

CODE-FINDER INDEX

THE OPS/OSBA CODE FINDER INDEX

This is an alphabetical index to the terms and codes in the OPS/OSBA policy classification system. It is for use both in locating policies and regulations in a manual coded to the OPS 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 OPS policy classification system, which will be found, section by section, behind the tab divider pages A through L, in the manual you are using.

If you are using the index to code statements and give them the official OPS headings, use it along with the classification system.

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 OPS heading-called a “descriptor”- that will lead you via another entry to the desired letter code. Note that:

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

JFC Student Conduct

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. For example:

FD, KBE Tax Issues

The same statement is filed in two locations.

Terms which do not appear as descriptors in the OPS classification system are followed by information on what OPS 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

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.

NOTE: Although this code finder serves as an index to the OPS/OSBA Educational Policies Reference Manual and to many state and local district manuals, technically it is an index to the OPS classification system, not to any single manual. It may contain many terms and official OPS 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
IB	Academic Freedom
IKEB	Acceleration
ECAA	Access to Buildings
EDE	Acceptable Use and Internet Safety
	Accident Insurance, see “Insurance”
EBB	Accident Prevention and Safety Procedures
EBBB	Accident Reports
	Accountability, use “Commitment to Accomplishment” and subcategories
DIA	Accounting System
LI	Accreditation Agencies, Relations with Acting Administrator, use “Temporary Administrative Arrangements”
	Acquired Immune Deficiency Syndrome, use “Bloodborne Pathogens”
	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 (or Nonadministration of Medicines)
	Administration
DECA	Administration of Federal Grant Funds
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
	Administrative Regulations, see “Regulations”
CL	Administrative Reports
	Administrative Rules, see “Regulations”

	Administrators, see “Job Descriptions”
JECAA	Admission of Homeless Students
JECBA	Admission of Exchange Students
JECBB	Admission of Interdistrict Transfer Students
JECBD	Admission of Intradistrict Open Enrollment
JECB	Admission of Nonresident Students
JECA	Admission of Resident Students
JECBC	Admission of Students from Non-Chartered or Home Schooling
	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	Competency Based Education
IIAA	Textbook Selection and Adoption
IGEA	Adult Basic Education
CGB	Adult Education Program Administration
IGE	Adult Education Programs
IGEB	Adult High School Programs
	Adult High School Diplomas, use “Adult High School Programs,” “Diplomas of Adult Education” or “Diplomas for WWII Veterans”
IGEC	Adult Occupational Education
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 descriptor in the IGA sequence if the offering is general education; break out a descriptor in the IGAD sequence if it is career-technical education
	Aides, use “Teacher Aides”; also see “Job Descriptions”
	AIDS, use “Bloodborne Pathogens”
	Air Pollution Safety Procedures, break out a new descriptor under “Accident Prevention 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
	Annual Board Meeting, use “Board Organizational Meeting”
DB	Annual Budget
	Annuities, see “Fringe Benefits” and “Tax-Sheltered Annuities”
KNAD	Anti-Poverty Authorities, Relations with
	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 Procedure,” “Site Acquisition Procedure,” or other terms designating what is being appraised
	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
	Asbestos, use “Reporting of Hazards”
	Assaults, use “Public Conduct on School Property,” “Staff Protection” and/or appropriate subcategories in “Student Conduct” and “Student Discipline” sequences
INE	Assemblies
	Assessment of Needs, see “Needs Assessment”
	Assignment
JECD	Assignment of Student 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”
	Athletic Eligibility, see “Interscholastic Extracurricular Eligibility”
	Athletics, use as appropriate “Intramural Programs” or “Interscholastic Athletics”
	Athletics Director, see “Job Descriptions”
	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 descriptor 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 Premises”
DIE	Audits Authority of Board Members, use “Board Member Authority”
DGA	Authorized Signatures (Use of Facsimile 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 Accomplishment,” as appropriate
IGEE	Awarding of High School Diplomas to Veterans of War

