

CODE-FINDER
INDEX

A

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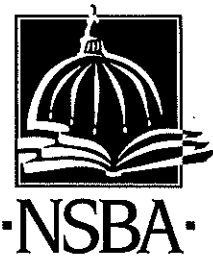
of the

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 JK section of the Manual but find none. What to do? Call the Policy Clearinghouse to see if they have what you need in their policy files.

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

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

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

- The Code-Finder technically is an index to the NEPN classification system, not to any single manual. It may contain many terms and policy codes for which there are not statements in your district manual. However if your policies have been coded and filed correctly, the Index will enable you to locate any policy that is in your manual.
- Keep a listing of all policy codes that you have added (formerly referred to as "break-out codes"). Include this listing on a separate sheet following the classification pages or have the classification pages retyped to incorporate the new codes. One of the advantages of this system is its flexibility — it's designed to be adapted to your policy needs!
- Have questions about coding or finding a topic? Just Ask one of our Clearinghouse staff by phone (703/838-6722), by fax (703/683-7590), or by Search Certificate, which you received in your NEPN Welcome Packet. We'll be glad to help.

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Absences (also see Leaves)			
Administrative Staff Leaves and Absences	GCCB	Accommodations	
Instructional Staff Leaves and Absences	GCCA	Accommodations for Handicapped	
Professional Staff Leaves and Absences	GCC	Buildings	FC
Student Absences and Excuses	JH	Programs and Services/Special Education	IHBA
Support Staff Leaves and Absences	GDC	Building Accommodations	FC
Abuse of Children		Accomplishment	
Child Abuse/Neglect Counseling	JLDBD	Accomplishment Reporting to the Public	
Reporting Child Abuse/Child Protection	JLF	ceremonies or publications promoting	
		individual or district achievements	AEC
Abusive Language		Accountability/Commitment to Accomplishment	AE
Public Participation at Board Meetings	BEDH	Recognition for Accomplishment for overall	
Staff Conduct	GBEB	program	AEB
Student Conduct	JIC	Staff Awards and Recognition	GBL
Student Publications	JICE	Student Awards, Honors, and Scholarships	JM
Academics		Accounting	
Academic Achievement	IK	Accounting System	DIA
Academic Award		Fiscal Accounting and Reporting	DI
Honor Rolls for specific listing of		Student Activities Funds	JJF
students making a certain measure of		Accreditation Agencies, Relations with	LH
achievement.	IKD	Achievement	
Student Awards, Honors and		Academic Achievement	IK
Scholarships for other recognitions, not		Evaluation of Professional Staff	GCO
necessarily related to academics	JM	Evaluation of Support Staff	GDO
Academic Freedom	IB	Goal- Outcome-Based Education	AEA
Instructional Program	IH	Acting Administrator/Temporary Administrative	
Requirements for		Assignments	CI
Promotion/Retention/Acceleration of		Active Learning	IFB
Students	IKE	Activities	
Graduation Requirements	IKF	Activities Fees	
Participation standards for athletics	JJIC	Adult/Community Education	IHD
All extracurricular activities	JJJ	Student Activities Fees	JJD
Acceleration of Students		Activities Funds/Students	JD
Grade Advancement	IKE	Community Activities/Organizations	KJ
of at At-Risk Students	IHBDC	Staff Participation in Community Activities	GBH
Access		Staff Participation in Political Activities	GBI
Buildings	ECAB	Student Activities	JJ
Computer Access and Control/Computer		Student Social Events	JJB
Security	EHAA	Adjourned Board Meetings/Meeting Procedures/	
Records		Bylaws	BED
Personnel Records and Files	GBJB	Administering Medicines to Students	JLCD
Public's Right to Know	KDB	Administration	
Student Information	JR	Administration Goals/Priority Objectives	CA
Accidents		Administration in Policy Absence	CHD
Accident Insurance	EI	Adult Education Program Administration	CGC
Insurance Program/Risk Management	GBGD	Employee Benefits Administration	DLA
Workers' Compensation	EBB	General School Administration	
Accident Prevention and Safety Procedures	EBBB	(see policy codes)	Section
Accident Reports	EEAEE	School Building Administration	C
Bus Accidents/Emergencies	EEAE	Special Programs Administration	CF
Bus Safety Program		Summer Program Administration	CG
Accountability		State and Federal Programs Administration	CGA
Accountability/Commitment to Accomplishment	AE	Test/Assessment Administration	CGD
Accountability of Administrative Staff	GCOD		ILB
Accountability of Instructional Staff	GCOB		
Accountability of Support Staff	GDOA		

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

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

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

B

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

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

Responsibilities
 Transportation and Food Management
 Positions
 Bus Emergencies
 Bus Maintenance
 Bus Passes
 Bus Purchasing and Maintenance
 Bus Safety Program
 Busing/Desegregation
 Eligibility for Bus Transportation/Walkers and Riders
 Scheduling and Routing
 Special Education Student Transportation
 Special Use of Buses
 Student Conduct on Buses

EEAEA
 GDAC
 EEAE
 EEAEB
 EEAD
 EEAEB
 EEAE
 JCAB
 EEAA
 EEAC
 EEAB
 EEAF
 EEAEC

Business and Industry Donations/Joint Ventures
 Business and Personnel Transportation Insurance
 Business and Personnel Transportation Records and Reports
 Business and Transportation Services
 Business Education/Vocational-Technical Education
 Business/Fiscal Management (see policy codes)
 Business Manager/Administrative Staff Positions
 Fiscal and Office Staff Positions
 Bylaws/Meeting Procedures
 Board Committees

