Policies and Regulations
School District No. 2
Sweetwater County
Green River, Wyoming

Contents (In Order)

Preface
Introduction

Manual originally published: 1970
Revisions approved annually through 2011

Recodified manual approved
by Board of Trustees

Date: _____

*Copies of this manual are the property of School
District No. 2, Sweetwater County, Wyoming*

PREFACE

Sweetwater County School District No. 2 operates according to policies and regulations established by the Board of Trustees. The Board, which represents the state and the people of the district, adopts policies and regulations after careful deliberation, and the school administration implements them through specific administrative regulations and actions. The Board then appraises the effects of its policies and regulations and makes revisions as necessary.

The Board's policies and regulations must be read and interpreted in the Light of the Wyoming statutes, other laws, state regulations, and agreements that have been negotiated with its staff. Should inconsistencies arise, the law will prevail. A conflict between a policy/regulation and a negotiated item will be interpreted in line with the contract for members of the negotiating unit.

When the manual was recodified, it contained all of the current **written** policies of the Board of Trustees. But continually, the need for putting additional policies and regulations in writing and revising old ones becomes apparent. No matter how well conceived, a policy manual can never be 100% complete and up to date. So from time to time, new and revised policies and regulations will be developed, coded according to the classification system, and issued for insertion in the manual. Each person holding a copy should make a diligent effort to insert new and revised pages as they are issued.

It is the hope of the Board that this recodified collection of policies and regulations will make greater harmony and efficiency possible in all areas of school operations. This will enable the Board to devote more time to its primary duties-developing long-range policies and planning for the future of the District.

BOARD OF TRUSTEES
SCHOOL DISTRICT NO. 2
SWEETWATER COUNTY, WYOMING.

INTRODUCTION: How To Use This Manual

This manual, the earlier governance statements of the Board of Trustees have been recodified and organized according to the policy classification system of the National School Boards Association. Polices are on **white** pages; regulations are on **yellow** pages; a few references and supplementary documents (exhibits) are on **green pages**.

There are 12 major sections, each bearing an alphabetical code as shown on the title page. Subclassification under each heading is based on logical sequence and alphabetical subcoding. For an example of the subcoding system, examine the pages immediately following the tab for Section A – Foundations and Basic Commitments. The pages which immediately follow the tab page for each major section presents the classification system, section by section, and serve as the table of contents for each section of the manual.

How to find a policy: There are two ways to find a policy (or regulation) in the manual:

1. Consider where the policy would be filed among the 12 major classifications. Turn to the table of contents for that section and glance down the listing until you find the term that most closely fits the topic you are seeking. Use the code letters given for the term to locate the sheet which will appear in alphabetical order by code within the particular section. (All pages of the manual are coded in the upper right-hand corner). Or-

2. Turn to the Code Finder Index at the end of the manual. The code finder is an alphabetical index of terms used in education. Look up your topic (or a synonym) as in any index, find the code, and use the code to locate the sheet in the manual.

What if you can find the term and code, but there is no policy or regulation? This probably means that the Board has no written policy or regulation in the particular area. All terms used in the classification system appear in the original tables of contents and code finder to accommodate the coding, insertion, and finding of policies or regulations that may be issued later. But there is one other possibility. A statement related to the policy you are seeking may be incorporated in a "superior" policy which covers the area generally. This "superior" policy will be coded under a more general term. To find it, read **up** the classification system. For example, a policy which relates to **all** meetings of the Board might be filed under "School Board Meetings" (BD) rather than "Regular Board Meetings" (BOA).

Using the signs and symbols. Various signs and symbols are used in connection with the classification system. They are for your use in locating and/or in examining policies. Included are the following:

Also:	Certain statements bear two codes in the upper right-hand corner. The second is in parentheses and is preceded by "Also". This means that the **identical** statement is filed under both codes.

-R: This symbol following a code indicates that the statement is a **regulation**, not a Board policy. The statements appear on a yellow, rather than on a white page.

-E: Exhibit. This symbol following a code indicates that the statement is a **reference** document. Such statements are on green pages.

*:   An asterisk following a code indicates that the EPS/NSBA classification s system has been expanded to include a new term. Note: A list of all terms which have been added to the system is provided on the sheet preceding the Code Finder Index.

             Where possible, the original date of adoption/approval is given for each statement. When a statement has had many revisions through the years, only the original adoption date and last revision date are used. Some statements bear only a readoption date.

LEGAL REF.: Legal citations are provided on many pages. For all policies adopted before or on the date of the Recodification, the references are current through the date. The 1977 codification of the Wyoming Statues has been used. It is important to mention here that other laws, state regulations, and/or court decisions may be applicable to a particular policy.

CONTRACT REF.: References to items that have been negotiated with a staff unit have been provided as appropriate to topic.

CROSS REF.: Cross references are provided following many statements to help the reader find all of the related information he seeks.

About Policies and Regulations

Generally the role of a board of education is to set policy and the role of the administration is to execute it. Here is the basic distinction between policies and regulations as set forth by the National School Board Association.

> **Policies** are principles adopted by the board to chart a course of action. They tell what is wanted and may include also why and how much. They are broad enough to indicate a line of action to be taken by the administration in meeting a number of day after day problems; they need to be narrow enough to give the administration clear guidance.

Regulations are the detailed directions usually developed by the administration to put policy into practice. They tell how, by whom, where, and when things are to be done.

Such a separation of functions reflects sound theory of school governance and administration. But the real world does not always conform. Often state and federal governments require boards to make regulations, and many regulations are established by law, by the State Board, or the Wyoming Education Department. Additionally the public may demand that the board itself establish regulations in certain sensitive areas.

Thus the separation of content in this manual follows several rules of thumb in addition to the distinction above:

1. Edicts of the state (even though regulations) usually appear as policy on white pages.

2. Where the Board has established regulations and has incorporated them into policy, the entire statement may be presented as policy on white pages; or the regulations may be extracted from the policy and presented on a separate yellow page. All regulations approved by the Board are so noted to distinguish them from those issued under authority of the superintendent.

3. Where the Board has adopted by laws and regulations concerning **its own operations**, these statements appear as policy on white pages.

Terminology

The term "Board" (capitalized) refers the Board of Trustees of School District No. 2, Sweetwater County. The term "superintendent" refers to the superintendent of schools for the district and to the administrators to whom he delegates authority. Definitions of other terms used in referring to personnel are provided on the first page of the G (Personnel) section.

Efforts have been made to avoid the use of the masculine pronoun in this manual to refer to both sexes. However, at times the masculine pronoun was retained to circumvent problems of wording. In such cases, the pronoun refers to both sexes.

Note to Manual Use

Statements in this manual are filed in accordance with the APS/NSBA school board policy classification system which provides an efficient means for locating policies and regulations that pertain to school governance.

The manual is divided into 12 sections, or chapters, each bearing an alphabetical code:
A   Foundations and Basic Commitments
B   School Board Governance and Operations
C   General School Administration
D   Fiscal Management
E   Support Services
F   Facilities Development
G   Personnel
H   Negotiations
I   Instructional Program
J   Students
K   School-Community Relations
L   Education Agency Relations

Subclassifiation under each heading is based on logical sequence and alphabetical subcoding. For an example of the subcoding system, examine the white page immediately following the tab for Section A – FOUNDATIONS AND BASIC COMMITMENTS.

The white pages which follow the tab for each major section present the classification system, section by section, and serve as the tables of contents for each section of the manual.

How to find a policy. There are two ways to find a policy (or regulation) in the manual:

1. Consider where the policy would be filed among the 12 major classifications. Turn to the table of contents for that section and glance down the listing until you find the term that most closely fits the topic you are seeking. Use the code letters given for the term to locate the sheet which will appear in alphabetical order by code within the particular section. (All pages of the manual are coded in the upper right-hand corner).
   OR –
2. Turn to the code finder index at the end of the manual. The code finder is an alphabetical index of terms used in education. Look up your topic as in any index, find the code, and use the code to locate the sheet in the manual.

What if you can find the term and code, but there is no policy or regulation? This probably means that the school district has no written policy or important regulations in the particular area. All

terms used in the classification system appear in the sectional tables of contents and code finder to accommodate the coding, insertion, and finding of policies or regulations that may be issued later. But there is one other possibility. A brief statement related to the policy you are seeking may be incorporated in a "superior" policy which covers the area generally. This "superior" policy will be coded under a more general term. To find it, read *up* the classification system.

Using the Color Coding. Different types of statements are presented in this manual on sheets of different color. These different colors distinguish between school board policies, district regulations, and supplementary documents related to policy which are considered "exhibits."

Using the signs and symbols. Various signs and symbols are used in connection with the classification system. Included are the following:

Also: Certain policies bear two codes in the upper right-hand corner. The second is in parentheses and is preceded by "Also." This means that the *identical* policy (or regulation) is filed under both codes.

-R: This symbol following a code indicates that the statement is a *regulation*, not a board policy.

-E: Exhibit. This symbol following a code indicates that the statement is a *reference* document, such as a calendar, application form, etc., rather than a policy.

*:   An asterisk following a code indicates that the EPS/NSBA classification system has been expanded to include a distinctively local policy and term. Note: A listing of all local terms which have been added to the system is provided on a sheet preceding the code finder index.

Policy development is a continuing process. So from time to time, new policies, regulations, and reference documents will be developed, coded, according to the classification system, and issued for insertion in the manual.

Code-Finder Index

**A Component of
the Educational Policies Service**

National School Boards Association

THE EPS/NSBA CODE FINDER INDEX

This is an alphabetical index to the terms and codes in the EPS/NSBA policy classification system. It is for use both in locating policies and regulations in a manual coded to the EPS system and for properly coding and titling policies and regulations when compiling a policy manual.

If you are using the index to locate statements in a manual, use it along with the EPS policy classification system, which will be found, section by section, behind the tab dividers pages Q through L, in the manual you are using.

If you are using the index to code statements and give them the official EPS headings, use it along with the classification system and *The School Administrator's Guide to the EPS/NSBA Policy Development System,* revised 1979.

In either case, use the index as you would any alphabetical index, keeping in mind that you are looking for a letter code or an official EPS heading—called a "descriptor"—that will lead you via another entry to the desired letter code. Note that:

Entries in roman type…are official EPS descriptors. The code for the descriptor appears at the left. For example:

<div align="center">

JFC   **Student Conduct**

</div>

The first letter of the code indicates the major section in which the statement will be filed. If two codes are given at the left, as for example,

<div align="center">

FD,KBE   **Bond Campaigns**

</div>

the same statement is filed in two locations.

Entries in italics…are synonyms and other terms which do not appear as descriptors in the EPS classification system. They are followed by information on what EPS descriptor in the index to *use* or what other term in the index to see. For example:

> *Sick Leave,* see "Leaves"
> *Sinking Fund,* use "Types of Funds"
> *Sports*, use "Interscholastic Athletics" or
> "Intramural Programs." as appropriate

Entries in bold face…are simply broad terms under which a number of official EPS descriptors and other terms are grouped to aid you in using the index.

Certain instructions in the index are directed to the policy coder. This is true of instructions which give such signals as "…break out a new descriptor in the IGA sequence" or "…break out a new descriptor under 'Nondiscrimination.'" If you are using the index to *locate* statements in a manual, assume that such instructions have been followed. *Compilers of manuals should provide a listing of "break-out" terms and codes actually used on a separate sheet or sheets immediately preceding this index.*

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Note: Although this code finder servers as an index to the *EPS/NSBA Educational Policies Reference Manual,* 1979 edition, and to many state and local district manuals, technically it is an index to the EPS classification system, not to any single manual. It may contain many terms and official EPS descriptors for which there will be no statements in the manual you are using. However, if statements have been coded and filed correctly, the index will enable you to locate any statement that is in the manual.

A

	Absences
GCBD	Professional Staff Leaves and Absences
JED	Student Absences and Excuses
GDBD	Support Staff Leaves and Absences
IK	Academic Achievement
IKEB	Acceleration
ECAA	Access to Buildings
	Accident Insurance, see "Insurance"
EBB	Accident Prevention and Safety Procedures
EBBB	Accident Reports
AG	Accomplishment Reporting to the Public
	Accountability, use "Commitment to Accomplishment" and subcategories
DIA	Accounting System
LI	Accreditation Agencies, Relations with
	Acting Administrator, use "Temporary Administrative Arrangements"
	Acting Superintendent, use "Temporary Administrative Arrangements"
	Activities Fees, use "Student Activities Fees"
	Activities Funds Management, use "Student Activities Funds Management
	Adjourned Board Meetings, see "Meetings" and use appropriate existing descriptor(s) or break out new descriptor in BD sequence
JHCD	Administering Medicines to Students
	Administration
CA	Administration Goals
BFE, CHD	Administration in Policy Absence
CGB	Adult Education Program Administration
CAA	District Administration Priority Objectives
C	General School Administration
CF	School Building Administration
CG	Special Programs Administration
CGA	Summer Program Administration
CGC	State and Federal Programs Administration
ILB	Test Administration
CA	Administration Goals
BFE, CHD	Administration in Policy Absence
	Administrative Consultants, use "Program Consultants"
CE	Administrative Councils, Cabinets, and Committees
CJ	Administrative Intern Program
CC	Administrative Organization Plan
	Administrative Personnel, use "Professional Staff" or "Support Staff" as appropriate; also see discussion of how to file personnel policies in *The School Administrator's Guide to the EPS/NSBA Policy Development System, 1979 edition*
	Administrative Regulations, see "Regulations"
CL	Administrative Reports
	Administrative Rules, see "Regulations"
JECBA	Admission of Foreign Exchange Students
JECBB	Admission of Interdistrict Transfer Students
JECB	Admission of Nonresident Students
JECA	Admission of Resident Students – Transfer of McKinnon Students

Admissions
DFEA   Free Admissions
DFE   Gate Receipts and Admissions
         Student Admissions, use "School Admissions" and/or appropriate subcategories

Adoption
IFD   Curriculum Adoption
IIAC   Library Materials Selection and Adoption
BFC   Policy Adoption
IIAB   Supplementary Materials Selection and Adoption
ILA   Test Selection and Adoption
IIAA   Textbook Selection and Adoption
IGEA   Adult Basic Education

