBED
Professional Staff Termination of Employment	GCQ	Teaching about Drugs, Alcohol, and Tobacco	IHAMA
Support Staff Termination of Employment	GDQ	Tobacco-Free Schools	ADC
Service Charges		Snow Days/Emergency Closings	EBCE
Community Use of School Facilities	KF	Social Events/Students	JJB
Rentals and Services Charges	DFC	Social Services	
Severance Pay		Relations with Private Social Service Organizations	KJE
Retirement of Professional Staff	GCQE	Relations with Welfare Authorities	KLE
Retirement of Support Staff	GDQC	Student Social Services	JLE
Sex Discrimination		Social Studies Education	IHAC
Nondiscrimination	ACA	Resources and Materials	IJC
Staff	GBAA	Software	
Students	JBA	Selection and Adoption of Technology Resources	IJKA IJND
Sex Education	IHAMB	Solicitations	
Sexual Harassment	GBAA	Business Solicitations	KHD
Shared Services Among School Systems	LBA		
Shared-Time Staff			
Among school systems	LBA		

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

Part-Time and Substitute Support Staff Employment	GDG	Support Staff (see policy codes)	GD
Substitute Teachers	GCG	Surety Bonds/Bonded Employees and Officers	DH
Substituting by Student Teachers	LDA/ GCGA	Surplus	
Temporary Administrative Arrangements	CI	School Properties Disposition	DN
		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	CGA		
(also see related codes under GC/GD)		Suspension	
Summer Schools	IHCA	Athletics	JJIC
Administration	CGA	In-School Suspension	
Superintendent (see policy codes)	CB	Suspension	JKD
Board-Superintendent Relationship	BDD	Detention	JKB
Role in Negotiations	HG	Student Suspension	JKD
Supervision		Student Suspension from Class	JKD
Supervision of Construction	FEH	Suspension and Dismissal of Professional	
Supervision of Professional Staff	GCN	Staff Members	GCQF
Supervision of Students	JLIA	Suspension and Dismissal of Support Staff	
Supervision of Support Staff	GDN	Members	GDQD
Supervisors/Job Descriptions/Administrative	GCAB	Suspension from Participation in Activities	
Supplementary Materials Selection		Eligibility for Student Activities	JJJ
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	IHAЕ
		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	JNB
Tax Anticipation Notes	DC	Teacher Examinations/Professional Staff	
Tax Assessment	DC	Hiring	GCFA
Tax Deductions for Senior Citizens/Local		Teacher Institutes	GCCAE
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	
Instruction	IJNA	Fines for Loss/Misuse of Textbooks	DN
Support Staff Positions	GDA	Public Concerns/Complaints about Curriculum	JQ
		Rental of Textbooks	KEC
Teaching (only codes starting with the word "teaching" follow)		Textbook Arrangements for Nonpublic School Students	IJ/ED
Teaching about Controversial Issues	IMB	Textbook Maintenance and Control	LBC
Teaching about Drugs, Alcohol, and Tobacco	IHAMA	Textbook Selection and Adoption	EDB
Teaching about Religion	IHAL		IJJ
Teaching Methods	IMA		
Team Management	CC	Theft	GBGB/ ECA
Team Teaching	IIF	Tickets	
Technical Education/Vocational-Technical Education	IHAJ	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	Time on Task/Time for Learning	IF
Use of in Instruction	IJNDB	Time Schedules	
Use of in Office Services	EGD	Professional Staff Schedules	GCL
Telephone Services	EGAF	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	GCI	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	GCG	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	
Tests/Testing		Training Leave	
GED Testing	IHDB	Administrative Staff Training Leave	GCCBE
Psychological Testing of Staff Members/Staff Health	GBGA/ GBGC	Instructional Staff Training Leave	GCCAE
	ILB	Support Staff Training Leave	GDH
Standardized Test Administration	ILB	Professional Staff Training	GCID
Testing Programs	IL	Support Staff Training	GDMB
Curriculum/District Assessments	IKAA		
Student Achievement	ILA	Trampolines	
Test Selection and Adoption	ILC	Accident Prevention and Safety Procedures	EBB
Use and Dissemination of Test Results		Physical Education	IHAJ
		Student Athletics	JJI
Textbooks/Instructional Materials	IJ	Transfer of Funds/Budget Transfers	DBJ
Care of Textbooks by Students	JICB	Transfers of Personnel	
		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)	EE	Tuition Refunds for Staff	
Business and Personnel Services	EEB	Professional Staff Development	GCI
Special Education Student Transportation	EEAB	Professional Staff Fringe Benefits	GCBD
Student Transportation	EEA	Support Staff Career Development	GDM
Student Transportation in Private Vehicles	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	IJ
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		
Values Education	IHAK	Visiting Teachers	
		Home Visits	JLEA
Vandalism	ECAC	Instructional Staff Positions	GCAA
Vehicles		Visitors to Schools	
School-Owned Vehicles	EEBA	Board Inspection and Acceptance of New	
Student Transportation in Private Vehicles	EEAG	Facilities	FG
Use of Private Vehicles on School Business	EEBB	Board Member Visits to Schools	KI
		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	JOC
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	GDGD		

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	KLQ		
Waste Management	EDE	Women's Rights/Sex Discrimination	ACA/
			GBAA
Weapons	JICI	Workers' Compensation	GBGD
Weekend/Night School	IHBHC	Work Experience Opportunities	IHAQ/
			JO

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