KGD
 EEBC
 EEBD
 EEB
 IHAI
 Section D
 GCAB
 GDAA
 BED
 BDE

Business
 Business and Industry Involvement in Education

KG

C

Cabinets/Councils and Committees
Cable Television
 Public Information and Communications
 Special Programs Administration if involves school administrators
 Technology Resources in Instruction
Cadet Teachers/Student Teaching and Internships
Cafeterias/Food Services
 (see policy codes)
 Student Conduct in Cafeteria
Cafeteria Workers/Aides/Transportation and Food Staff Positions
Calculus/Mathematics Education
 Advanced College Placement
Calendar
 Professional Staff Schedules and Calendars
 School Calendar
 Support Staff Schedules and Calendars
Camps/School
Campus, Open/Closed
Campus Police/Building and Grounds Security
Cancellations
Candidates
 Board Candidates
 Board Member Qualifications
 Political Solicitations in School
Capital Equipment/Purchasing
Capital Reserves
Capitalization/Facilities Funding

CE
 KD
 CG
 IJNDB
 LDA
 EF
 JICDC
 GDAC
 IHAB
 IHCD
 GCL
 ICA
 GDK
 IHCE
 JHCA
 ECA
 EBCE
 BBBF
 BBBA
 KHE
 DJ
 DCA
 FD

Career
 Development/Support Staff Education
 Adult Career Education
 Student Career Education
 Counseling
 Professional Staff/Professional Development
 Salary Schedule/Carreer Ladders
 Administrative Staff
 Instructional Staff
 Support Staff
Career Teacher
 Instructional Staff Probation, Tenure, and Seniority
 Merit/Performance Pay for Instructional Staff
 Professional Staff Contracts and Compensation Plans
Care of School Property
 by Students
 by Staff/Staff Conduct
Caring Adult Programs
Carnegie Unit Requirements/ Graduation Requirements
Cash in School Buildings
Catalogs/Directories of Instructional Materials
 Curriculum Guides and Course Outlines
 Instructional Resources and Materials
Catering
Censorship
 Academic Freedom
 Public Concerns/Instructional Resources
 Student Publications
Census/School
Ceremonies
 Graduation Exercises

GDM
 IHDC
 IHAQ
 JLDC
 GCI
 GCBB
 GCBA
 GDBA
 GCJA
 GCBA
 GCBA
 JICB
 GBEB
 JLDBF
 IKF
 DM
 IGE
 IJ
 EFG
 IB
 KEC
 JICE
 JD
 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 (emphasize child-care over education)	
Administrative Staff Positions	GCAB	Child Care Programs	IHCF
Instructional Staff Positions	GCA	Child Care Programs Administration	CGB
Professional Staff	GC	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	FEG	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	IHAL
State and Federal Programs Administration	CGD		
Charges		Churches	
Civil or Criminal		Relations with Churches	KJC
Student Interrogations, Searches, and Arrests	JIH	Relations with Nonpublic Schools	LBC
Vandalism	ECAC		
Gate Receipts and Admissions	DFD	Citizens Committees	
Income from School Sales and Services	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	Civil	
Cheerleading Camp/School Camps	IHCE	Civil Defense	
Insurance Program/Risk Management	EI	Relations with Fire and Emergency Preparedness Authorities	KLH
Chemical Use/Drugs and Alcohol		Plans/Disaster Plans	EBCA
Drug and Alcohol Use by Students	JICH	Civil Rights	
Drug-Free Schools	ADB	of Minors/Student Due Process Rights of Staff	JIA
Drug-Free Work Place	GBEC		GBK/ GBE
Programs for Substance Abusers	IHBCB	Class/Classroom	
Staff Conduct	GBEB	Class Gifts/Student Gifts and Solicitations	JP
Substance Abuse Counseling	JLDBC	Class Gifts to School/Student Donations	JP
Teaching about Drugs, Alcohol, and Tobacco	IHAMA	Class Interruptions	IMH
Tobacco-Free Schools	ADC	Class Rankings	IKC
Chemistry/Science Education	IHAD	Class Size	IIB
Advanced College Placement	IHCD	Classroom Materials and Resources	IJ
Science Resources and Materials	IJD	Classroom Organization	
Chief School Administrator/Executive Officer/ Superintendent (See policy codes)	CB	Grade-level organization	IE
		Instructional Approach for classrooms and schools	IF
Child		Instructional Arrangements for organization within schools and classes	II
Child Abuse/Maltreatment/Neglect			