Adult Education
IGEA   Adult Basic Education
CGB   Adult Education Program Administration
IGE   Adult Education Programs
IGEB   Adult High School Programs
IGEC   Adult Occupational Education
CGB   Adult Education Program Administration
IGE   Adult Education Programs
         Adult High School Diplomas, use "Adult High School Programs" or break out a new descriptor under that term
IGEB   Adult High School Programs
IGEC   Adult Occupational Education
IGCD, IHCD,LEB   Advanced College Placement
KJ   Advertising in the Schools
BCF   Advisory Committees to the Board
         Advisory Councils, use "Advisory Committees to the Board" or "Administrative Councils, Cabinets and Committees"
         Advisory School Board, use "Advisory Committees to the Board" or break out new descriptor under that term
         Affirmative Action, use "Equal Opportunity Employment" if the action refers to employment of staff; if the action relates to staff, students, and/or public, use "Nondiscrimination"
BDDB   Agenda Format
BDDC   Agenda Preparation and Dissemination
         Age of School Entrance, use "Entrance Age"
         Agricultural Education, break out a description in the IGA sequence if the offering is general education; break out a description in the IGAD sequence if it is vocational education
         Aides, use "Teacher Aides"; also see "Job Descriptions"
         Air Pollution Safety Procedures, break out a new descriptor under "Accident Prevent and Safety Procedures"
         Alarms, use "Bomb Threats" or "Warning Systems," as appropriate

Alcohol
JFCH   Alcohol Use by Students
IGAG   Teaching about Drugs, Alcohol, and Tobacco
JFCH   Alcohol Use by Students
IGBH   Alternative School Programs

ING   Animals in the School
HM   Announcement of Final Negotiated Agreement
     Annual Board Meeting, use "Board Organizational Meeting"
DB   Annual Budget
     Annual Report, use "School District Annual Report"
     Annuities, see "Fringe Benefits" and "Tax-Sheltered Annuities"
KNAD   Anti-Poverty Authorities, Relations with
BCC   Appointed Board Officials
     Appointment of Architect, use "Selection of Architect"
     Appointment of Consultants, see "Consultants"
     Appointment of School Attorney, use "School Attorney"
     Appointment of Staff Members, see "Hiring"
     Appraisals, use as appropriate "Evaluation of Instructional Programs," "School Properties Disposal Procedures," "Site Acquisition Procedure," or other terms designating what is being appraised
     Apprenticeship Training, break out a new description under "Occupational Education" or "Adult Occupational Education"
     Appropriations, as appropriate use "Budget Adoption Procedures" or break out a new descriptor under that term; also see "Revenues"
CHCA   Approval of Handbooks and Directives
     Arbitration, use "Impasse Procedures"
     Architect Selection, use "Selection of Architect
GCEA   Arrangements for Professional Staff Substitutes
GDEA   Arrangements for Support Staff Substitutes
     Arson Protection, use "Warning Systems" or "Buildings and Grounds Security"
     Arts Education, break out a new descriptor in IGA sequence
     Assaults, use "Public Conduct on School Property", "Staff Protection" and/or appropriate subcategories in "Student Conduct" and "Student Discipline" sequences
INE   Assemblies
     Assessments of Needs, see "Needs Assessment"

Assignment
JECD   Assignment of Students to Classes
JECC   Assignment of Students to Schools
GCI   Professional Staff Assignments and Transfers
GDI   Support Staff Assignments and Transfers
JECD   Assignment of Students to Classes
JECC   Assignment of Students to Schools
     Assistant Principals, see "Job Descriptions"
     Assistant Superintendents, see "Job Descriptions"
     Associate Superintendents, See "Job Descriptions"
     Associations, use "School Board Memberships" or "Professional Organizations'
     Athletics Director, see "Job Descriptions"

At Risk Students
JP   At Risk Students

Attendance
JEA   Compulsory Attendance Ages
JEG   Exclusions and Exemptions from School Attendance
JC   School Attendance Areas

JE	Student Attendance
JEE	Student Attendance Accounting

Attendance Accounting, use "Student Attendance Accounting," "Professional Staff Time Schedules," or "Support Staff Time Schedules"

Attendance Officer, use "Student Attendance Accounting"; also see "Job Descriptions"

Attendance Rewards, break out a new description in the JE sequence

Attorney for the Board, use "School Attorney"

Audiovisual Aids, use "Supplementary Materials Selection and Adoption" also see "Instructional Materials"

Audiovisual Director, see "Job Descriptions"

Auditorium Use by Public, use "Community Use of School Facilities"

DIE	Audits

Authority of Board Members, use "Board Member Authority"

DGA	Authorized Signatures
EDC	Authorized Use of School-Owned Materials

Automobile Use by Students, use "Student Automobile Use'

Automotive Shop Repair, use "Income from School Shop Sales and Services"

Awards, use "Student Awards and Scholarships" or "Recognition for Accomplishments," as appropriate

B

Baccalaureate Services, use "Graduation Exercises"

Band and Orchestra Performances, use "Student Performances"

Band Instruments Maintenance, use "Maintenance and Control of Instructional Materials" or break out a new description under that term

Band Uniforms, use "Student Fees, Fines and Charges," if appropriate, or break out a new descriptor in Section J

Banking, use as appropriate "Depository of Funds," "Staff Funds Management," or "Student Activities Funds Management"; for a student banking program break out a new descriptor in Section J

Bank of Deposit, use "Depository of Funds"

Bargaining, use "Negotiations"

Bargaining Agent, use "Board Negotiating Agents"

Basic Education, use as appropriate "Adult Basic Education" or "Basic Instructional Program"; a new descriptor in the IGA sequence can be broken out for a special statement on "the basics"

IGA	Basic Instructional Program

Behavior Code, use "Student Conduct" and/or appropriate subcategories

Benefits

GCBC	Professional Staff Fringes Benefits
CBD	Superintendent's Compensation and Benefits
GDBC	Support Staff Fringe Benefits

Bereavement Leave, see "Leaves"

Bible Readings, use "School Ceremonies and Observances" or "Teaching about Religion"

Bicycles, use "Student Bicycle Use"

Bidding

DJC	Bidding Requirements
FEF	Construction Contracts Bidding and Awards
DJC	Bidding Requirements

IGBF   Bilingual Instruction
                      Bill Payment Authorization, use "Payment Procedures"
                      Black Studies, break out a new descriptor in IGA sequence

                      Board
BCF   Advisory Committees to the Board
BCC   Appointed Officials
BCE   Board Committees
FG   Board Inspection and Acceptance of New Facilities
BDD   Board Meeting Procedures
BBAA   Board Member Authority
BHD/BHE   Board Member Compensation and Expenses and Insurance
BBFA   Board Member Conflict of Interest
BHB   Board Member Development and Opportunities
BHE   Board Member Compensation and Expenses and Insurance
BBBB   Board Member Oath of Office
BBB-E   Board Elections
BBBA   Board Member Qualifications
BBD   Board Member Remove from Office
BBC   Board Member Resignation
BH/BHA   Board Member Orientation/Board Member Development Opportunities
HE   Board Negotiating Agents
BHC   Board Office Facilities and Services
BCB   Board Officers
BA   Board Operational Goals
BCA   Board Organizational Meeting
BF   Board Policy Development
BFCA, CHB   Board Review of Regulations
BCI   Board Staff Assistants
BG, GBD   Board-Staff Communications
BCD   Board-Superintendent Relationship
BDDJ,KBCD   Broadcasting and Taping of Board Meetings
BCH   Consultants to the Board
AFA,BK   Evaluation of School Board Operational Procedures
BDDG   Minutes of Board Meetings
BHA   New Board Member Orientation/Board Member Development Opportunities
BDDI, KBCC   News Media Services at Board Meetings
BDDA   Notification of Board Meetings
BC   Organization of the Board
BAA   Priority Objectives of Board Operations
BDDH, KD   Public Participation at Board Meetings
BDA   Regular Board Meetings
BDDK   Reporting Board Meeting Business
BHBA   School Board Conferences, Conventions, and Workshops
BBB   School Board Elections
BBF   School Board Member Ethics
B   School Board Governance and Operations
BB   School Board of Legal Status
BI   School Board Legislative Program
BD   School Board Meetings
BJ   School Board Memberships

HD	School Board Negotiating Powers and Duties
BBA	School Board Powers and Duties
BE	School Board Work Sessions and Retreats
BDB	Special Board Meetings
BBE	Unexpired Term Fulfillment
BDDF	Voting Method
	Board Annual Meeting, use "Board Organizational Meeting"
	Board Approval for Purchasing, use "Purchasing Authority"
	Board Attorney, use "School Attorney"
	Board Candidate Orientation, break out new descriptor under "New Board Member Orientation"
	Board Chairman, use "Board Officers"
	Board Clerk*,* use "Board Officers" or "Appointed Board Officials"
BCE	Board Committees
	Board School Students, if special policies are required, break out new description in Section J
FG	Board Inspection and Acceptance of New Facilities
	Board Liaisons, use "Board Committees" or break out new descriptor under that term
BDD	Board Meeting Procedures
	Board Meetings, use "School Board Meetings"
BBAA	Board Member Authority
BHD	Board Member Compensation and Expenses and Insurance
BBFA	Board Member Conflict of Interest
BHB	Board Member Development Opportunities
BHE	Board Member Insurance
BBBB	Board Member Oath of Office
BBBA	Board Member Qualifications
BBD	Board Member Removal from Office
BBC	Board Member Resignation
BH	Board Member Services
	Board Member Term of Office, use "School Board Legal Status"
HE	Board Negotiating Agents
	Board of Directors, see "School Board"
	Board of Education, see "School Board"
BHC	Board Office Facilities and Services
BCB	Board officers
	Board of Trustees, see "School Board"
BA	Board Operational Goals
BCA	Board Organizational Meeting
BF	Board Policy Development
	Board President, use "Board Officers"
EGAB	Inspection and Copying of Public Records
	Board Records, use "Public's Right to Know" if appropriate; also see "Records"; if no descriptor offered fits the content, break out a new descriptor in Section B.
BFCA, CHB	Board Review of Regulations
	Board Secretary, use "Board Officers" or "Appointed Board Officials"
BCI	Board Staff Assistants
BG, GBD	Board-Staff Communications
BCD	Board-Superintendent Relationship
	Board Treasurer, use "Board Officers" or "Appointed Board Officials"
	Board Vacancies, use "Unexpired Term Fulfillment"

EBCC	Bomb Threats
FD, KBE	Bond Campaigns
DH	Bonded Employees and Officers
	Bond Issues, use as appropriate "Bond Campaigns," "Facilities Capitalization Program," and/or "Taxing and Borrowing Authority/Limitations"
	Book Complaints, use "Public Complaints about the Curriculum or Instructional Materials"
	Book Fairs, if school-sponsored use ""School Fairs"; if a function of a parent organization, use "Relations with Parent Organizations" or break out a new descriptor under that term
	Book Stores, see "School Stores
KMB	Booster Organizations, Relations with
	Boycotts, use "Staff Job Actions"
	Breakfast Program, use "Food Services Management" or "Free and Reduced Price Food Services," as appropriate
BDDJ, KBCD	Broadcasting and Taping of Board Meetings

Budget

DB	Annual Budget
DBH	Budget Adoption Procedures
DBI	Budget Appeals Procedures
DBC	Budget Deadlines and Schedules
DBG	Budget Hearings and Reviews
DBJ	Budget Implementation
DBA	Budgeting System
DBD	Budget Planning
DBD-E	Budget Planning/ Deadlines Controlling
DBHA	Budget Referenda
DBE	Determination of Budget Priorities
DBF	Dissemination of Budget Recommendations
DBK	Budget Transfer Authority
DBH	Budget Adoption Procedures
DBI	Budget Appeals Procedures
DBC	Budget Deadlines and Schedules
DBG	Budget Hearings and Reviews
DBJ	Budget Implementation/Transfer Authority
DBA	Budget System
DBD	Budget Planning
	Budget Reconciliation, use "Budget Transfer Authority"
DBHA	Budget Referenda
DBK	Budget Transfer Authority
	Building Committees, if construction projects are involved break out in the FB sequences; if a staff advisory committee on a school's operations, use "Staff Involvement in Decision-making"; if a general law advisory committee for a school, use "Advisory Committees to the Board"
	Building Fund, use "Types of Funds" or an appropriate subcategory in the DB sequences; if a special fund obtained through gifts, use "Grants from Private Sources"
	Building Plaques, use "Names on Building Plaques"
EBA	Buildings and Grounds Inspections
ECB	Buildings and Grounds Maintenance
EC	Buildings and Grounds Management

ECA	Buildings and Grounds Security
	Bulletin Board Use, depending on whether use involves staff, students, or public, break out a new descriptor in Sections G, J, or K; if use involves a staff negotiating unit, use "Privileges of Staff Negotiating Organizations"
	Burglar Alarms, use "Warning Systems"
	Bus Driver Authority, use "Student Conduct on School Buses"; also see "Job Descriptions"
EEACA	Bus Driver Examination and Training
EEBC	Business and Personnel Transportation Insurance
EEBD	Business and Personnel Transportation Records and Reports
EEB	Business and Personnel Transportation Services
	Business Manager, see "Job Descriptions
KMG	Business Organizations, Relations with
	Bus Safety Inspection, use "School Bus Safety Program"
	Bylaws, see "Policies"; school board bylaws are treated as policies in the EPS/NSBA policy classification system