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 descriptor under that term Band Uniforms, use “Student Fees, Fines, and Charges,” if appropriate, or break out a new descriptor under “Student Performances” 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 Curricular Program Behavior Code, use “Student Conduct” and/or appropriate subcategories Benefits
GCBC	Professional Staff Fringe Benefits
CBD	Superintendent’s Compensation and Benefits
GDBC	Support Staff Fringe Benefits
	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
EBBC	Bloodborne Pathogens
	Board
BCF	Advisory Committees to the Board
BCFA	Business Advisory Committee to the Board
BCE	Board Committees
FG	Board Inspection and Acceptance of New Facilities
BDD	Board Meeting Procedures
BBAA	Board Member Authority
BHD	Board Member Compensation and Expenses
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
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, CBI	Board-Superintendent Relationship
BCCD	Board-Treasurer 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
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, Legal Status of
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
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 Board Attorney”
	Board Candidate Orientation, break out new descriptor under “New Board Member Orientation”
	Board Chairman, use “Board Officers”
BCE	Board Committees
	Boarding School Students, if special policies are required, break out new descriptor 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
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”
	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
BCCD	Board-Treasurer Relationship
	Board Treasurer, use “Board Officers” or “Appointed Board Officials”
BBE	Board Vacancies, Unexpired Term Fulfillment
EBCC	Bomb Threats
	Board Campaigns, see “For Issues”
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 Foods Services,” as appropriate
EDEB	Bring Your Own Technology (BYOT) Program
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
BDG	Budget Hearings and Reviews
DBJ	Budget Implementation
DBA	Budgeting System
DBD	Budget Planning
DBHA	Budget Referenda
DBE	Determination of Budget Priorities
DBF	Dissemination of Budget Recommendations
DBK	Budget Modification Authority
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
	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 sequence; if staff advisory committee on a school's operations, use "Staff Involvement in Decision-making"; if a general lay advisory committee for a school, use "Advisory Committees to the Board"
	Building Funds , use "Types of Funds" or an appropriate subcategory in the DB sequence; if special funds 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
ECE	Buildings and Grounds Records and Reports
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"
	Bullying , use "Hazing and Bullying (Harassment, Intimidation and Dating Violence)"
	Burglar Alarms , use "Warning Systems"
	Bus Driver Authority , use "Student Conduct on School Buses," also see "Job Descriptions"
EEACD	Bus Driver—Drug Testing
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"
BCFA	Business Advisory Council to the Board
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 OPS/OSBA policy classification system

C

	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"
ECAC	Campus Safety and Security Reports
	Capital Equipment Purchasing , see "Purchasing"
	Capitalization , use "Facilities Capitalization Program"

IJA	Career Advising Career Education, use “Career-Technical Education” or break out a new descriptor in the IGAD sequence
IGAD	Career-Technical Education
JFCB	Care of School Property by Students Carnegie Unit, use “Graduation Requirements”
DM	Cash in School Buildings Cellular Telephones, use “Telephone Services” Censorship, use “Academic Freedom,” “Instructional Materials,” “Public Complaints about the Curriculum or Instructional Materials,” “Student Publications,” or “Underground 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” 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
GBEB	Chemical Dependency
JHG	Child Abuse Reporting
KMD	Churches, Relations with Citizens’ Committees, use “Advisory Committees to the Board” and/or “Community Involvement in Decision-making”
IGAA	Citizenship Education
KNAL	City Government, use “Relations with Local Governmental Authorities” Civil Defense Authorities, Relations with Civil Rights of Minors use “Student Due Process Rights” Class Gifts, use “Student Gifts and Solicitations” Classified Personnel, use “Support Staff”
INH	Class Interruptions
IKC	Class Rankings Classroom Materials, see “Instructional Materials” Classroom Organization, use “Instructional Arrangements” or “Grouping for Instruction”
IHB	Class Size
EGB	Clerical Services Closed Board Meetings, use “Executive Sessions” Clubs, use “Student Organizations” Coaches, see “Job Descriptions”
GBN	COBRA (Extended Group Health Coverage)
IGD	Cocurricular and Extracurricular Activities Collective Bargaining, use “Negotiations” College Courses, use “Advanced College Placement”
LGCH, LEC	College Credit Plus