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

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

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

D

Damage to School Property		Day Care	
Care of School Property by Students	JICB	Child Care Programs (see policy codes)	IHCF
Public Conduct on School Property	KFA	Relations with Child Care Providers	KJH
Vandalism	ECAC		
		Deans	
Dangerous Weapons in Schools	JICI	Instructional Staff Positions	GCAA
		Administrative Staff Positions	GCAB
Data			
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 of Administrative Rules of Policies of Regulations	GDMA CHA BGA CHA
Desegregation Plans	JCAB	Differentiated Staffing	IIG
Equal Educational Opportunities	JB	Diplomas	
Nondiscrimination	AC	Adult High School/GED Programs	IHDB
School Attendance Areas	JC	Graduation Requirements	IKF
Deferred Compensation Plans/Tax-Sheltered Annuities	DLB	Direct Affiliate Membership in NSBA/School Boards Memberships	BK
Delinquent Behavior/Student Conduct (see policy codes)	JIC	Directives/Handbooks and Directives	CHCA
Delivery Services/Mail and Delivery	EGAE	Directories/Handbooks and Directives	
Demonstration Schools		Curriculum Programs and Resources	IGE/IJ
Grants and Special Projects	DD	Regulations and Procedures	CHCA
Pilot Projects	IGC	Student Handbook	Jl
Demonstrations		Directors	
by Staff	GBK/ HP	Administrative Staff Positions	GCAB
by Students	JIJ	Management Team/Senior Staff	CD
Demonstrations of Products/Sales Calls and Demonstrations	DJGA	Disability Insurance	
Demotion of Staff		Fringe Benefits	
Discipline, Suspension, and Dismissal/Professional Staff	GCQF	Professional Staff	GCBD
Discipline, Suspension, and Dismissal/Support Staff	GDQD	Support Staff	GDBD
Professional Staff Probation, Tenure, and Seniority	GCJ	Workers' Compensation	GBGD
Support Staff Probation, Tenure, and Seniority	GDI	Disadvantaged Students	
Dental Hygienists	JLCA	At-risk Student Behaviors	IHBC JDLB
Dental Insurance	JLA	Disaster Drills	EBCB
Departmentalization	CC	Discharge of Staff Members/Dismissal	
Depository of Funds/Banking Services	DG	Dismissal of Professional Staff	GCQF
Desegregation		Dismissal of Support Staff	GDQD
Equal Educational Opportunities	JB	Discipline of Students (see policy codes)	JK
Nondiscrimination	AC	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	GEBEA
Physical Examinations of Students	JLCA		
Staff Health	GBGA	Drills/Emergency Plans	EBCB
Dismissal		Drill Squads	JJC
Dismissal Precautions	JLIB	Driver Education	IHAN
Dismissal of Classes/School Day	ID	Dropouts/Student Withdrawal from School	JFC
Dismissal of Superintendent	CBJA	Drugs	
Suspension and Dismissal of Professional Staff	GCQF	Administering Medicines to Students	JLCD
Suspension and Dismissal of Support Staff Members	GDQD	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 of Policy of Regulations	BGE	Discipline, Suspension, and Dismissal of Support Staff	GDQD
	CHC	Student Due Process Rights	JIA
Distribution of Supplies and Equipment/Materials and Equipment Management	ED	Duplicating Services/Photocopying	EGAB
Distribution/Posting of Promotional Materials	KHC	Duties	
Distributive Education		Board Member Authority and Responsibilities	BBAA
Career Education	IHAQ	Board Powers and Responsibilities	BBA
Computer/Technology Education	IHAJ	Duties and Responsibilities (see Powers and Responsibilities)	
District Administration (see policy codes)	Section C	School Board Negotiating Rights and Responsibilities	HE
		Superintendent Powers and Responsibilities	CBC
		Duty-Free Lunch/Professional Staff Schedules	GCL