<p style="text-align:center">C</p>

	Cabinets, use "Administrative Councils, Cabinets, and Committees"
	Cable Television, use as related to content, "Instructional Television," "Public Information Program," "Community Instructional Resources," or break out a new descriptor under the term; if related to relations with Cable TV Advisory Council, break out a new descriptor in the KM Sequence
	Cadet Teachers, use "Student Teaching and Internships"
	Cafeterias, use "Food Services Management"
	Cafeteria Workers, see "Job Descriptions"
	Calendar, use "School Calendar"
	Camps, use "School Camps"
	Campus Police, use "Buildings and Grounds Security"
	Capital Equipment Purchasing, see "Purchasing"
	Capitalization, use "Facilities Capitalization Program"
	Career Education, use "Occupational Education" or break out a new descriptor in the IGAD sequence
JFCB	Care of School Property by Students
	Carnegie Unit, use "Graduation Requirements"
DM	Cash in School Buildings
ECE	District Cell Phones
	Censorship, use "Academic Freedom," "Instructional Materials," "Public Complaints about the Curriculum or Instructional Materials," "Student Publications," or "Undergrounds Student Publications," as appropriate
	Census, use "School Census"
	Ceremonies, use "School Ceremonies and Observances," "Graduation Exercises," or "Patriotic Exercises" as appropriate
	Certificated Personnel, use "Professional Staff"; also see discussion of how to file personnel policies in *The School Administrator's Guide to the EPS/NSBA Policy Development System,* 1979 edition
	Certification, use "Professional Staff Hiring" or break out a new descriptor under that term
	Chairman of the Board, use "Board Officers"
	Change Orders, use "Construction Contracts Bidding and Awards" or break out a new descriptor under that term

	Chaperones, use "Supervision of Students"
	Checking Accounts, use "Depository of Funds" or "Authorized Signatures"
DGB	Check-Writing Services
	Child Abuse Reporting, break out a new descriptor in the JH sequence
KMD	Churches, Relations with
	Citizens' Committees, use "Advisory Committees to the Board" and/or "Community Involvement in Decision-making"
IGAA	Citizenship Education
	City Government use "Relations with Local Governmental Authorities"
KNAL	Civil Defense Authorities, Relations with
	Civil Defense Plans, use "Disaster Plans"
	Civil Rights of Minors, use "Student Due Process Rights"
	Class Gifts, use "Student Gifts and Solicitations"
	Classified Personnel, use "Support Staff"; also see discussion of how to file personnel policies in *The School Administrator's Guide to the EPS/NSBA Policy Development System*, 1979 edition
INH	Class Interruptions
IKC	*Classroom Materials*, see "Instructional Materials"
	Classroom Organization, use "Instructional Arrangements" or "Grouping for Instruction"
IHB	Class Size
IHBA	Programs for Students with Disabilities
EGB	Clerical Services
	Closed Board Meetings, use "Executive Sessions"
	Clubs, use "Student Organizations"
	Coaches, see "Job Descriptions"
IGD	Cocurricular and Extracurricular Programs
	Collective Bargaining, use "Negotiations"
	College Courses, use "Advanced College Placement"
	College Preparatory Program, use "Basic Instructional Program" or beak out new descriptor in IGA sequence
LE	Colleges and Universities, Relations with
AF	Commitment to Accomplishment
	Committees
CE	Administrative Councils, Cabinets, and Committees
BCF	Advisory Committees to the Board
BCE	Board Committees
JHCC	Communicable Diseases
	Communications
BG,GBD	Board-Staff Communications
	Communications to the Board, break out new descriptor under "Board-Staff Communications"
KB	Public Information Program
	Community Activities and Performances, use "Student Performances" or "Community Use of School Facilities"
	Community Advisory Council, use "Advisory Committees to the Board"
	Community College Program, break out new descriptor under "Extended Instructional Programs" if program is under school board authority, if operated by another agency, use "Relations with Colleges and Universities"
IIC, KF	Community Instructional Resources

ABA, KC	Community Involvement in Decision-making
	Community Organizations", see "Relations with Community Organizations"
	Community Resource Guides, use "Community Instructional Resources"
IICB	Community Resource Persons
	Community Use of School Buses, use "Special Use of School Buses" or break out a new descriptor under that term
KG	Community Use of School Facilities

Compensation

BHD	Board Member Compensation and Expenses and Insurance
GCB	Professional Staff Contracts and Compensation Plans
CBD	Superintendent's Compensation and Benefits
GDB	Support Staff Contracts and Compensation Plans
	Competency Testing, use "Testing Programs" or break out a new descriptor in the IL sequence
	Competitive Food Sales, use "Food Services Management" or "Vending Machines," as appropriate

Complaints

KL	Public Complaints
KLC	Public Complaints about Facilities and Services
KLA	Public Complaints about Policies
KLD	Public Complaints about School Personnel
KLB	Public Complaints about the Curriculum or Instructional Materials
GBM	Staff Complaints and Grievances
JFH	Student Complaints and Grievances
	Complimentary Athletic Passes, use "Free Admissions"
	Comprehensive High School Program, use "Basic Instructional Program" or break out new descriptor in IGA sequence
JEA	Compulsory Attendance Ages
IIBG	Computer Assisted Instruction

Conduct

KGB	Public Conduct on School Property
GBCB	Staff Conduct
JFC	Student Conduct
EEACC, JFCC	Student Conduct on School Buses
	Conference Periods for Teachers, use "Professional Staff Time Schedules"

Conferences

IKAD	Parent Conferences
GCLA	Professional Staff Visitations and Conferences
BHBA	School Board Conferences, Conventions and Workshops
GDLA	Support Staff Visitations
IKAC	Student Conferences

Conflict of Interest

BBFA	Board Member Conflict of Interest
GBCA	Staff Conflict of Interest
	Congressional Representatives", use "School Board Legislative Program" and/or "Relations with Federal Government Authorities"

Conservation Education, break out new descriptor in IGA sequences

Construction

FEF	Construction Contracts Bidding and Awards
FED	Construction Cost Estimates and Determinations
FECB	Construction Plans and Specifications
FEH	Construction Project Insurance Program
FEI	Construction Project Records and Reports
FE	Facilities Construction
FEG	Supervision of Construction

FEF	Construction Contracts Bidding and Awards
FED	Construction Cost Estimates and Determinations
	Construction Field Checks and Inspections, use "Supervision of Construction"
FECB	Construction Plans and Specifications
FEH	Construction Project Insurance Program
FEI	Construction Project Records and Reports

Consultants

BCH	Consultants to the Board
CK	Program Consultants

BCH	Consultants to the Board

Consulting Activities

GCQAA	Professional Staff Consulting Activities
CBF	Superintendent's Consulting Activities

IGDH	Contests for Students
	Contingency Funds, use "Types of Funds"
	Continuing Contracts, see "Tenure" and "Contracts"
	Contracted Bus Service, use "Transportation Services Management"
	Contracted Services, see "Contracts"
IHI	Contracting for Instruction
FEFB	Contractor's Affidavits and Guarantees
FEFA	Contractor's Fair Employment Clause

Contracts

FEF	Construction Contracts Bidding and Awards
IHI	Contracting for Instruction
IHIA	Performance Contracting
GCB	Professional Staff Contracts and Compensation Plans
CBC	Superintendent's Contract
GDB	Support Staff Contracts and Compensation Plans

	Controversial Issues, use "Teaching About Controversial Issues"
INC	Controversial Speakers
	Conventions, see "Conferences"
LBB	Cooperative Educational Programs
DJE	Cooperative Purchasing
	Coordinators, see "Job Descriptions"
	Copyright Protection, for copyright protection of district-published materials and/or for reproduction of materials copyrighted by others, break out a new descriptor(s) under "Printing and Duplicating Services"
JGA	Corporal Punishment

Correspondence Courses, if school-sponsored, use "Extended Educational Programs" or break out a new descriptor in the IGC sequence; if related to acceptance of credits, use "Graduation Requirements"

Cost Estimates, use as appropriate "Purchasing Procedures" or "Construction Cost Estimates and Determinations"

Councils, use "Advisory Committees to the Board" or "Administrative Councils, Cabinets and Committees"

Counseling and Guidance, use "Guidance Program"

Counselors, see "Job Descriptions"

LF   County Education Agency Relations

County Government, use, "Relations with County Governmental Authorities"

Course Outlines, use "Curriculum Guides and Course Outlines"

Courses of Study, use "Curriculum Guides and Course Outlines" and/or various appropriate subcategories of "Curriculum Design"

Credit Hours, use "Graduation Requirements"

Crossing Guards, use "Traffic and Parking Controls" or "Student Safety Patrols"

IFD   Curriculum Adoption

Curriculum Centers, use "Instructional Materials Centers'

IG   Curriculum Design

IF   Curriculum Development

Curriculum Directors, see "Job Descriptions"

IFE   Curriculum Guides and Course Outlines

Curriculum Libraries, use "Instructional Materials Centers" or "Professional Libraries"

IFA   Curriculum Research

ECC   Custodial Services

Custodian of School Moneys, use "Appointed Board Officials"

Custodians, see "Job Descriptions"

GBNA/JFCFA   Cyberbullying

<p align="center">D</p>

Damage to School Property, use "Vandalism", "Care of School Property by Students," or "Public Conduct on School Property"

JFCJ   Dangerous Weapons in the Schools

EH   Data Management

Day-Care Centers, if school facilities are made available to other community agencies for day-care centers, break out a new descriptor in the KG sequences; if operated by the school system, break out a new descriptor in the IGC sequence; centers operated only for staff or only for students who are parents will require breaking out new descriptors in the GB sequence or Section J.

Deans, see "Job Descriptions"

Debt Limitations, use "Taxing and Borrowing Authority/Limitations"

Decentralization, if basic governance of district is involved, break out a new descriptor under "school District Legal Status"; if district administration is involved, break out a new descriptor in the CC sequence or if appropriate use "School Building Administration"

Decision-making

ABA,KC   Community Involvement in Decision-making

ABB, GBB   Staff Involvement in Decision-making

ABC, JFB   Student Involvement in Decision-making

Deductions from Pay, use "Salary Deductions"

	Defacement of School Property, use "Vandalism," "Care of School Property by Students," and/or "Public Conduct on School Property"
	De Facto Segregation, use as appropriate "Nondiscrimination," "School Attendance Areas," and/or "Equal Educational Opportunities"
	Delinquent Behavior, use "Student Conduct", "Student Discipline," and/or appropriate subcategories
	Delivery Services, use "Mail and Delivery Services"
	Demonstrations by Students, use "Student Demonstrations and Strikes"
	Demonstration Schools, use "Curriculum Research" or "Pilot Projects"
	Demonstrations of Products, use "Sales Calls and Demonstrations"
	Dental Hygienists, see "Job Descriptions"
DG	Depository of Funds
	Desegregation, use as appropriate "Nondiscrimination," "School Attendance Areas," and/or "Equal Educational Opportunities
	Destaffing, use "Reduction in Professional Staff Work Force" and "Reduction in Support Staff Work Force"
JGB	Detention of Students
DBE	Determination of Budget Priorities
	Development of Administrative Rules, use "Development of Regulations"
	Development of Policies, use "Board Policy Development
CHA	Development of Policy Implementation/Regulations
	Development Opportunities
BHB	Board Member Development Opportunities
GCL	Professional Staff Development Opportunities
CBE	Superintendent's Development Opportunities
GDL	Support Staff Development Opportunities
IHF	Differentiated Staffing
	Diplomas, use "Graduation Requirements"; also see "Adult High School Diplomas"
	Direct Affiliate Membership in the National School Boards Association, use "School Board Memberships
	Directives, use "Approval of Handbooks and Directives"
	Directories, use as appropriate "Approval of Handbooks and Directives," "Personnel Records," "Student Records" or break out a new descriptor under one or more of those terms
	Directors, see "Job Descriptions
	Disadvantages Students, use "Programs for Disadvantages Students"
	Disaster Drills, use "Emergency Plans" and/or appropriate subcategories
EBCA	Disaster Plans
	Discharge of Staff Members, see "Dismissal"
	Discipline, use "Student Discipline"
	Disease Prevention, use "Communicable Diseases"
	Dismissal
GCPD	Hearing Procedures for Suspensions and Dismissal or Professional Staff Members
GDPD	Hearing Procedures for Suspension of Support Staff Members
	Dismissal Precautions, use "Student Dismissal Precautions"
	Disposal of School Property, use "School Properties Disposal Procedure"
	Disruptive Students, use "Student Conduct," "Student Discipline," or break out a new descriptor as appropriate in the JFC or JG sequence

DBF	Dissemination of Budget Recommendation
	Dissemination of Information, use as appropriate "Policy Dissemination," "reporting Board Meeting Business," "Regulations Dissemination," and/or "Public Information Program" and subcategories
	Distribution of Supplies and Equipment, use "Material Resources Management" or appropriate subcategories
	Distributive Education, use "Occupational Education" or break out a new descriptor in the IGAD sequence
CAA	District Administration Priority Objectives
	District Annual Meeting, use "School Board Elections" or "Board Organizational Meeting," as appropriate
ECE	District Cell Phone
JHCE	Do Not Resuscitate
	Donations, see Gifts
	Double Sessions, use "School Day"
	Drills, use "Emergency Plans" and/or appropriate subcategories
IGAJ	Driver Education
	Dropouts, use "Student Withdrawal from School" or break out a new descriptor under that term

Drugs

JFCI	Student Drug Abuse
IGAG	Teaching about Drugs, Alcohol, and Tobacco
	Dual Enrollment, use as appropriate "Advanced College Placement," "Relations with Other Schools and School Districts," and/or "School Admissions" or appropriate subcategories
	Due Process, use "Student Due Process Rights,"; however, the concept of due process will also apply to other descriptors pertaining to relations with staff, students, and parents
	Duplicating Services, use "Printing and Duplicating Services"

Duties

CBA	Qualifications and Duties of Superintendent
HD	School Board Negotiating Powers and Duties
BBA	School Board Powers and Duties
	Duties of Board Officers, use "Board Officers"
	Duties of Staff Members, see "Job Descriptions"
	Duty-Free Lunch, use "Professional Staff Time Schedules"

E

	Early Childhood Education, use "Basic Instructional Programs" or break out new descriptor in IGA sequence
IKF	Graduation Requirements
IKFA	Early Graduation
L	Educational Agency Relations
LA	Education Agency Relations Goals
LAA	Education Agency Relations Priority Objectives
	Educational Audits, see "Evaluation"
AD	Educational Philosophy
FEA	Educational Specifications
	Educational Television, use "Instructional Television"