	College Preparatory Program, use “Basic Instructional Program” or break 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 Premises”
	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
IGCI	Community Service
	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 Premises (Equal Access)
	Compensation
BHD	Board Member Compensation and Expenses
GCB	Professional Staff Contracts and Compensation Plans
CBD	Superintendent’s Compensation and Benefits
GDB	Support Staff Contracts and Compensation Plans
IKFC	Competency/Graduate, use “Graduate Competency”
ILA	Competency Based Education
	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 or 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
EDE	Computer/Online Services (Acceptable Use and Internet Safety)
EDEB	Bring Your Own Technology (BYOT) Program
	Conduct
KGB	Public Conduct on School Property
GBCB	Staff Conduct
JFC	Student Conduct
EEACC, JFCC	Student Conduct on District Managed Transportation
	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 and Conferences
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 sequence
	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 Costs 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
BCCC	Treasurer’s Contract
	Controversial Issues, use “Teaching About Controversial Issues”
INC	Controversial Speakers Conventions, see “Conferences”
LBB	Cooperative Educational Programs
DJE	Cooperative Purchasing
	Coordinators, see “Job Descriptions”
EGAAA	Copyright
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”
	Costs 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”
DJH	Credit Cards Credit Hours, use “Graduation Requirements”
IGBM	Credit Flexibility
GBQ	Criminal Record Check
	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”

D

	Damage to School Property, use “Vandalism,” “Care of School Property by Students,” or Public Conduct on School Property”
JFCJ	Dangerous Weapons in the Schools, use “Weapons in the Schools”
JFCL	Dangerous Schools, use “Unsafe Schools”
EH	Data Management
EHA	Data and Records Retention
	Dating Violence, use “Health Education,” “Hazing and Bullying (Harassment, Intimidation and Dating Violence)” and “Reporting Child Abuse”
	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 sequence; 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 Limitation, 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-Fact 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”
	Department Chairman, see “Job Descriptions”
DG	Depository of Funds

	Desegregation, use as appropriate “Nondiscrimination,” “School Attendance Areas,” and/or “Equal Educational Opportunities”
	De-staffing, 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 Regulations
	Development Opportunities
BHB	Board Member Development Opportunities
GCL	Professional Staff Development Opportunities
CBE	Superintendent’s Development Opportunities
GDL	Support Staff Development Opportunities
AD	Development of Philosophy of Education
IHF	Differentiated Staffing
IGED	Diploma of Adult Education
IGEE	Diplomas to Veterans of War
IKF	Diplomas, use “Graduation Requirements:” also see “Adult High School Diplomas”
IGED	Diploma of Adult Education
	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”
	Disadvantaged Students, use “Programs for Disadvantaged Students”
	Disaster Drills, use “Emergency Management and Safety Plans” and/or appropriate subcategories
EBCA	Disaster Plans
	Discharge of Staff Members, see “Dismissal”
	Discipline, use “Student Discipline”
JGF	Discipline of Students with Disabilities
	Disease Prevention, use “Communicable Diseases”
	Dismissal
GCPD	Suspension and Dismissal of Professional Staff Members
GDPD	Suspension and Dismissal of Support Staff Members
	Dismissal Precautions, use “Student Dismissal Precautions”
	Disposal of School Property, use “School Properties Disposal”
	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 Recommendations
	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 “Career-Technical 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
IIBH	District Websites
EDEB	Bring Your Own Technology (BYOT) Program
	Donations, see “Gifts”
	Double Sessions, use “School Day”
GBCC	Dress Code (Staff), see Staff Dress and Grooming
	Drills, use “Emergency Management and Safety 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
GBP	Drug-Free Workplace
EEACD	Drug Testing for School Bus Drivers
	Drug Testing for District Personnel Required to Hold a Commercial Driver’s License
IGDJA	Drug Testing of Students in Interscholastic Athletics
	Dual Enrollment, use as appropriate “Post Secondary Enrollment Options,” “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 the 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 Program” or break out new descriptor in IGA sequence
IKFA	Early Graduation, see also “Acceleration”
L	Education Agency Relations
LA	Education Agency Relations Goals
LAA	Education Agency Relations Priority Objectives
	Educational Audits, see “Evaluation”