E

Early Admissions/Entrance Age	JEB	Employee (see policy codes under Professional Staff/GC; Support Staff/GD; Superintendent/CB)	
Early Childhood Education	IHBI	Employee Assistance Program	GBGC
Early Graduation	IKFA	Employee Benefits Administration	DLA
Early Retirement		Employee Credit Union	DGC
Retirement of Professional Staff	GCQE	Employment	
Retirement of Support Staff	GDQC	Employment of Retired Staff Members	
Economics Education/Social Studies Education	IHAC	Retirement of Professional Staff	
Education Agency/Relations (see policy codes)	Section L	Members/Support Staff if standard practice	GCQE/ GDQC
Educational Philosophy	AD	Consultants if handled on a case-by-case basis	BDH/ CK JO
Educational Specifications/Construction	FEA	Employment of Students	GBA
Educational Television/Technology Resources	IJND	Equal Opportunity Employment	
Technology Resources Selection and Adoption	IJKA	Outside Employment	
Effective Schools	ADE/ ILD	Nonschool Employment by Professional Staff Members	GCR
Eighteen-Year-Olds/Students of Legal Age	JID	Nonschool Employment by Support Staff Members	GDR
Elderly/Senior Citizens	KJI	Part-Time and Substitute Professional Staff Employment	GCG
Election Authorities/Relations with	KLB	Part-Time and Substitute Support Staff Employment	GDG
Elections		Staff Hiring/general	GBA
Board Elections	BBBG	Professional Staff Hiring	GCF
Political Solicitations in Schools	KHE	Support Staff Hiring	GDF
Electronic Mail	EGAEA	Encumbrances/Budget Implementation	DBI
Elementary Schools		Endowment Funds/Grants from Outside the School System	DDA
Curriculum Programs	IH	Energy Conservation	ECF
Early Childhood Education	IHBI	Energy-Saving Construction	FED
Elementary School Administration	CFG	Engineering Services/Facilities Construction	FE
Organization of Instruction	IE	English as a Second Language	IHBEA
Eligibility		English Instruction	IHAA
Student Activities	JJJ	Enrichment Programs/Extended Instructional Programs	IHC
Student Athletics	JJIC	Gifted and Talented Education	IHBB
Emergencies	EBC	Enrollment of Students/School Admissions	JF
Administrative Staff Emergency Leave	GCCBB	Enrollment Projections	FBB
Crisis Communications	KDE	Entrance Age	JEB
Disaster Plans	EBCA	Environment/Environmental Authorities/Relations with	KLI
Emergency Closings	EBCE	Environmental and Safety Program	EB
Emergency Purchases/Purchasing Procedures	DJB	Environmental Audits	EBAC
Emergency Repairs/Building and Grounds Maintenance	ECB	Environmental Education	IHAO
First Aid/Emergency Medical Care	JLCE	Environmental Impact Plans for construction	FED
Instructional Staff Emergency Leave	GCCAB	Environmental Management	EB
Support Staff Emergency Leave	GDCB		
Weather-Related Emergencies	EBCD		
Emotionally Disturbed Students			
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	Exemptions	
		from Required Instruction	IMBB
Evacuation of Building/Emergency Plans	EBC	from School Attendance	JHD
Evaluation		Exhibitions of Student Work	JJC
Board Self-Evaluation/Evaluation of the Board	BAA	Expenditure of Funds	
Evaluation of Goals and Objectives (see first code under each of the 12 policy sections except in Section I/Evaluation of Instructional Programs/IL		Budget Implementation	DBI
Evaluation of Instructional Program		Payment	DK
Standardized/normed tests	IL	Purchasing	DJ
Evaluation of Management Team	CDA	Expenses/Expense Reimbursements	DKC
Evaluation of Professional Staff	GCO	Board Member Compensation and Expenses	BID
Evaluation of Student Achievement	IKA		
Evaluation of Support Staff	GDO	Experiments/Experimental Education Programs	
Evaluation of Superintendent	CBI	Animals in Schools	IMG
Policy Review and Evaluation	BGC	Curriculum Research	IGB
Use of Independent Evaluators		Laboratory/Accident Prevention and Safety Procedures	EBB
Instructional Programs	IL	Pilot Projects	IGC
Board Evaluation	BAA	Relations with Education Research Agencies (see policy codes)	Section L
Evening Programs/Schools/Sessions		Science Education	IHAD
Evening Instructional Activities/School Day	IDA	Staff Research and Publishing	GCS
Weekend/Night School/Alternative School Programs	IHBHC		

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

F

Facilities Planning and Development (see policy codes)	Section	Family Life Education/Health Education	IHAM
	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	Fees	
Public Dedication of Staff Facilities	FI	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	
Fairs		Instructional Resource of Students	IJ
Contests for Students/sponsored by outside groups	JJG		JRD
School Fairs/School-Sponsored Events	IMF	Final Examinations	IKAA
False Alarms		Financial	
Staff Conduct	GBEB	Financial Aid to Students/Student Aid Programs	JLB
Student Conduct	JIC	Financial Disclosure	
Family Education Rights and Privacy Act	KBB/	Board Member Conflict of Interest	BCB
	JR	Superintendent's Conduct	CBF
Family Leave		Staff Conduct	GBEB
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	GDA		
Fines		Foreign Exchange Students	JFABB
Professional Staff Leaves and Absences	GCC	Foreign Languages	IHAH
Salary Deductions	DKB	Second Language Procedures at Meetings	BEDE
Students Fees, Fines and Charges	JQ		
Support Staff Leaves and Absences	GDC	Foundations/School	KGA
Fingerprinting		Foundations and Basic Commitments	Section
Missing Children	JLH	(see policy codes)	A
Professional Staff Hiring	GCF		
Student Safety	JLI	Fraternities/Secret Societies	JICF
Support Staff Hiring	GDF		
		Free	
Fire		Free Admissions	DFDA
Fire Prevention/Safety Procedures	EBB	Free and Reduced Price Food Services	EFC
Insurance	EIA	Free Instructional Materials	ED
Relations with Fire Authorities	KLH	if part of program for disadvantaged	IHBC
Safety Drills	EBCB		
		Freedom	
Firearms		Freedom of Expression	
Staff Welfare/Protection	GBG	Academic Freedom	IB
Weapons in School	JIC	Student Publications	JICE
		Student Rights and Responsibilities	JI
Firecrackers/Fireworks		Freedom of Information/Public Right to Know	KDB
Accident Prevention and Safety Procedures	EBB		
Student Conduct	JIC	Fringe Benefits	
		Professional Staff Fringe Benefits	G CBD
Firing (see Dismissal)		Superintendent's Compensation and Benefits	CBE
		Support Staff Fringe Benefits	GDBD
First Aid	JLCE		
		Funding Proposals and Applications	DD
Fiscal (also see Financial)		Funding Sources Outside the School System	DDA
Fiscal Accounting and Reporting	DI	Funding Sources Within the School System/	
Relations with Financial Authorities	KLA	Minigrants	DDB
Fiscal Management (see policy codes)	Section		
	D	Fund-Raising	
Fiscal Staff Positions	GDA	Public Solicitations	KH
Fiscal Projections	DBC	School Foundations	KGA
Fiscal Year	DBB	Staff Gifts and Solicitations	GBEBC
		Student Fund-Raising Activities	JJE
Fixed Assets Accounting/Inventories	DID	Revenues from Nontax Sources	DF
Flag Displays	IMDB	Funds	
		Depository of Funds/Banking Services	DG
Flexible Scheduling/Scheduling for Instruction	IIC	School Funds/Types of Funds	DIB
		Staff Funds Management	DL
Food/Food Services Management		Student Activities Funds	JJF
(see policy codes)	EF	Types of Funds	DIB
Food Prices	EFD	Use of Surplus Funds	DFAA
Food Tickets/Collection of Money	EFDA		
Food Sanitation Program	EFH		