LC	Education Research Agencies, Relations with
	Eighteen-Year-Old Students, use "Students of Legal Age"
KNAC	Election Authorities, Relations with
	*Elections***,** use "School Board Elections"
	Elementary School Curriculum, use "Basic Instructional Program"
EBCD	Emergency Closings
EBC	Emergency Plans
	Emergency Repairs, use "Buildings and Grounds Maintenance"
	Emotionally Disturbed Students, use "Programs for Handicapped Students" or break out a new descriptor under that term
	Employees, use "Professional Staff" and "Support Staff"

Employment (also see **Contracts** and **Hiring**)

JK	Employment of Students
GBA	Equal Opportunity Employment
GCD	Part-Time and Substitute Professional Staff Employment
GDE	Part-Time and Substitute Support Staff Employment
JK	Employment of Students
	Encumbrances, use "Budget Implementation"
	Endowment Funds, use "Grants from Private Sources"
	Energy Conservation, break out a new descriptor in the EC sequence
	Energy Conservation Education, break out a new descriptor in the IGA sequence
	Energy-Saving Construction, break out a new descriptor in the FEC sequences
IGBI	English as Second Language
JBA	English Language Learner
	English Instruction, use "Basic Instructional Program" or break out new descriptor in IGC sequence
	Enrichment Programs, use "Extended Instructional Program" or break out new descriptor in IGC sequence
	Enrollment of Students, use "School Admissions" and appropriate subcategories
FBB	Enrollment Projections
JEB	Entrance Age
KNAM	Environmental Authorities
	Environmental Education, break out new descriptor in IGA sequence
	Environmental Impact Plans, use "Facilities Development Plans and Specifications"
JB	Equal Educational Opportunities; also see "Nondiscrimination"
GBA	Equal Opportunity Employment; also see "Nondiscrimination"
	Equipment and Supplies Management, use "Material Resources Management"
FECC	Equipment Plans and Specifications
	Equivalency Tests and Certificates, use "Adult High School Programs" or break out a new descriptor under that term
	Ethics Education, break out a new descriptor in IGA sequence

Ethics

BBF	School Board Member Ethics
GBC	Staff Ethics
GBC-1E	Staff Ethics – Code of Ethics of the Education Profession
GBC-2E	School Administration Code of Ethics
	Ethnic Studies, use "Human Relations Education" or break out new descriptor in IGA sequence
	Evacuation of Building, use "Emergency Plans" and appropriate subcategories

Evaluation

AFH	Evaluation of Evaluators
AFE,IM	Evaluation of Instructional Programs
AFC, AFC-1, AFC-2, GCN	Evaluation of Professional Staff and Administrators
AFA,BK	Evaluation of School Board Operational Procedures
	Evaluation of Students, use "Academic Achievement and appropriate subcategories
AFF, EJ	Evaluation of Support Services
AFD, GDN	Evaluation of Support Staff
AFB, CBG	Evaluation of the Superintendent
IFC	Pilot Project Evaluation
AFG	Use of Independent Evaluators
AFH	Evaluation of Evaluators
AFE, IM	Evaluation of Instructional Programs
AFC, AFC-1, AFC-2 GCN	Evaluation of Professional Staff and Administrators
AFA, BK	Evaluation of School Board Operational Procedures
AFF, EJ	Evaluation of Support Services
AFD, GDN	Evaluation of Support Staff
AFB, CBG	Evaluation of the Superintendent

Evaluators

AFH	Evaluation of Evaluators
AFG	Use of Independent Evaluators

Evening Sessions, use as appropriate "School Day," "Extended Instructional Programs," and/or "Adult Education Programs," or subcategories of these items.

Examinations

EEACA	Bus Driver Examination and Training
IKAA	Final Examinations
JHCA	Physical Examinations of Students
GBE	Staff Health and Safety

Exceptional Students, use subcategories under "Special Instructional Programs and Accommodations," such as "Programs for Handicapped Students," "Programs for Gifted Students," etc.

Exchange Students, use "Admission of Exchange Students"

GCQC	Exchange Teaching
JEG	Exclusions and Exemptions from School Attendance

Excuses for Student Absences, use "Student Absences and Excuses"

BDC	Executive Sessions

Exemptions from Attendance, use "Exclusions and Exemptions from School Attendance"
Exemptions from Physical Education, use "Physical Education"
Expenditure of Funds, use as appropriate "Purchasing Authority," "Payment Procedures," and/or "Budget Implementation"

DLC	Expenses Reimbursements

Expenses

BHD	Board Member Compensation and Expenses
DLC	Expense Reimbursements

Experimental Programs, use "Pilot Projects" or "Curriculum Research"
Expulsion, use "Student Expulsion"

IGC	Extended Instructional Programs
	Extended School Day, use "School Day'
ICB	Extended School Year
	Extracurricular Activities, use "Co curricular and Extracurricular Programs" and appropriate subcategories

Extra Duty

GCKA	Professional Staff Extra Duty
GDKA	Support Staff with Activities Contracts

F

	Facilities Accommodations for Handicapped, use or break out a new descriptor in the FEC sequence
FC	Facilities Capitalization Program
FE	Facilities Construction
F	Facilities Development
FA	Facilities Development Goals
FEC	Facilities Development Plans and Specifications
FAA	Facilities Development Priority Objectives
	Facilities Obsolescence Determination, use "Retirement of Facilities"
FB	Facilities Planning
FBA	Facilities Planning Advisers
FK	Facilities Renovations
	Fact Finding, use "Impasse Procedures"
	Fair Employment, use "Equal Opportunity Employment" and/or "Contractor's Fair Employment Clause"
IGAH	Family Life Education

Federal

LH	Federal Education Agency Relations
KND	Relations With Federal Governmental Authorities
DEC	Revenues from Federal Tax Sources
DD	Funding Proposals and Applications
CGC	State and Federal Programs Administration
LH	Federal Education Agency Relations

FEES

IGDE	Student Activities Fees
JN	Student Fees, Fines, and Charges
	Fidelity Bonds, use "Bonded Employees and Officers"
IICA	Field Trips and Excursions
IKAA	Final Examinations
	Financial Aid to Students, use "Student Aid Programs"
	Financial Disclosure, if required for school board memberships, use "Board Member Qualifications"
	Financial Projections, use "Financial Reports and Statements"
DIC	Financial Reports and Statements
	Fines, use "Student Fees, Fines and Charges"
KNAK	Fire Authorities, Relations with
EBCB	Fire Drills
	Firing, see "Dismissal"

EBBA	First Aid
DI	Fiscal Accounting and Reporting
KNAA	Fiscal Authorities, Relations with
D	Fiscal Management
DA	Fiscal Management Goals
DAA	Fiscal Management Priority Objectives
	Fiscal Projections, use "Financial Reports and Statements"
DBB	Fiscal Year
INDB	Flag Displays
	Flexible Scheduling, use "Scheduling for Instruction"
EFA	Food Purchasing
EFD	Food Sanitation Program

Food Services

EF	Food Services Management
EFE	Food Services Records and Reports
EFB	Free and Reduced Price Food Services
	Food Services for the Elderly, break out a new descriptor in the EF sequence
EF	Food Services Management
EFE	Food Services Records and Reports
	Foreign Exchange Students, use "Admission of Exchange Students"
	Foundations, if content relates to administering a grant from a foundation, use "Grants from Private Sources"; if it relates to a private foundation organized under district aegis to accept and administer grants to the district or for student aid and scholarships, break out a new descriptor under the above term
A	Foundations and Basic Commitments
	Fraternities, use "Secret Societies"
DFEA	Free Admissions
EFB	Free and Reduced Price Food Services

Fringe Benefits

GCBC	Professional Staff Fringe Benefits
CBD	Superintendent's Compensation and Benefits
GDBC	Support Staff Fringe Benefits
DD	Funding Proposals and Applications
	Fund-Raising Activities, if appropriate use "Student Fund-Raising Activities" or "Grants from Private Sources"; otherwise, see "Solicitations"

Funds

DG	Depository of Funds
GBJ	Staff Funds Management
IGDG	Student Activities Funds Management
DIB	Types of Funds
DFAA	Use of Surplus Funds

G

	Garnishments, use "Payroll Deductions"
DFE	Gate Receipts and Admissions
GB	General Personnel Policies
C	General School Administration
	Gifted Students, use "Programs for Gifted Students

Gifts

KH	Public Gifts to the Schools
GBI	Staff Gifts and Solicitations
JL	Student Gifts and Solicitations

Goals

CA	Administration Goals
BA	Board Operational Goals
LA	Education Agency Relations Goals
FA	Facilities Development Goals
DA	Fiscal Management Goals
IA	Instructional Goals
HA	Negotiations Goals
GA	Personnel Policies Goals
KA	School-Community Relations Goals
AE	School District Goals and Objectives
JA	Student Policies Goals
EA	Support Services Goals

Also see "Objectives" and discussion on how to file goals and objectives in *The School Administrator's Guide to the EPS/NSBA Policy Development System*, 1979 edition

Grade Level Organization, use "Organization of Instruction"

IKA	Grading Systems

Graduation

IKFA	Early Graduation
IKFB	Graduation Exercises
IKF	Graduation Requirements
IKFB	Graduation Exercises

Graduation Requirements for Handicapped Students, break out a new descriptor in IKF sequence

IKF	Graduation Requirements
DFC	Grants from Private Sources

Grievances

GBM	Staff Complaints and Grievances
JFH	Student Complaints and Grievances

Grounds Management, use "Buildings and Grounds Management"

IHA	Grounding for Instruction

Group Insurance, see "Insurance"

Guarantees, use "Purchasing Procedures" and/or "Contractor's Affidavits and Guarantees"

Guidance Counselors, see "Job Descriptions

IJ	Guidance Program

H

Handbooks, use "Approval of Handbooks and Directives" or break out a new descriptor under that term

Handicapped Students, use as appropriate "Programs for Handicapped Students" and "Equal Educational Opportunities"; break out new descriptors under the first term as needed to accommodate policies on identification, placement, evaluation, etc.; be

aware that policies in many areas—as transportation, facilities construction, entrance age—may relate in part to handicapped students

JFCK	**Harassment**
	Hazards, use "Reporting of Hazards"
JFCF	Hazing

Health

KNAF	Health Authorities, Relations with
IGAE	Health Education
GBE	Staff Health and Safety
JHC	Student Health Services and Requirements
KNAF	Health Authorities, Relations with
IGAE	Health Education
	Health Insurance, see "Insurance"

Hearing Procedures*,* use "Special Procedures for Conducting Hearings" when the procedures pertain to all or most adversary proceedings; however, use other descriptors, such as "Suspension and Dismissal of Professional Staff Members," "Student Suspensions," "Budget Hearings and Reviews" when procedures pertain to special types of hearings

Hearings

DBG	Budget Hearings and Reviews
BDE	Special Procedures for Conducting Hearings
	Heterogeneous Groupings, use "Grouping for Instruction"
	High School Curriculum, use "Basic Instructional Program" or break out new descriptor in IGA sequence

Hiring

GCD	Professional Staff Hiring
CBB	Recruitment and Appointment of Superintendent
GDD	Support Staff Hiring
	Holidays, use "School Calendar," "Professional Staff Vacations and Holidays," and "Support Staff Vacations and Holidays" as appropriate
IGBG	Homebound Instruction
JHEA	Home Visits
JLG	Homeless Children
IKB	Homework
	Homogeneous Grouping, use "Grouping for Instruction"
IKD	Honor Rolls
IGCC	Honors Program
	Hospitalization Insurance, see "Insurance"
KNAE	Housing Authorities, Relations with
	Housing for Staff, see "Fringe Benefits" or break out new descriptor as appropriate in GB sequence
	Housing for Students, break out a new descriptor in Section J
IGAB	Human Relations Education

I

	Illness Leave, see "Leaves"
	Immunizations, use "Inoculations of Students"
HN	Impasse Procedures

	Imprest Fund, use "Types of Funds"
	Income, see "Revenues"
DFG	Income from School Shop Sales and Services
	Increments in Salary, see "Salary Schedules"
IHG	Independent Study
	Indian Education Programs, use "Special Instructional Programs and Accommodations" or break out new descriptor in IGB sequence
KMJ	Indian Tribal Councils, Relations with
IHHA	Individual Help
IHH	Individual Instruction
	Industrial Arts, break out a new descriptor in the IGA series
	Injuries on School Property, use "First Aid" or "Accident Prevention and Safety Procedures"
	Innovative Programs, use "Pilot Projects"
JHCB	Inoculations of Students
	In-school Suspension, use "Student Suspensions" or break out a new descriptor under that term
	In-service Education, see "Development Opportunities"
	Insignia, break out a new descriptor under "School District Legal Status" to establish official school district insignia or seal and any controls on its use
	Inspection of Buses, use "School Busy Safety Program"

Inspections

FG	Board Inspection and Acceptance of New Facilities
EBA	Buildings and Grounds Inspections
EGAB	Inspection and Copying of Public Records
I	Instruction
IH	Instructional Arrangements
IA	Instructional Goals

Instructional Materials

IIA	Instructional Materials
IIBC	Instructional Materials Centers
EDBA	Maintenance and Control of Instructional Materials
KLB	Public Complaints about the Curriculum or Instructional Materials
IIA	Instructional Materials
IIBC	Instructional Materials Centers
IAA	Instructional Priority Objectives

Instructional Programs

IGA	Basic Instructional Program
AFE, IM	Evaluation of Instructional Programs
IGC	Extended Instructional Programs
IGB	Special Instructional Programs and Accommodations
IIBF	Instructional Radio
II	Instructional Resources
IIB	Instructional Services
IIBE	Instructional Television

Insurance

BHE	Board Member Compensation & Expenses/Insurance
EEBC	Business and Personnel Transportation Insurance

FEH	Construction Project Insurance Program
EI	Insurance Management
EIB	Liability Insurance
GCBC	Professional Staff Fringe Benefits
EIA	Property Insurance
JHA	Student Insurance Program
EEAF	Student Transportation Insurance
GDBC	Support Staff Fringe Benefits
EI	Insurance Management

Integration, use as appropriate "Equal Educational Opportunities," "School Attendance Areas," and/or "Nondiscrimination"

Interdistrict Relations, use "Relations with Other Schools and School Districts"

Intergroup Education, use "Human Relations Education"

Interns, use "Administrative Intern Program" and/or "Student Teaching and Internships"

Interoffice Communications, use "Office Communications Services"

JFG   Interrogations and Searches

Interscholastic Activities, use "Co curricular and Extracurricular Programs" and subcategories as appropriate

IGDJ   Interscholastic Athletics

Interviews, use "News Conferences and Interviews"

IGDI   Intramural Programs

DID   Inventories

Investigations of Student Misconduct, use "Interrogations and Searches"

Investments, use "Revenues from Investments

J

Job Actions, use "Staff Job Actions"

Job Descriptions, use "Qualifications and Duties of Superintendent" for the description of the position of the chief school administration; all other job descriptions and/or statements of specific qualifications and duties are to be filed as subcategories of either "Professional Staff Positions" or "Support Staff Positions"; see discussion on how to file job descriptions in *The School Administrator's Guide to the EPS/NSBA Policy Development System*, 1979 edition

Junior High School Curriculum, use "Basic Instructional Program" or beak out new descriptor in IGA sequence

Jury Duty, see "Leaves"

K

Kindergarten, use "Basic Instructional Program" or break out new descriptor in IGA sequence

L

KMH   Labor Organizations, Relations with

Landscaping, use "Buildings and Grounds Maintenance" or break out new descriptor under this term; for landscaping relating to new facilities, use "Site Plans and Specifications"

Language Arts, use "Basic Instructional Program" or break out new descriptor in IGA sequences

Language Instruction, for statements on foreign or classical language instruction, break out a new descriptor in the IGA sequence

Layoffs, use "Reduction in Professional Staff Work Force" and/or "Reduction in Support Staff Work Force"

Learning Resources Centers, use "Instructional Materials Centers"

Leased Buses, use "Transportation Services Management"

Leasing and Renting School Equipment, use as appropriate "Community Use of School Facilities" or "Authorized Use of School-Owned Materials'

Leaves

GCBD   Professional Staff Leaves and Absences

GDBD   Support Staff Leaves and Absences

       (See discussion in *The School Administrator's Guide to the EPS/NSBA Policy Development System*, 1979 edition, on how to file policies on various types of leaves.)

Legal Age, use "Students of Legal Age"

Legal Counsel, use "School Attorney"

Legal Name of School District, use "School District Legal Status"

Legal Status

HB   Negotiations Legal Status

BB   School Board Legal Status

AA   School District Legal Status

Legislative Program, use "School Board Legislative Program"

Lesson Plans, use as appropriate "Arrangements for Professional Staff Substitutes," "Supervision of Professional Staff," or "Teaching Methods"

Levels of Instruction, use "Organization of Instruction"

EIB   Liability Insurance

Liaisons

       Board Liaisons, use "Board Committees" or break out a new descriptor under that term

BJA   Liaisons with School Board Associations

Librarians, see "Job Descriptions"

Libraries

IIBDA   Professional Libraries

IIBD   School Libraries

Library Aides, see "Job Descriptions"

IIAC   Library Materials Selection and Adoption

Life Insurance, see "Insurance"

GBEC   Light/Modified Duty Policy

CCB   Line and Staff Relations

Line Item Transfer Authority, use "Budget Transfer Authority"

Local Education Agency, see "School Board"

DJD   Local Purchasing

Locker Searches, use "Interrogations and Searches"

Logo, use "School District Legal Status" to describe or depict official school district logo or break out new descriptor under this term

Long-Range Planning, use as appropriate to content "School District Goals and Objectives," (or break out a descriptor under that term), "Facilities Planning," "Curriculum Development"

Loyalty Oaths, if loyalty oaths are required of Board members and the superintendent, use "Board Member Qualifications" and Qualifications and Duties of Superintendent"; for employees other than superintendent, incorporate the requirement into the qualifications statements in job descriptions; see "Job Descriptions"

Lunch Program, use "Food Services Management" and appropriate subcategories

Lunch Workers, see "Job Descriptions"

M

Magnet Schools, break out new description under "School Attendance Areas"

	Maintenance
ECB	Buildings and Grounds Maintenance
EDBA	Maintenance and Control of Instructional Materials
EDB	Maintenance and Control of Materials
EDBB	Maintenance and Control of Noninstructional Materials
EEACB	School Bus Safety Compliance
EDBA	Maintenance and Control of Instructional Materials
EDB	Maintenance and Control of Materials
EDBB	Maintenance and Control of Noninstructional Materials

Maintenance Vehicles, use "Business and Personnel Transportation Services"

Maintenance Workers, see "Job Descriptions"

IKEA	Make-Up Opportunities

Management by Objectives, use "School District Goals and Objectives," "Commitment to Accomplishment," "Administration Goals" as appropriate, but this is a concept that pervades many areas, including all those noted under "Evaluation"

CD	Management Team

Manpower Training Programs, use "Adult Occupational Education" or break out a new description in IGE sequence.

JFF	Married Students
ED	Material Resources Management
EDD	Material Resources Records and Reports

	Materials
EDC	Authorized Use of School-Owned Materials
EDBA	Maintenance and Control of Instructional Materials
EDB	Maintenance and Control of Materials
EDBB	Maintenance and Control of Noninstructional Materials

Maternity Leave, see "Leaves"

Mathematics Instruction, use "Basic Instructional Program" or break out a new descriptor in IGA sequence

Matrons, see "Job Descriptions"

Mayor's Office, use "Relations with Local Government Authorities"

Mediation, use "Impasse Procedures"

Medical Insurance, see "Insurance"

Medications, use "Administering Medicines to Students"

	Meetings
BDDB	Agenda Format
BDDC	Agenda Preparation and Dissemination
BDD	Board Meeting Procedures
BCA	Board Organizational Meeting
BDDJ, KBCD	Broadcasting and Taping of Board Meetings

BDC	Executive Sessions
BDDG	Minutes of Board Meetings
BDDI, KBCC	News Media Services at Board Meetings
BDDA	Notification of Board Meetings
BDDEA	Parliamentarian
GCKB	Professional Staff Meetings
BDDH, KD	Public Participation at Board Meetings
BDDD	Quorum
BDA	Regular Board Meetings
BDDK	Reporting Board Meeting Business
BDDE	Rules of Order
BD	School Board Meetings
BE	School Board Work Sessions and Retreats
BDB	Special Board Meetings
BDE	Special Procedures for Conducting Hearings
GDKB	Support Staff Meetings
BDDEB	Suspension of Rules of Order
BDDF	Voting Method at Board Meetings
	Memberships in Organizations, use "School Board Memberships" or "Professional Organizations," as appropriate
FFA	Memorials
	Mentally Handicapped Students, use "Programs for Handicapped Students" or beak out a new descriptor under that term
	Merit System
GCBAA	Professional Staff Merit System
GDBAA	Support Staff Merit System
	Method of Determining Staff Negotiating Organizations, use "Staff Negotiating Organizations"
	Methods of Instruction, use "Teaching Methods
	Metrics Education, break out a new description in IGA sequence
	Middle School Curriculum, use "Basic Instructional Program" or break out new descriptor in IGA sequence
	Migrant Education, use "Special Instructional Programs and Accommodations" or break out a new descriptor in IGB sequence
	Mileage Allowance, see "Expenses"
	Military Leave, see "Leaves"
IHJ	Mini-courses
	Minimal Competency Testing, use "Testing Programs" or break out new descriptor in IL sequence
BDDG	Minutes of Board Meetings
IN	Miscellaneous Instructional Policies
GCQ	Miscellaneous Professional Staff Policies
GDQ	Miscellaneous Support Staff Policies
	Modular Schedules, use "Scheduling for Instruction"
	Moral Education, break out a new descriptor in IGA sequence
	Motorbikes, use "Student Automobile Use" or break out a new descriptor under that term
	Motor Pool, use "School-Owned Vehicles"
	Multicultural education, use "Human Relations Education"
	Municipal Government Relations, use "Relations with Local Governmental Authorities"
	Museums, use "Relations with Cultural Institutions"

Musical Events, use "Student Performances"
Musical Instruments, use "Maintenance and Control of Instructional Materials" or break out a new descriptor under this term
Music Education, break out a new descriptor in the IGA sequence

N

FFB	Names on Building Plaques
FF	Naming New Facilities

Needs Assessment, use "Facilities Planning" or "Curriculum Research"
Negotiable Items, use "Scope of Negotiations"

Negotiated Agreement

HM	Announcement of Final Negotiated Agreement
HL	Preliminary Negotiated Agreement Disposition
HP	Negotiated Amendments and Renegotiations Procedures

Negotiating Organizations

HH	Privileges of Staff Negotiating Organizations
HG	Staff Negotiating Organizations
H	Negotiations

Negotiations Costs, use "Payment of Negotiations Costs"

HA	Negotiations Goals
HB	Negotiations Legal Status
HJ	Negotiations Procedures
HAA	Negotiations Priority Objectives

Negotiations Progress Reports, use "Release of Negotiations Information"
Negotiators for the Board, use "Board Negotiating Agents"

KMC	Neighborhood Associations, Relations with

Neighborhood Schools, use "School Attendance Areas"
Nepotism, see "Conflict of Interest"

BHA	New Board Member Orientation/Board Member Development Opportunities
KBCB	News Conferences and Interviews
KBC	News Media Relations
BDDI, KBCC	News Media Services at Board Meetings
KBCA	News Releases

New Students, use "School Admissions" and appropriate subcategories
Noncertificated Personnel, use "Support Staff"; also see discussion of how to file personnel policies in the *The School Administrator's Guide to the EPS/NSBA Policy Development System*, 1979 edition
Noncredit Courses, use as appropriate "Student Schedules and Course Loads," "Extended Instructional Programs," or "Adult Education Programs"

AC	Nondiscrimination; also see "Equal Educational Opportunities "Equal Opportunity Employment"

Nondiscrimination on the Basis of Handicap, use "Nondiscrimination" or break out a new descriptor under that term
Nondiscrimination on the Basis of Sex, use "Nondiscrimination" or break out a new descriptor under that term

IHL	Nongraded Classrooms

Nonprofessional Personnel, use "Support Staff"; also see discussion of hot to file personnel policies in *The School Administrator's Guide to the EPS/NSBA Policy Development System*, 1979 edition

	Nonresident Students, use "Admission of Nonresident Students"
GCQA	Nonschool Employment by Professional Staff Members
GDQA	Nonschool Employment by Support Staff Members
	Notes and Bond Payments, use "Payment Procedures"
BDDA	Notification of Board Meetings
	Number of Board Members, use "School Board Legal Status"
	Nursery Schools, use "Extended Instructional Programs" or break out new descriptor in IGC sequence

O

Oath of Office, use "Board Member Oath of Office"

Objectives

DBE	Determination of Budget Priorities
CAA	District Administration Priority Objectives
LAA	Educational Agency Relations Priority Objectives
FAA	Facilities Development Priority Objectives
DAA	Fiscal Management Priority Objectives
IAA	Instructional Priority Objectives
HAA	Negotiations Priority Objectives
GAA	Personnel Policies Priority Objectives
BAA	Priority Objectives of Board Operations
KAA	School-Community Relations Priority Objectives
AE	School District Goals and Objectives
JAA	Student Policies Priority Objectives
EAA	Support Services Priority Objectives

(Also see "GOALS")

Observances of Special Events, use 'School Ceremonies and Observances"

Observers, use "Professional Visitors and Observers"

IGAD	Occupational Education
	Occupational Health and Safety Requirements, use "Safety Program" and "Staff Health and Safety" as appropriate
	Occupying New Facilities, use as appropriate "Board Inspection and Acceptance of New Facilities" or "Staff Orientation to New Facilities"
EGA	Office Communication Services
	Office Manager, see "Job Descriptions"
	Officers of the Board, use "Board Officers"
EG	Office Services Management
EGC	Office Services Records and Reports
	Official Seal, use "School District Legal Status" to describe or depict official seal of the school district or break out new descriptor under that term
	Ombudsman, see "Job Descriptions" and "Complaints"
	On-the-Job Training, use "Work Experience Opportunities
JEFA	Open Campus
IHK	Open Classrooms
	Opinion Polling, use "Public Information Program" or beak out new descriptor in KB sequence
	Order of Business, use "Agenda Format"
	Organizational Meeting, use "Board Organizational Meeting"
CCA	Organization Charts

	Organization of Grade Levels, use "Organization of Instruction"
IE	Organization of Instruction
BC	Organization of the Board
	Organizations, see "Associations" and "Relations with Community Organizations"

Orientation

> *Board Candidate Orientation*, break out a new descriptor under "New Board Member Orientation" or use that term

BHA	New Board Member Orientation/Board Member Development Opportunities
GCF	Support Staff Orientation

Outdoor Education, use "Extended Instructional Program" and/or appropriate subcategories or beak out new descriptor in IGC sequence

Overtime Pay, see "Supplementary Pay"

<div align="center">P</div>

Paid Holidays, use "Professional Staff Vacations and Holidays" and "Support Staff Vacations and Holidays"

Paraprofessional Personnel, use "Support Staff"; also see discussion in *The School Administrator's Guide to the EPS/NSBA Policy Development System*, 1979 edition

Parental Leave, see "Leaves"

IKAD	Parent Conferences
KBDA	Parent Involvement Policy (Title I Schools)
KMA	Parents Organizations

Parking Lots, use "Traffic and Parking Controls"

INAH	Park Authorities, Relations with
BDDEA	Parliamentarian

Parochial Schools, use "Relations with Other Schools and Schools Districts" or break out a new descriptor in LB sequence

Participation of Public at Board Meetings, use "Public Participation at Board Meetings"

Part-Time Administration, use "Temporary Administrative Arrangements"

GCE	Part-Time and Substitute Professional Staff Employment
GDE	Part-Time and Substitute Support Staff Employment

Part-Time Students, break out a new descriptor in JEC sequence

Paternity Leave, see "Leaves"