G

Gambling		Graduation Exercises	IKFB
Public Conduct on School Property	KFA	Graduation Requirements	IKF
Staff Conduct	GBEB	Graduation Requirements for Handicapped Students	IKF
Student Conduct	JIC		
Gangs	JICF	Graffiti	
		Building and Grounds Maintenance	ECB
Garnishments/Salary Deductions	DKB	Gang Activity	JICF
		Vandalism	ECAC
Gate Receipts and Admissions	DFD		
GED Programs/Diplomas	IHDB	Grants/Funding Proposals and Applications	DD
		Grants from Private Sources	DDA
General Personnel Policies	GB	Revenues from State Tax Sources	DEB
		Revenues from Federal Tax Sources	DEC
General School Administration	Section C	Staff Working on Federal and State Grants	GBF
		Graphic Arts Services	EGAC
Gifted and Talented Education	IHBB	Grievances	
		Staff Concerns/Complaints and Grievances	GBK
Gifts		Student Concerns/Complaints/Grievances	JII
Acceptance of Gifts from Suppliers	DJG	Public Concerns/Complaints (See policy codes)	KE
Board Member Conflict of Interest	BCB		
Staff Conflict of Interest	GBEA	Grooming Standards	
Relations with Vendors	DJG	Staff Dress Code	GBEBA
Bequests	KCD	Student Dress Code	JICA
Class Gifts to Schools	JP		
Gifts from Public	KCD	Grounds Management/Building and Grounds Management	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	Group Insurance	
		Professional Staff Fringe Benefits	GCBD
Goals and Objectives (see first code in each of 12 policy sections)		Support Staff Fringe Benefits	GDBD
		Guarantees	
Goal-Based Education	AEA	Purchasing Procedures	DJB
		Contractor's Affidavits and Guarantees	FEGB
Goal-Setting	BA		
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	IKA		
Student Progress Reports to Parents	IKAB	Guns	JICI
Graduation	IKF	Rifle Ranges	EC
Early Graduation	IKFA		
GED Programs	IHDB	Gymnasiums	
		Building and Grounds Maintenance	ECB
		Construction of Recreational Facilities	FEI
		Community Use of School Facilities	KF

H

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

Identification		Industry (see Business)	
Badges/Cards for Students and Staff Identification, Intervention, Postvention/ Student Problems	ECABA JLDBA	Information, Freedom of Open Meetings	KDB 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	DFE	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	GCEB	Instructional Radio	IJND
Instructional Staff Salary Schedules	GCBA	Instructional Resources Materials	IJ
Support Staff Salary Schedules	GDCA	Instructional Staff	GCAA
Independent Study	III	Instructional TV	IJND
Indian Education Programs/Special Instructional Programs and Accommodations	IHB	Instruments	
Indian Tribal Councils, Relations with	KJG	Maintenance and Control of Equipment and Materials	EDB
Individual Help/Tutoring	IHBDB	Music Education	IHAG
Individualized Educational Plan/Special Education (IEP)	IHBA	Insubordination	
Individualized Instruction	IJJ	Staff Conduct	GBEB
Industrial Arts	IHAI	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/ G DBD	Parking Lot Searches	JH B
	EIA	Staff Rights and Responsibilities	G B E
Property Insurance	EIC	Student Rights and Responsibilities	J H
Self-Insurance/Insurance Pools	JLA		
Student Insurance Program	EEAH	Interscholastic	
Student Transportation Insurance	G DBD	Activities	JJ
Support Staff Fringe Benefits	G BGD	Athletics	JJ I
Workers' Compensation			
		Interstaff Relations/Line and Staff Relations	CCB
Integration			
Equal Educational Opportunities	JB	Intervention in Student Problems	JLDBA
Nondiscrimination	AC		
Plans	JCAB	Interviews	
School Attendance Areas	JC	Interrogations and Searches	JH
		News Conferences	KDDA
Interdistrict Relations	LB	Opinion Polls	KCBA
		Professional Staff Hiring	GCF
Intergroup Education/Human Relations		Support Staff Hiring	GDF
Education			
Multiculturalism	IFC	Intoxicants, see Alcohol	
Social Studies Education	IHAC		
		Intramural Programs	JJIA
Intermediate School District			
Relations with other Schools and School Districts	LB	Inventories	
County Education Agency Relations	LE	Financial	DID
		Receiving/Warehousing	EDA
Interns			
Administrative Intern Program	CJ	Investigations/Interrogations and Searches (see Interrogations)	
Student Teaching and Internships	LDA		
		Investments	
Interoffice Communications/Office Communications Services	EGA/ EGAEA	Revenues from Investments	DFA
		Use of Surplus Funds	DFAA
		J	
Janitorial/Custodial Services	ECD	Job-Sharing	
		Professional Staff Job-Sharing	GCGC
Job Actions/Staff Job Actions	HP	Support Staff Job-Sharing	GDGC
Job Descriptions		Joint Occupation of School Facilities	DFC
Professional Staff Positions	GCA		
Qualifications and Duties of Superintendent	CBA	Joint Ventures with Business and Industry	KGD
Support Staff Positions	GDA		
		Junior High Schools/Organization of Instruction	IE
Job Descriptions Preparation and Review		Junior High/Middle School Administration	CFHA
General process	BGC		
Professional Staff Positions	GCA	Junk Food	
Support Staff Positions	GDA	Competitive Food Sales	EFE
		Menu Development/Options	EFB
Job Placement for Students/Graduates	JO/ JLDBG		
		Jury Duty/Legal Leave	
Job Reclassification		Administrative Staff Legal Leave	GCCBB
Administrative Staff	GCPB	Instructional Staff Legal Leave	GCCAB
Instructional Staff	GCPA	Support Staff Legal Leave	GDCB
Support Staff	GDP		

K-L

Key Control/Access to Buildings	ECAB	Name of School District Services/School Attorney	AA BDG
Kindergarten	IHBIA	Status	HB
Knives/Weapons in School	JICI	Negotiations Legal Status School Board Legal Status School District Legal Status	BB AA
Labor Organizations/Employee Negotiating Organizations	HH	Legislative Program	BJ
Land		Lending School Equipment/Authorized Use of	EDC
Purchase	FEE	Lesson Plans	
Sale	DN	Arrangements for Professional Staff	
Landscaping/Building and Grounds Maintenance	ECBB	Substitutes	GCGB
		Supervision of Professional Staff	GCN
		Teaching Methods	IMA
Language Arts Education	IHAA	Letterhead/Office Communications	EGAC
Language Arts Resources and Materials	IJA		
Language Instruction		Levels of Instruction/Organization of Instruction	IE
Bilingual Instruction	IHBE	Liability	
English Education	IHAA	Insurance Program/Risk Management	EI
English as a Second Language	IHBEA	Liability Insurance	EIB
Foreign Language Education	IHAH	Liability of Board Members	BIE
Foreign Language Resources and Materials	IJH	Liability of District/Board	BBC
		Liability of School Personnel/Staff Protection	GBG
Latchkey Programs	IHCFB	Liaisons	
Law Enforcement Agencies	KLG	Board Committees	BDE
Lawsuits		Liaisons with School Board Associations	BKA
School Attorney/Legal Services	BDG	Parent Liaison	KEE
School Board Liability	BBC	Library/Librarian	
Layoffs		Library Aides	
Administrative Staff Reduction in Force	GCQB	Support Staff Positions	GDA/
Instructional Staff Reduction in Force	GCQA		IJNA
Support Staff Reduction in Force	GDQA	School Volunteers	IJOC
Learning Disabilities	IHBA	Library Materials Selection and Adoption	IJL
Learning Resources Centers	IJNC	Professional Libraries	IJNCA
		Resource Staff Positions	GCAAC
		School Libraries	IJNC
Leasing and Renting		Libel/Student Publications	JICE
Fees for Community Use of School Facilities	KF	Lifelong Learning	
Leased Buses	EEAG	Lifelong Learning Programs/Adult Education	IHDD
Leasing of Equipment for School Purposes/ Purchasing Procedures	DJB	Program Administration	CGC
Leasing/Renting Space/Temporary School Facilities	DFC/ FCC	Life Insurance/Insurance	G CBD/ 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	DFB	Line Item Transfer Authority/Budget Transfer	DBJ
Revenues from School-Owned Real Estate	DFC 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	IHBHB JFBD	Student Use of Drugs and Alcohol Substance Abuse Counseling	JICH JLDBC
Mail and Delivery Services	EGAE	Marking Periods/System/Grading Systems Nongraded Education	IKA IFE
Maintenance Buildings and Grounds Maintenance Buildings Maintenance Grounds Maintenance Maintenance and Control of Instructional Materials Maintenance and Control of Materials and Equipment Maintenance Vehicles/Business and Personnel Transportation Maintenance Workers/Support Staff Positions School Bus Maintenance	ECB ECBA ECBB EDB ED EEB GDAB EEAEB	Married Students	JIG
		Master Teachers/Mentor Teachers Mentor Teacher/Caring Adult	GCHA JLDBF
		Matching Funds/Funding Proposals and Applications Fund-Raising if school district matches funds Grants from Private Sources Gifts from the Public Material Resources Management	DD KH DDA KCD ED
		Materials Resources Records and Reports	EDD
Make-Up Opportunities	JH	Maternity Leave Administrative Staff Maternity Leave Instructional Staff Maternity Leave Support Staff Maternity Leave	GCCBC GCCAC GDCC
Management Accountability of Administrative Staff Administrative Organization Buildings/Grounds/Property Management Commitment to Accomplishment Environmental Management Management Rights/School Board Powers and Responsibilities Line and Staff Relations School Building Administration School Board Negotiating Rights/ Responsibilities Management Team Waste Management	GCOD CC EC AE EB BBA CCB CF HE CD EDE	Mathematics Instruction Mathematics Resources and Materials	IHAB JIB
		Matrons/Support Staff Positions	GDA
Manpower Training Programs/Adult Occupational Education	IHDC	Mayor's Office/Relations with Local Governmental Authorities	KLK
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	Media Centers	IJNC
		Media, Relations with During Negotiations	KDD HKA
		Mediation/Impasse Procedures	HO
		Medical Examinations/Staff Health Hiring of Administrative Staff Hiring of Instructional Staff Hiring of Support Staff	GBGA GCFB GCFA GDF