INDA	Patriotic Exercises
DLA	Payday Schedules
HI	Payment of Negotiations Costs
DK	Payment Procedures
DL	Payroll Procedures

Pensions, see "Retirement" and "Fringe Benefits"

AB	Decision Making Model

Per Diem, see "Expenses"

Performance of Staff, see "Evaluation"

Performance of Students, use "Academic Achievement" and appropriate subcategories

IHIA	Performance Contracting

Performances, use "Student Performances" or "Community Use of School Facilities" as appropriate

G	Personnel

Personnel Director, see "Job Descriptions"

GA	Personnel Policies Goals
GAA	Personnel Policies Priority Objectives

GBL	Personnel Records
DJB	Petty Cash Accounts
	Philosophy of Education, use "Educational Philosophy"
	Photocopying, use "Printing and Duplicating Services"
	Photographs of Students, break out new descriptor in Section J
IGAF	Physical Education
	Physical Examinations of Staff Members, use "Staff Health and Safety"
JHCA	Physical Examinations of Students
	Physically Handicapped Students, see "Handicapped Students"
	Physician, use "Student Health Services and Requirements"; also see "Job Descriptions"
IFC	Pilot Project Evaluation
IFB	Pilot Projects
KNAN	Planning Authorities, Relations with
	Planning Programming Budgeting System, use "Budgeting System

Plans

FECB	Construction Plans and Specifications
EBCA	Disaster Plans
EBC	Emergency Plans
FECC	Equipment Plans and Specifications
FEC	Facilities Development Plans and Specifications
FECA	Site Plans and Specifications
	Playgrounds, as appropriate to content, use "Buildings and Grounds Maintenance," "Facilities Development Plans and Specifications," "Student Supervision," "Community Use of School Facilities" or subcategories; use a new descriptor if necessary
KNAJ	Police Authorities, Relations with

Policies

BFE,CHD	Administration in Policy Absence
BF	Board Policy Development
BFC	Policy Adoption
BFA	Policy Development System
BFD	Policy Dissemination
CH	Policy Implementation
BFGA	Policy Manual Accuracy Check
BFG	Policy Review and Evaluation
BFB	Preliminary Development of Policies
KLA	Public Complaints about Policies
BFF	Suspension of Policies
BFC	Policy Adoption
BFA	Policy Development System
BFD	Policy Dissemination
CH	Policy Implementation/Development of Regulations
BFGA	Policy Manual Accuracy Check
BFG	Policy Review and Evaluation

Political

KMI	Political Organizations, Relations with
GBG	Staff Participation in Political Activities
	Political Activities of Students, use as appropriate "Student Volunteers for School and Public Service," "student Organizations," or "Relations with Political Organizations"

Political Materials, use "Special Interest Materials" or "Relations with Political Organizations"

KMI Political Organizations, Relations with

Portable Classrooms, use "Temporary Schools Facilities"

Positions

GCA Professional Staff Positions
GDA Support Staff Positions

Postgraduates, as appropriate to content, use subcategories or break out a new descriptor in "Student Admissions" or "Extended Instructional Programs" or "Adult Education sequences

GCCA Posting of Professional Staff Vacancies
GDCA Posting of Support Staff Vacancies

Postsecondary Education, use "Extended Instructional Programs" or break out new descriptor in IGC sequence

Poverty Agencies, use "Relations with Anti-Poverty Authorities"

Powers

HD School Board Negotiating Powers and Duties
BBA School Board Powers and Duties

PPBS, use "Budgeting System"

Practice Teaching, use "Student Teaching and Internships"

Prayer, use "School Ceremonies and Observances"

Pregnant Students

JFE Pregnant Students
IGBD Programs for Pregnant Students
JFE Pregnant Students
BFB Preliminary Development of Policies
HL Preliminary Negotiated Agreement Disposition

Preparation of Agenda, use "Agenda Preparation and Dissemination"

Preparation Periods for Teachers, use "Professional Staff Time Schedules"

Preprimary Education, use "Extended Instructional Programs" or break out new descriptor in IGC sequence

Preschool Programs, see entry above

President of the Board, use "Board Officers"

Press Services, use "News Media Relations" or appropriate subcategories, particularly "News Media Services at Board Meetings"

Pressure Group Materials, use "Special Interest Materials"

Principals, see "Job Descriptions"

EGAA Printing and Duplicating Services

Priority Objectives, see "Objectives"

BAA Priority Objectives of Board Operations

Private Schools, Relations with, use "Relations with Other Schools and School Districts" or break out a new descriptor in LB sequence

KMF Private Social Service Organizations, Relations with
HH Privileges of Staff Negotiating Organizations

Probation

JGC Probation of Students
GCG Professional Staff Probation and Tenure

GDG	Support Staff Probation and Tenure
JGC	Probation of Students
	Procedures, see "Regulations"
	Professional Growth, see "Development Opportunities"
IIBDA	Professional Libraries
GBH	Professional Staff Use of Electronic Communication Devices
GCQD	Professional Organizations
	Professional Practices, see "Ethics"
GCQB	Professional Research and Publishing
GC	Professional Staff
GCI	Staff Selection, Assignment and Transfer
GCQAA	Professional Staff Consulting Activities
GCB	Professional Staff Contracts and Compensation Plans, Certified
GCL	Professional Staff Development Opportunities
GCKA	Professional Staff Extra Duty
GCBC	Professional Staff Fringe Benefits
GCD	Professional Staff Hiring
GCBD	Professional Staff Leaves and Absences
GCKB	Professional Staff Meetings
GCBAA	Professional Staff Merit System
GCF	Professional Staff Orientation
GCA	Professional Staff Positions
GCG	Professional Staff Initial and Continuing Contract Status
GCO	Professional Staff Promotions
GCC	Professional Staff Recruiting
GCBA	Professional Certified (Non-Administrative) Staff Salary Schedule
GCH	Professional Staff Seniority
GCBB	Professional staff Supplementary Pay Plans
GCP	Professional Staff Termination of Employment (Non-Renewal of Contract)
GCJ	Professional Staff Time Schedules
GCBE	Professional Staff Vacations and Holidays
GCLA	Professional Staff Visitations and Conferences
GCK	Professional Staff Work Load
LJ	Professional Visitors and Observers
	Program Auditors, "use "Use of Independent Evaluators"
	Program Budgeting, use "Budgeting System"
CK	Program Consultants
	Programmed Learning, use "Teaching Methods" or break out new descriptor in IH sequence
	Program Goals and Objectives, use "Instructional Goals" for an overall statement; goals pertaining to particular programs will be filed under the program---for example physical education goals under "Physical Education"
IGBC	Programs for Disadvantages Students
IGBB	Programs for Gifted Students
IGBA	Programs for Handicapped Students
IGBD	Programs for Pregnant Students
	Projections, use "Enrollment Projections
IKE	Promotion and Retention of Students
	Promotions
GCO	Professional Staff Promotions

IKE	Promotion and Retention of Students
GDO	Support Staff Promotions
	Propaganda, use "Special Interest Materials"
EIA	Property Insurance
	Protection of Staff, use "Staff Protection"
	Psychological Services, use "Student Psychological Services"
JHDA	Psychological Testing of Students

Public

AG	Accomplishment Reporting to the Public
ABA, KC	Community Involvement in Decision-making
KL	Public Complaints
KLC	Public Complaints about Facilities or Services
KLA	Public Complaints about Policies
KLD	Public Complaints about School Personnel
KLB	Public Complaints about the Curriculum or Instructional Materials
KGB	Public Conduct on School Property
FI	Public Dedication of New Facilities
KH	Public Gifts to the Schools
KB	Public Information Program
BDDH, KD	Public Participating at Board Meetings
KGA	Public Sales on School Property
KI	Public Solicitations in the Schools
KBA	Public's Right to Know
KGC	Smoking on School Premises at Public Functions
AB	Decision Making Model
KBF	Use of Students in Public Information Program
	Public Address Announcements, use "Class Interruptions

Publications

CHCA	Approval of Handbooks and Directives
GCQB	Professional Research and Publishing
DFF	Royalties
KBB	School-Sponsored Information Media
IGBD	Student Publications
JFCD	Underground Student Publications
KL	Public Complaints
KLC	Public Complaints about Facilities or Service
KLA	Public Complaints about Policies
KLD	Public Complaints about school Personnel
KLB	Public Complaints about the Curriculum or Instructional Materials
KGB	Public Conduct on School Property
FI	Public Dedication of New Facilities
KH	Public Gifts to the Schools
	Public Hearings, see "Hearings"
	Public Information Officer, see "Job Descriptions"
KB	Public Information Program
	Publicity through Schools, if content relates to school-related affairs, use "Use of Students in Public Information Program"; if the publicity relates to other agencies and outside organizations, break out a new descriptor to cover such promotion under "Advertising in the Schools"

	Public Library Relations, use "Relations with Cultural Institutions"
	Public Opinion Polls, use "Public Information Program" or break out new descriptor in KB sequence
BDDH, KD	Public Participation at Board Meetings
KGA	Public Sales on School Property
KI	Public Solicitations in the Schools
KBA	Public's Right to Know
EGAB	Inspection and Copying of Public Records
	Public Use of School Facilities, use "Community Use of School Facilities"
	Publishing by School System as appropriate use "Royalties" or break out a new descriptor under "Printing and Duplicating Services"; also see "Publications"
	Publishing by Staff Members, use "Professional Research and Publishing"
	Pupil, see "Student"
	Pupil-Teacher Ratios, use "Class Size"
	Purchase Orders and Contracts, use "Purchasing Procedures"
DJ	Purchasing

	Purchasing
DJE	Cooperative Purchasing
EFA	Food Purchasing
DJD	Local Purchasing
DJA	Purchasing Authority
DJF, DJF-R	Purchasing Procedures
	(Also see "Bidding")
DJA	Purchasing Authority
	Purchasing Guides and Vendor Lists, use "Purchasing Procedures" or "Vendor Relations"
DJF,DJF-R	Purchasing Procedures

<center>Q</center>

	Qualifications
BBBA	Board Member Qualifications/Oath of Office
CBA	Qualifications and Duties of Superintendent
	(Also see "Job Descriptions")
CBA	Qualifications and Duties of Superintendent
	Quality Control, use "Purchasing Procedures"
	Quantity *Purchasing, use "Purchasing Procedures" or "Cooperative Purchasing"*
	Questioning of Students by Police, use "Interrogations and searches"
BDDD	Quorum
	Quotations, use "Purchasing Procedures

<center>R</center>

	Racial Balance, use "School Attendance Areas
	Rank in Class, use "Class Rankings"
	Ratification of Negotiated Agreement, use "Preliminary Negotiated Agreement Disposition"
	Ratification of Policies, use "Policy Adoption"
	Ratios of Students to Teachers, use "Class Size"
	Reading Instruction, use "Basic Instructional Program" or break out new descriptor in IGA sequence
	Recall of Board Members, use "Board Member Removal from Office"
EDA	Receiving and Warehousing

AGA	Recognition for Accomplishment
	Record Keeping, use "Data Management" and/or Term(s) under "Records"
	Records
	Board Records, if appropriate use "Publics Right to Know" or one of the terms below; otherwise break out a new descriptor in Section B
ECE	District Cell Phone Records
FEI	Construction Project Records and Reports
EFE	Food Service Records and Reports
EDD	Material Resources Records and Reports
EGC	Office Services Records and Reports
GBL	Personnel Records
EEAG	Student Transportation Records and Reports
JO	Student Records
KNAI	Recreation Authorities, Relations with
	Recruiting
GCC	Professional Staff Recruiting
CBB	Recruitment and Appointment of Superintendent
GDC	Support Staff Recruiting
GCPA	Reduction in Professional Staff Work Force
GDPA	Reduction in Support Staff Work Force
	Reemployment of Laid-Off Employees, use "Reduction in Professional Staff Work Force" and "Reduction in Support Staff Work Force"
	Referenda, use "Budget Referenda" or "Taxing and Borrowing Authority Limitations", as appropriate
	Registers, use "Student Attendance Accounting"
BDA	Regular Board Meetings
	Regulations
CHC	Regulations Dissemination
BFCA, CHB	Board Review of Regulations
CHA	Development of Regulations
KK-R	Administrative Regulations for Visitors in the Schools
	(Also see "Policy Implementation")
	Reimbursements of Expenses, use "Expense Reimbursements"
LE	Relations with Colleges and Universities
KM	Relations with Community Organizations
	(See subcategories KMA through HMI of classification system for relations with specific community organizations)
KNB	Relations with County Governmental Authorities
LD	Relations with Cultural Institutions
LI	Relations with Educational Accreditation Agencies
LC	Relations with Education Research Agencies
KND	Relations with Federal Governmental Authorities
KN	Relations with Governmental Authorities
KNA	Relations with Local Governmental Authorities
	(See subcategories KNAA through KNAO of classification system for relations with specific community organizations)
LB	Relations with Other Schools and School Districts

	Relations with Private Schools, use "Relations with Other Schools and School Districts" or break out a new descriptor in LB sequence
KNC	Relations with State Governmental Authorities (except state education agency)
JEFB	Released Time for Religious Instruction
JEF	Released Time for Students
	Released Time for Teachers, use "Professional Staff Time Schedules"
	Release of Information Concerning Students, use "Student Records"
HK	Release of Negotiations Information
	Release of Students from School, use as appropriate "Student Withdrawal from School," "Released Time for Students," or "Student Dismissal Precautions"
	Releases from Contracts, see "Contracts" and "Resignation"
	Religion, use "Teaching about Religion," "School Ceremonies and Observances," "Relations with Churches," or "Released Time for Religious Instruction" as appropriate
	Religious Absences, see "Absences"
IGBE	Remedial Instruction
	Removal from Office, use "Board Member Removal from Office"
	Renovations, use "Facilities Renovations"
DFD	Rentals and Services Charges; but for charges related to public use of school facilities, se "Community Use of School Facilities"
	Repairs, see "Maintenance"
	Report Cards, use "Student Progress Reports to Parents"
BDDK	Reporting Board Meeting Business
EBAA	Reporting of Hazards
	Reporting Periods, use "Student Progress Reports to Parents"