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

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

N

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

Number of Board Members/School Board Legal Status	BB	Nurses	JLC/ GCAAB
Nursery Schools		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	IMD	Opinion Polls	KCBA
Observations of Staff Performance		Opt-Out Procedures	IMBC
Evaluation of Professional Staff	GCO	Orchestra/See Band	
Evaluation of Support Staff	GDO	Order of Business/Agenda	BEDB
Supervision of Support Staff	GDN	Organization	
Supervision of Professional Staff	GCN	Community Organizations	KJ
Observers, Professional	LI	Organizational Meeting	BDA
Occupational Education	IHA/ IHAQ	Organization Charts	CCA
Occupational Health and Safety Requirements/Safety Program Staff Welfare	EB GBG	Organization of Grade Levels	IE
		Organization of Instruction	IE
		Professional Organizations	
		Professional Staff Memberships	GCU
		Relations with	KK
		Support Staff Memberships	GDS
Occupying New Facilities		Orientation	
Board Inspection and Acceptance of	FG	Board Candidate Orientation	BBBF
Staff Orientation to	FH	New Board Member Orientation	BIA
Office		Orientation to New Facilities	FH
Office Communications Services	EGA	Professional Staff Orientation	GCH
Office Hours/Professional Staff	GCMB	Support Staff Orientation	GDH
Office Manager/Job Descriptions	GDA	Outcome-Based Education	AEA
Office Service Management	EG	Outdoor Education/Extended Instructional Programs	
Office Services Records and Reports	EGE	Physical Education	IHC
Office Staff Positions	GDA	School Camps	IHAE IHCE
Officers of the Board/Board Officers	BDB	Outside Employment	
Official Seal/School District Legal Status	AA	Nonschool Employment by Professional Staff	GCR
Ombudsperson	KEE	Nonschool Employment by Support Staff Members	GDR
On-the-Job Training/Work Experience Opportunities	IHAQ/ JO	Overtime/Overtime Pay	
Open		Instructional Staff	GCMD
Limited Open/Closed Forum	JJAB	Administrative Staff	GCME
		Support Staff	GDLA
		Professional Staff Supplementary Pay Plans	GCBC
		Support Staff Supplementary Pay Plans	GDBC

P

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

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

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

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

R

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

Recruitment of Students		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	KLG
Regional Service Centers, Relations with	LB	Local Government Authorities	KLK
Regional Laboratories, Relations with	LE	Military/Armed Services	KLMA
Registers, Student		Municipal Authorities	KLKA
Student Attendance Accounting	JHBB	Neighborhood/Community Associations	KJB
Regular Board Meetings	BEA	Parks and Recreation Agencies	KLF
Regulations		Planning and Zoning Authorities	KLJ
Board Review of Regulations	CHB/ BGD	Professional Associations	KK
Development of Regulations	CHA	Senior Citizens	KJI
Policy Implementation	CH	Social Service Agencies	KLC
Regulations Communication	CHC	State Government Authorities	KLL
Reimbursement		Youth Organizations	KJD
Reimbursement of Expenses	DKC	Relations with Cultural Institutions	KM
Reimbursement for Unused Accumulated 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	GCBD	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	EFI	Resource Teachers	IJNB
Office Services Records and Reports	EGE	Responsibilities (topics that begin or have as main	
Replacement of Property	ECHD	subject the word "responsibilities.")	
Reporting of Hazards	EBAA	Board Powers and Responsibilities	BBA
		Board Member Authority and Responsibilities	BBAA
		Custodial/Noncustodial Parent Rights and	
		Responsibilities	KBBA
		Parent Rights and Responsibilities	KBB
		Powers and Responsibilities of Superintendent	CBC
		School Board Negotiating Rights and	
		Responsibilities	HE

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

S

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

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

Security Guards	ECAE	Job sharing	
Security Services	ECAE	Professional Staff	GCQC
		Support Staff	GDGC
Selection of Architect	FEB	Sheltered Annuity Plans	DLB
Selection of Instructional Materials	IJJ/IJK/ IJL/IJM	Shortages of Professional Staff 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
		Support Staff Sick Leave	GDCA
Self-Contained Classes/Instructional Arrangements	II/IL		
Self Esteem	JLDBB	Sick Leave Bank	
		Professional Staff Sick Leave Bank	
		Instructional Staff	GCCAA
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
		Smoking at Public Function	KFA
		Smoking by Staff Members	GBED
		Teaching about Drugs, Alcohol, and Tobacco	IHAMA
		Tobacco-Free Schools	ADC
Sensitive Issues	IMB	Snow Days/Emergency Closings	EBCE
Separation from Employment		Social Events/Students	JJB
Professional Staff Termination of Employment	GCQ	Social Services	
Support Staff Termination of Employment	GDQ	Relations with Private Social Service Organizations	KJE
		Relations with Welfare Authorities	KLE
		Student Social Services	JLE
Service Charges		Social Studies Education Resources and Materials	IHAC IJC
Community Use of School Facilities	KF	Software	
Rentals and Services Charges	DFC	Selection and Adoption of Technology Resources	IJKA IJND
Severance Pay		Solicitations	
Retirement of Professional Staff	GCQE	Business Solicitations	KHD
Retirement of Support Staff	GDQC		
Sex Discrimination			
Nondiscrimination	ACA		
Staff	GBAA		
Students	JBA		
Sex Education	IHAMB		
Sexual Harassment	GBAA		
Shared Services Among School Systems	LBA		
Shared-Time Staff			
Among school systems	LBA		