Reports

EBBB	Accident Reports
AG	Accomplishment Reporting to the Public
CL	Administrative Reports
ECE	District Cell Phones
FEI	Construction Project Records and Reports
DIC	Financial Reports and Statements
EFE	Food Services Records and Reports
EDD	Material Resources Records and Reports
EGC	Office Services Records and Reports
EBAA	Reporting of Hazards
Cm	School District Annual Reports
IKAB	Student Progress Reports to Parents
EEAG	Student Transportation Records and Reports

Reproduction of Copyrighted Material, break out a new descriptor under "Printing and Duplicating Services"

Requisitions, see "Purchasing Procedures"

Research

IFA	Curriculum Research
LC	Education Research Agencies, Relations with
GCQB	Professional Research and Publishing

Research and Development, if appropriate use "Facilities Development" and/or "Curriculum Development"; if content relates to all areas of operations, break out a new descriptor under "School District Goals and Objectives" or in Section C (General School Administration)

	Reserve Funds, use "Types of Funds"
	Residency Requirements, use as appropriate "School Admissions," "Recruitment and Appointment of Superintendent," "Professional Staff Hiring," and/or "Support Staff Hiring"
	Resignation of Board Members, use "Board Member Resignation"
GCPB	Resignation of Professional Staff Members
	Resignation of Superintendent, use "Superintendent's Termination of Employment"
GDPB	Resignation of Support Staff Members
IIBB	Resource Teachers
	Responsibilities of Staff Members, see "Rights and Responsibilities of Staff Members"
	Restraint, See "Student Seclusion & Restraint"
	Retarded Students, see "Handicapped Students"
	Retention of Records, see "Records"
	Retention of Students, use "Promotion and Retention of Students"

Retirement

FL	Retirement of Facilities
GCPC	Retirement of Professional Staff Members
GDPC	Retirement of Support Staff Members
CBHA	Superintendent's Retirement
FI	Retirement of Facilities
GCPC	Retirement of Professional Staff Members
GDPC	Retirement of Support Staff Members
	Retreats, use "School Board Work Sessions and Retreats"

Revenues

DFEA	Free Admissions
DFE	Gate Receipts and Admissions
DFC	Grants from Private Sources
DFG	Income from School Shop Sales and Services
DFD	Rentals and Services Charges
DEC	Revenues from Federal Tax Sources
DFA	Revenues from Investments
DEA	Revenues from Local Tax Sources
DF	Revenues from Nontax Sources
DFB	Revenues from School-Owned Real Estate
DEB	Revenues from State Tax Sources
DE	Revenues from Tax Sources
DFF	Royalties
DEC	Revenues from Federal Tax Sources
DFA	Revenues from Investments
DEA	Revenues from Local Tax Sources
DF	Revenues from Nontax Sources
DFB	Revenues from School-Owned Real Estate
DEB	Revenues from State Tax Sources
DE	Revenues from Tax Sources
	Revenue Sharing, use "Relations with Local Governmental Authorities"
	Review of Policies, see "Policies"
	Revolving Funds, use "Types of Funds"

Rights

JFA	Student Due Process Rights
JF	Students Rights and Responsibilities

Rights and Responsibilities of Parents, break out a new descriptor in Section K (School-Community Relations) if a general statement supplements statements of rights and responsibilities which will appear in various categories in the I (Instruction) and J (Student) sections

Rights and Responsibilities of Staff, break out new descriptor in GBC sequence if general statement of rights and responsibilities is desired to supplement statements of rights which pertain to numerous policies and statements of responsibilities which appear in job descriptions

ROTC, use "Student Organizations" or break out new descriptor in IGD sequence

DFF	Royalties
BDDE	Rules of Order

<center>S</center>

Sabbatical Leaves, see "Leaves"

Safety

EB	Safety Program
EEAC	School Bus Safety Program
GBE	Staff Health and Safety
JHF	Student Safety
JHFB	Student Safety Patrols
EB	Safety Program
DLB	Salary Deductions

Salary Schedules

GCBA	Certified (Non Administrative) Staff Salary Schedule
GDBA	Support Staff Compensation

Sales

DFG	Income from School Shop Sales and Services
KGA	Public Sales on School Property
DN	School Properties Disposal Procedures
DJGA	Sales Calls and Demonstrations

Sanctions, use "Impasse Procedures"
Sanitation, use "Food Sanitation Program" or "Buildings and Grounds Maintenance," as appropriate

Schedules

DBC	Budget Deadlines and Schedules
DLA	Payday Schedules
GCJ	Professional Staff Time Schedules
IHC	Scheduling for Instruction
EEAB	School Bus Scheduling and Routing
IHD	Student Schedules and Course Loads
GDJ	Support Staff Schedules
IHC	Scheduling for Instruction

Scholarships, use "Student Awards and Scholarships

JEC	School Admissions
JC	School Attendance Areas

BCG	School Attorney
	School Board: The user of the EPS/NSBA policy classification system will, of course, employ the appropriate term as supplied by statutes or local usage in references to the governing board. The term "School Board" is used in this system and in this index in the generic sense as a synonym for "Board of Education," "Board of Directors," "Board of Trustees," and—as used in some New England States—"School Committee." See also "Board."
BHBA	School Board Conferences, Conventions, and Workshops
BBB, BBB-E	School Board Elections
B	School Board Governance and Operations
BB	School Board Legal Status
BI	School Board Legislative Program
BD	School Board Meetings
BBF	School Board Member Ethics
BJ	School Board Memberships
HD	School Board Negotiating Powers and Duties
BBA	School Board Powers and Duties
	School Boards Association, use "School Board Memberships" or "Liaison with School Boards Associations"
BE	School Board Work Sessions and Retreats
CF	School Building Administration
	School Bus Conduct, use "Student Conduct on School Buses"
EEACB	School Bus Safety Compliance
	School Bus Program, use "Student Transportation Services"
EEAC	School Bus Safety Program
EEAB	School Bus Scheduling and Routing
	School Bus Uses, use "Special Use of School Buses"
ICA	School Calendar
	School Committee, see "School Board"
IGCE	School Camps
JD	School Census
IND	School Ceremonies and Observances
K	School – Community Relations
KA	School-Community Relations Goals
KAA	School-Community Relations Priority Objectives
ID	School Day
	School Directories, see "Directories"
CM	School District Annual Report
AE	School District Goals and Objectives
AA	School District Legal Status
INF	School Fairs
IIBD	School Libraries
	School Lunch Service, use "Food Services Management"
	School Nurses, see "Job Descriptions"
	School-Owned Lands, use "Revenues from School-Owned Real Estate"
EEBA	School Owned Vehicles
	School Physician, use "Student Health Services and Requirements," if appropriate; also see "Job Descriptions"
DN	School Properties Disposal Procedure
	School Seal, see "Insignia"

	School Shop Sales and Services, use "Income from School Shop Sales and Services"; break out descriptors under that term as needed for particular shops
KBB	School-Sponsored Information Media
	School Stores, break out a new descriptor in the ED sequence if store is operated by school; break out a new descriptor in IGD sequence if store is operated by a student organization; if the store is operated as part of a vocational program, use "Income from School Shop Sales and Services"
CB	School Superintendent, see also "Superintendent"
	School Telephone Service, use "Telephone Services"
	School Trustees, see "School Board"
IICC	School Volunteers
IC	School Year
	Science Education, use "Basic Instructional Program" or break out a new descriptor in the IGA sequence
HC	Scope of Negotiations
	Seal, see "Insignia"
	Seclusion, see "Student Seclusion & Restraint"
	Secondary School Curriculum, use "Basic Instructional Program" or beak out new descriptor in IGA sequence
JFCE	Secret Societies
	Secretary to the Board, use "Board Officers" or "Appointed Board Officials"
	Security, use "Buildings and Grounds Security"
FEB	Selection of Architect
	Self-Contained Classes, use "Instructional Arrangements"
	Semester, use "School Year"
	Semester Credit Hour, use "Graduation Requirements"
	Senior Citizens, break out a new descriptor in the KG sequence for an overall statement on privileges extended senior citizens; for special statements on property tax deductions, use "Revenues from Local Tax Sources," on free admissions to school events use "Free Admissions," on use of school buses use "Special Use of School Buses," for food services for the elderly use "Food Services Management," for free admission to adult education courses use "Adult Education"; as necessary break out new descriptors under the above terms
	Seniority
GCH	Professional Staff Seniority
GDH	Support Staff Seniority
	Service Charges, use "Rentals and Services Charges"; but for fee schedule related to public use of school facilities, use "Community Use of School Facilities"
IGAI	Sex Education
LBA	Shared Services
	Sick Leave, see "Leaves"
	Signatures on Checks, use "Authorized Signatures"
	Sinking Fund, use "Types of Funds"
FEE	Site Acquisition Procedure
FECA	Site Plans and Specifications
	Slowdowns, use "Staff Job Actions"
	Smoking
JFCG	Smoking by Students
KGC	Smoking on School Premises at Public Functions

GBK	Smoking on School Premises by Staff Members
IGAG	Teaching about Drugs, Alcohol, and Tobacco
JFCG	Smoking by Students
KGC	Smoking on School Premises at Public Functions
GBK	Smoking on School Premises by Staff Members
	Snow Days, use "Emergency Closing"
	Social Events, use "Student Social Events"
	Social Services, use as appropriate "Student Social Services," "Relations with Private Social Service Organizations," or "Relations with Welfare Authorities"
	Social Studies, use "Basic Instructional Program" or break out a new descriptor in the IGA sequence

Solicitations

KI	Public Solicitations in the Schools
GBI	Staff Gifts and Solicitations
JL	Student Gifts and Solicitations
	Sororities, use "Secret Societies"
	Sound Control, break out a new descriptor under "Construction Plans and Specifications" or "Accident Prevention and Safety Procedures" as appropriate
KBD	Speaker Services
BDB	Special Board Meetings
	Special Education, use "Special Instructional Programs and Accommodations" and subcategories; also see "Handicapped Students"
IGB	Special Instructional Programs and Accommodations
IIAD, KFA	Special Interest Materials
BDE	Special Procedures for Conducting Hearings
CG	Special Programs Administration
EEAD	Special Use of School Buses

Specifications

FECB	Construction Plans and Specifications
FEA	Educational Specifications
FECC	Equipment Plans and Specifications
FEC	Facilities Development Plans and Specifications
FECA	Site Plans and Specifications
	Spokesperson for the Board, use "News Releases" and "News Conferences and Interviews"
KHA	Sponsorship Policy
	Sports, use "Interscholastic Athletics" and/or "Intramural Programs"
KBCE	Sports and Special Events News Coverage
	Staff Assistants to the Board, use "Board Staff Assistants
	Staff Attendance Accounting, see "Time Schedules"
	Staff Communications with the Board, use "Board-Staff Communications"
GBM	Staff Complaints and Grievances
GBCB	Staff Conduct
GBCA	Staff Conflict of Interest
GBC	Staff Ethics
GBJ	Staff Funds Management
GBI	Staff Gifts and Solicitations
GBE	Staff Health and Safety
GBEC	Staff Light/Modified Duty Policy

	Staff Insurance Program, see "Fringe Benefits"
ABB, GBB	Staff Involvement in Decision-making
GBH	Staff Use of Electronic Communication Devices
HO	Staff Job Actions
HG	Staff Negotiating Organizations
FH	Staff Orientation to New Facilities
GBF, KE	Staff Participation in Community Activities
GBG	Staff Participation in Political Activities
GBEA	Staff Protection

Staff Residency Requirements, use as appropriate "Recruitment and Appointment of Superintendent," "Professional Staff Hiring," and/or "Support Staff Hiring"

Staff Rights and Responsibilities, break out new descriptor in GBC sequence if general statement of rights and responsibilities is desired to supplement statements of rights which pertain to numerous policies and statements of responsibilities which appear in job descriptions

GBH, JM	Staff-Student Relations
	Staff Transportation, use "Business and Personnel Transportation Services"
	Staggered Sessions, use "School Day" or "Scheduling for Instruction"

State

KNC	Relations with State Governmental Authorities
DEB	Revenues from State Tax Sources
	State and Federal Aid Eligibility Determination, use "Funding Proposals and Applications"
CGC	State and Federal Programs Administration
LG	State Education Agency Relations
	State Aid, use "Revenues from State Tax Sources"
CGC	State and Federal Programs and Administration
LG	State Education Agency Relations
	Stores, see "School Stores"
	Storm Days, use "Emergency Closings"
	Strikes, use "Staff Job Actions" or "Student Demonstrations and Strikes"
JED	Student Absences and Excuses
	Student Achievement, use "Academic Achievement"
	Student Activities, use "Co curricular and Extracurricular Programs" and appropriate subcategories
IGDE	Student Activities Fees
IGDG	Student Activities Funds Management
	Student Admissions, use "School Admissions" and appropriate subcategories
	Student Adviser to the School Board, use "Student Involvement in Decision-making"
JHB	Student Aid Programs
JE	Student Attendance
JJIF and JJIF-R(1)	Student Athlete Concussion Policy and Protocol
JEE	Student Attendance Accounting
JP	Student At-Risk Policy
JHFD	Student Automobile Use
JI	Student Awards and Scholarships
JHFC	Student Bicycle Use
JFB	Student Bulling Prevention and Education
	Student Clubs, use "Student Organization"
IHCD	Student – Advanced College Placement