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

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

Teacher Aides Employment		Disposal of Obsolete Textbooks/School Property Disposition	DN
Instruction	IJNA	Fines for Loss/Misuse of Textbooks	JQ
Support Staff Positions	GDA	Public Concerns/Complaints about Curriculum	KEC
Teaching (only codes starting with the word "teaching" follow)		Rental of Textbooks	IJ/ED
Teaching about Controversial Issues	IMB	Textbook Arrangements for Nonpublic School Students	LBC
Teaching about Drugs, Alcohol, and Tobacco	IHAMA	Textbook Maintenance and Control	EDB
Teaching about Religion	IHAL	Textbook Selection and Adoption	IJJ
Teaching Methods	IMA		
Team Management	CC	Theft	GBGB/ ECA
Team Teaching	IIF	Tickets	
Technical Education/Vocational-Technical Education	IHAI	Food Tickets	EFDA
Technology		Gate Receipts and Admissions	DFD
Computer/Technology Literacy	IHAJ	Time for Learning	
Resource Selection and Adoption	IJKA	Class Interruptions	IMH
Resources	IJND	Scheduling for Instruction	IIC
Use of in Instruction	IJNDB	Time on Task/Time for Learning	IF
Use of in Office Services	EGD	Time Schedules	
Telephone Services	EGAF	Professional Staff Schedules	GCL
Television		Support Staff Schedules	GDK
Broadcasting and Taping of Board Meetings	BEDJ	Title IX	
News Media Relations	KDD	Nondiscrimination on the Basis of Sex/general	ACA
Sports and Special Events News Coverage	Kddb	Sexual Discrimination/Staff	GBAA
Technology Resources	IJND	Sexual Discrimination/Student	JBA
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
Tenure		Tobacco Use by Students	JICG
Professional Staff Probation and Tenure	G CJ	Tornado Warnings	EBCD
Support Staff Probation and Tenure	GDI	Tournaments/Interscholastic Athletics	JJI
Termination of Employment		Tracking/Grouping for Instruction	IIA
Professional Staff Termination of Employment	G CQ	Traffic and Parking Procedures	ECE
Superintendent's Termination of Employment	C B J	Student Automobile Use	JLIE
Support Staff Termination of Employment	G D Q	Parking Lot Searches	JIHB
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
Standardized Test Administration	ILB	Support Staff Training Leave	GDH
Testing Programs	IL	Professional Staff Training	GCID
Curriculum/District Assessments	IKAA	Support Staff Training	GDMB
Student Achievement	ILA	Trampolines	
Test Selection and Adoption	ILC	Accident Prevention and Safety Procedures	EBB
Use and Dissemination of Test Results		Physical Education	IHAE
Textbooks/Instructional Materials	IJ	Student Athletics	JJI
Care of Textbooks by Students	JICB	Transfer of Funds/Budget Transfers	DBJ
		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)		Tuition Refunds for Staff	
Business and Personnel Services	EE	Professional Staff Development	GCI
Special Education Student Transportation	EEB	Professional Staff Fringe Benefits	GCBD
Student Transportation	EEAB	Support Staff Career Development	GDM
Student Transportation in Private Vehicles	EEA	Support Staff Fringe Benefits	GDBD
Travel	EEAG	Tutoring for Pay	GCRD
Board Member Compensation and Expenses	BID	Tutoring Provided by School	
Expense Reimbursements for Travel	DKC	Homebound Instruction	IHBF
Field Trips and Excursions	IJOA	Individual Help	IJJ
Leave for Professional Travel/Study	GCCAF	Peer Tutoring	IIO
Local Travel	EEB	Remedial Tutoring	IHBDB
Recognition of Travel for Salary Advancement	GCBA	Types of Funds	DIB
Student Travel	JJA		

U-V

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

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

W-Z

Vouchers	JFBC	Weighted Grades	
		Class Rankings	IKC
Wages/see Compensation		Grading Systems	IKA
		Honors Program	IHCC
Walkers and Riders	EEAA		
Walkouts/Staff Job Actions	HP	Welfare Authorities, Relations with	KLE
Warehousing/Receiving and Warehousing	EDA	Wellness Programs	
		Staff	GBGC
Warning Systems	EBAA	Students	JL/JLC
Warrants		Withdrawals from School	JFC
Interrogations, Searches, and Arrests	JIH		
Payment Procedures	DK	Witnesses	
Relations with Law Enforcement Agencies	KLG	Board Hearings	BEE
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	
		Employment of Students	JO
		Student Aid Programs	JLB
		Work Experience Opportunities	IHAQ/ JO
Working Conditions	GBEC	Year	
Drug-Free Work Place	GCM	Fiscal Year	DBB
Professional Staff Work Load	GDL	School Year	IC
Support Staff Work Load	GBED		
Tobacco-Free Work Place			
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		