JFH	Student Complaints and Grievances
JFC	Student Conduct
EEACC, JFCC	Student Conduct on School Buses
IKAC	Student Conferences
JFCFA	Student Cyberbullying
JFI	Student Demonstrations and Strikes
JG	Student Discipline
JEDB	Student Dismissal Precautions
JHCE	Student – Do Not Resuscitate
JFCA	Student Dress Code
JFCI	Student Drug Abuse
JFA	Student Due Process Rights
	Student Exchange Program, use "Admission of Exchange Students"
JGE	Student Expulsion
JN	Student Fees, Fines, and Charges
IGDF/IGDF-E	Student Fund-Raising Activities
JL	Student Gifts and Solicitations
JFBA	Student Government
JHC	Student Health Services and Requirements
JFG	Student Interrogations and Searches
JHA	Student Insurance Program
ABC, JFB	Student Involvement in Decision-making
IGDA	Student Organizations
IGDD	Student Performances
	Student Photographs, break out new descriptor in Section J
JA	Student Policies Goals
JAA	Student Policies Priority Objectives
IKAB	Student Progress Reports to Parents
JHD	Student Psychological Services
IGDB	Student Publications
JO	Student Records
JLJ-R	Student Seclusion & Restraint
JF	Student Rights and Responsibilities
J	Students
JHF	Student Safety
JHFB	Student Safety Patrols
IHD	Student Schedules and Course Loads
	Student School Board, use "Advisory Committees to the Board" or "Student Involvement in Decision-making"
JFG	Student Interrogations and Searches
IGDC	Student Social Events
JHE	Student Social Services
JFD	Students of Legal Age
	Student-Staff Relations, use "Staff-Student Relations"
JGD	Student Suspension
	Student-Teacher Ratio, use "Class Size"
LEA	Student Teaching and Internships
	Student Transfers, use "Assignment of Students to Schools" or other appropriate subcategories in the JEC sequence
JECA	Transfer of McKinnon Students
EEAE	Student Transportation in Private Vehicles

EEAF	Student Transportation Insurance
EEAG	Student Transportation Records and Reports
EEA	Student Transportation Services
JJ	Student Volunteers for School and Public Service
JH	Student Welfare
JECE	Student Withdrawal from School

Substitutes

GCEA	Arrangements for Professional Staff Substitutes
GDEA	Arrangements for Support Staff Substitutes
GCE	Part-Time and Substitutes Professional Staff Employment
GDE	Part-Time and Substitutes Support Staff Employment
CI	Temporary Administrative Arrangements

Substitutes Teachers, use descriptors immediately above as appropriate; also see "Job Descriptions"

CGA	Summer Program Administration
IGCA	Summer Schools

Superintendent

BCD	Board-Superintendent Relationship
AFB, CBG	Evaluation of the Superintendent
CBA	Qualifications and Duties of Superintendent
CBB	Recruitment and Appointment of Superintendent
CB	School Superintendent
CBD	Superintendent's Compensation and Benefits
CBF	Superintendent's Consulting Activities
CBC	Superintendent's Contract
CBE	Superintendent's Development Opportunities
CBHA	Superintendent's Retirement
HF	Superintendent's Role in Negotiations
CBH	Superintendent's Termination of Employment

Superintendent's Annual Report, use "School District Annual Report"

CBD	Superintendent's Compensation and Benefits
CBF	Superintendent's Consulting Activities
CBC	Superintendent's Contract
CBE	Superintendent's Development Opportunities
CBHA	Superintendent's Retirement
HF	Superintendent's Role in Negotiations
CBH	Superintendent's Termination of Employment

Superintendent's Annual Report, use "School District Annual Report"

CBD	Superintendent's Compensation and Benefits
CBF	Superintendent's Consulting Activities
CBC	Superintendent's Contract
CBE	Superintendent's Development Opportunities
CBHA	Superintendent's Retirement
HF	Superintendent's Role in Negotiations
CBH	Superintendent's Termination of Employment
FEG	Supervision of Construction
GCM	Supervision of Professional Staff
JHFA	Supervision of Students
GDM	Supervision of Support Staff

	Supervisors, see "Job Descriptions"
IIAB	Supplementary Materials Selection and Adoption

Supplementary Pay

GCBB	Professional Staff Supplementary Pay Plans
GDBB	Support Staff Supplementary Pay Plans
E	Support Services
EA	Support Services Goals
EAA	Support Services Priority Objectives
GD	Support Staff
GDI	Support Staff Assignments and Transfers
GDB	Support Staff Compensation Plans
GDH	Support Staff Use of Electronic Communication Devices
GDL	Support Staff Development Opportunities
GDKA	Support Staff with Activities Contract
GDBC	Support Staff Fringe Benefits
GDD	Support Staff Hiring
GDBD	Support Staff Leaves and Absences
GDBDE	Support Staff Student Teaching Leave
GDKB	Support Staff Meetings
GDBAA	Support Staff Merit System
GDF	Support Staff Orientation
GDA	Support Staff Positions
GDG	Support Staff Terms of Employment
GDO	Support Staff Promotions
GDC	Support Staff Recruiting
GDBA	Support Staff Compensation
GDH	Support Staff Seniority
GDBB	Support Staff Supplementary Pay Plans
GDP	Support Staff Termination of Employment
GDJ	Support Staff Time Schedules
GDBE	Support Staff Vacations and Holidays
GDLA	Support Staff Visitations and Conferences
GDK	Support Staff Work Load
	Surety Bonds, use "Bonded Employees and Officers"

Surplus

DN	School Properties Disposal Procedure
EFAA	Use of Surplus Commodities
DFAA	Use of Surplus Funds

Suspension

	In-School Suspension, use "Student Suspension" or beak out a new descriptor under that term
JGD	Student Suspension
GCPD	Suspension and Dismissal of Professional Staff Members
GDPD	Suspension and Dismissal of Support Staff Members
BFF	Suspension of Policies
BDDEB	Suspension of Rules of Order
GCPD	Suspension and Dismissal of Professional Staff Members
GDPD	Suspension and Dismissal of Support Staff Members
BFF	Suspension of Policies
BDDEB	Suspension of Rules of Order

T

	Tables of Organization, use "Organization Charts"
	Tax and Debt Limitations, use "Taxing and Borrowing Authority/Limitations"
	Tax Anticipation Notes, use "Taxing and Borrowing Authority/Limitations"
DC	Taxing and Borrowing Authority/Limitations
KNAB	Taxation Authorities, Relations with
	Tax Collection, use "Revenues from Local Tax Sources"
	Tax Deductions for Senior Citizens, break out a new descriptor under that term
	Tax-Sheltered Annuities, use "Salary Deductions" or beak out a new descriptor under that term
	Teacher, use "Professional"; also see "Job Descriptions
IIBA	Teacher Aides
	Teacher Contracts, see "Contracts"
	Teacher Examinations, use "Professional Staff Hiring" or break out a new descriptor under that term
	Teacher Institutes, use "Professional Staff Development Opportunities"
	Teacher Organizations, use "Professional organizations" or "Staff Negotiating Organizations" as appropriate
INB	Teaching about Controversial Issues
IGAG	Teaching about Drugs, Alcohol, and Tobacco
IGAC	Teaching about Religion
INA	Teaching Methods
	Team Management, use "Management Team"
IHE	Team Teaching
	Technical Education, use "Occupational Education"
EGAC	Telephone Services
	Television, use "Instructional Television"
CI	Temporary Administrative Arrangements
FJ	Temporary School Facilities

Tenure

GCG	Professional Staff Initial & Continuing Contract Status
GDG	Support Staff Terms of Employment

Termination of Employment

GCP	Professional Staff Termination of Employment
CBH	Superintendent's Termination of Employment
GDP	Support Staff Termination of Employment
	Terms of Office of Board Members, use "School Board Legal Status"
ILB	Test Administration

Testing

	Minimal Competency Testing, break out a new descriptor in the IL sequence or use "Testing Programs;
JHDA	Psychological Testing of Students
ILB	Test Administration
IL	Testing Programs
ILA	Test Selection and Adoption
ILC	Use and Dissemination of Test Results
	(Also see "Examinations")
IL	Testing Programs
ILA	Test Selection and Adoption
	Textbook Maintenance and Control, use "Maintenance and Control of Instructional Materials"
IIAA	Textbook Selection and Adoption

Time Schedules

GCJ	Professional Staff Time Schedules
GDJ	Support Staff Time Schedules
	Tornado Warnings, use "Warning Systems," "Emergency Plans" or a subcategory as appropriate

	Track System, use "Grouping for Instruction"
ECD	Traffic and Parking Controls

Transfers

GCI	Professional Staff Assignments and Transfers
GDI	Support Staff Assignments and Transfers
	Transfer of Students, use "Assignment of Students in Schools," "Admission of Interdistrict Transfer Students" or other appropriate subcategory in JEC sequence

Transportation

EEBC	Business and Personnel Transportation Insurance
EEBD	Business and Personnel Transportation Records and Reports
EEB	Business and Personnel Transportation Services
EEAE	Student Transportation in Private Vehicles
EEAF	Student Transportation Insurance
EEAG	Student Transportation Records and Reports
EEA	Student Transportation Services
EE	Transportation Services Management
EE	Transportation Services Management
	Travel Expenses, use "Expenses"
IGCB	*Travel Study*
JEDA	Truancy
	Tuition, use "Admission of Nonresident Students" if appropriate; fee statements pertaining to special programs, as summer schools or adult education, may be incorporated with the policy on the program; if tuition, payable by individuals or another education agency, is a normal condition of enrollment, use "Student Fees, Fines, and Charges"
	Tuition Refunds, if related to student tuition, incorporate with the policy on tuition; if provided staff as an incentive for professional development, use "Fringe Benefits" and/or "Development Opportunities" for the appropriate category of staff.
GCQAB	Tutoring for Pay
DIB	Types of Funds

U

JFCD	Underground Student Publications
	Unemployment Insurance, use "Staff Protection"
BBE	Unexpired Term Fulfillment
	United States Office of Education, use "Federal Education Agency Relations"
ILC	Use and Dissemination of Test Results
AFG	Use of Independent Evaluators
EEBB	Use of Private Vehicles on School Business
	Use of School Facilities, use "Community Use of School Facilities
KBF	Use of Students in Public Information Program
EFAA	Use of Surplus Commodities
DFAA	Use of Surplus Funds

V

Vacancies

GCCA	Posting of Professional Staff Vacancies
GDCA	Posting of Support Staff vacancies
	Vacancy on the Board, use "Unexpired Term Fulfillment

Vacations

GCBE	Professional Staff vacations and Holidays
GDBE	Support Staff Vacations and Holidays
ECAB	Vandalism

Vehicles

EEBA	School-Owned Vehicles
EEAE	Student Transportation in Private Vehicles
EEBB	Use of Private Vehicles on School Business
EFC	Vending Machines
DJG	Vendor Relations
	Venereal Diseases, use "Communicable Diseases" or break out a new descriptor under that term
	Veterans, use "School Admissions" or beak out a new descriptor in JEC sequence

Visitations

GCLA	Professional Staff Visitations and Conferences
LJ	Professional visitors and Observers
GDLA	Support Staff Visitations and Conferences
KK	Visitors to the Schools
KK	Visitors to the Schools
KK-R	Administrative Regulations for Visitors in the Schools
	Vocational Education, use "Occupational Education" or "Adult Occupational Education" as appropriate

Volunteers

IICB	School Volunteers
JJ	Student Volunteers for School and Public Service
BDDF	Voting Method at Board Meetings

W

EEAA	Walkers and Riders
	Walkouts, use "Staff Job Actions"
	Warehousing, use "Receiving and Warehousing"
EBAB	Warning System
	Weapons, use "Dangerous Weapons in the Schools"
KNAG	Welfare Authorities, Relations with
	Women's Rights, see "Nondiscrimination"
IGADA	Work Experience Opportunities

Work Load

GCK	Professional Staff Work Load
GDK	Support Staff Work Load
	Working Conditions¸ use appropriate subcategories of "Professional Staff" and "Support Staff"
	Workmen's Compensation, use "Staff Protection"
	Work Sessions, use "School Board Work Sessions and Retreats"
	Workshops, see "Conferences"
	Work Study Programs, use as appropriate to program, "Employment of Students," "Student Aid Programs," or "Work Experiences Opportunities"

Y

Year

DBB	Fiscal Year
IC	School Year
	Yearbooks, see "Publications"
	Year-Round School, use "Extended School Year"
KME	Youth Organizations, Relations with

Z

KNAO	Zoning Authorities, Relations with

Index Supplement

NOTE: The EPS/NSBA codification system has been expanded as noted below to provide special terms and break-out codes for distinctively local policies and regulations of School District No. 2, Sweetwater County, Green River, Wyoming. These terms and break-out codes do not appear in the regular classification system or in the Code Finder Index.

Code	Topic
ACA*	Nondiscrimination on the Basis of Sex
ECF*	Energy Conservation
EEADA*	Use of School Buses by Community Groups
FECBA*	Energy-Saving Construction
FECBB*	Accommodations for the Handicapped
GCAA*-R	Assistant to Superintendent – Job Description
GCAC*-R	Business Manager – Job Description
GCAD*-R	Direction of Special Services – Job Description
GCAE*-R	District Activities Director – Job Description
GCAF*-R	Alternative School Principal – Job Description
GCAG*-R	High School Principal – Job Description
GCAH*-R	Assistant High School Principal – Job Description
GCAHH*-R	Dean of Students – Job Description
GCAI*-R	Middle School Principal – Job Description
GCAJ*-R	Assistant Middle School Principal – Job Description
GCAK*-R	Elementary Principal – Job Description
GCAG*	General Duties and Responsibilities of Teachers
GCBDA*	Professional Staff Sick Leave
GCBDB*	Professional Staff Personal Leave and Emergency Leave
GCBDC*	Professional Court Leave
GCBDD*	Professional Staff Absences for Public Service Activities
GCBDE*	Professional Staff Maternity Leave
GCBDF*	Professional Staff Study Leave and Sabbaticals
GCIA*	Appointment to Activity and Other Extra Pay Assignments
GDAA*-R	Maintenance Supervisor – Job Description
GDAB*-R	Transportation Supervisor – Job Description
GDAD*-R	Food Service Supervisor – Job Description
GDAF*-R	Supervisor of Purchasing/Warehouse
GDBDA*	Support Staff Sick Leave and Emergency Leave
GDBDB*	Support Staff Personal Leave
GDBDC*	Support Staff Court Leave
GDBDD*	Support Staff Absences for Public Service Activities
GDBDE*	Support Staff Maternity Leave
JHG*	Child Abuse
JHG*-E	Child Abuse