IGCD, LEB	Educational Options
ADA	Educational Philosophy
FEA	Educational Specifications
	Educational Television, use “Instructional Television”
	Educational Non-School Sponsored Trips, use “Field Trips”
AFI	Educational Resource, Evaluation of
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 Program”
	Electronic Equipment see “Use of Electronic Equipment by Students,” “Telephone Services” or “Computer/Online Services”
EHA	Electronic Mail
EBCD	Emergency Closings
EBC	Emergency Management and Safety Plans
JGDA	Emergency Removal of Students
	Emergency Repairs, use “Buildings and Grounds Maintenance”
	Emotionally Disturbed Students, use “Programs for Students with Disabilities” or break out a new descriptor under that term
GBP	Employees Engaged in Work on a Federal Grant (Drug-Free Workplace)
HG	Employee Organization
	Employees, use “Professional Staff” and “Support Staff”
	Employment (Also see Contract and Hiring)
JK	Employment of Students
GBA	Equal Opportunity Employment
GCE	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 and Private Sources”
ECF	Energy Conservation
	Energy Conservation Education, break out a new descriptor in the IGA sequence
	Energy-Saving Construction, break out a new descriptor in the FEC sequence
	English Instruction, use “Basic Instructional Program” or break out new descriptor in IGA sequence
IGBI	English Learners
	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, Relations with
	Environmental Education, break out new descriptor in IGA sequence
	Environmental Impact Plans, use “Facilities Development Plans and Specifications”
	Epi-Pens, use “Administering Medicines to Students”
KG	Equal Access (Community Use of Facilities)
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
	Ethnic Studies, use “Human Relations Education” or break out new descriptor in IGA sequence
JEG	Exclusions and Exemptions from School Attendance
BDC	Executive Sessions
GBN	Extended Group Health Coverage Evacuation of Building, use “Emergency Management and Safety Plans” and appropriate subcategories Evaluation
AFI, IM	Evaluation of Educational Resources
AFH	Evaluation of Evaluators
AFE, IM	Evaluation of Instructional Programs
AFC, GCN	Evaluation of Professional Staff
AFA, BK	Evaluation of School Board Operational Procedures
AFCA, GCNA	Evaluation of School Counselors Evaluation of Students, use “Academic Achievement” and appropriate subcategories
AFJ, EJ	Evaluation of Support Services
AFD, GDN	Evaluation of Support Staff
AFB, CBG	Evaluation of the Superintendent
AFBA, BCCB	Evaluation of the Treasurer
IFC	Pilot Project Evaluation
AFG	Use of Independent Evaluators
	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 terms
	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 Program and Accommodations,” such as “Programs for Students with Disabilities,” “Programs for Students Who are Gifted,” etc.
	Exchange Students, use “Admission of Exchange Students”
GCQC	Exchange Teaching
JEG	Exclusions and Exemptions from School Attendance
JEGA	Exclusions, Permanent
	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	Expense Reimbursements
	Expenses
BHD	Board Member Compensation and Expenses
DLC	Expense Reimbursements
IGCB	Experimental Programs,
	Expulsion, use “Student Expulsion”
GBN	Extended Group Health Coverage (COBRA)
IGC	Extended Instructional Programs
	Extended School Day, use “School Day”
ICB	Extended School Year
	Extracurricular Activities, use “Cocurricular and
	Extracurricular Programs” and appropriate subcategories
	Extra Duty
GCKA	Professional Staff Extra Duty
GDKA	Support Staff Extra Duty

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
BCFB	Family and Civic Engagement Committee
GBR	Family and Medical Leave
	Federal
LH	Federal Education Agency Relations
DECA	Federal Grant Funds, use “Administration of Federal Grant Funds”
KND	Relations with Federal Governmental Authorities
DEC	Revenues from Federal Tax Sources
DD	Funding Proposals and Applications
CGC	State and Federal Programs Administration

	Fees
IGDE	Student Activities Fees
JN	Student Fees, Fines and Charges
	Fidelity Bonds, use “Bonded Employees and Officers”
IICA	Field Trips
IKAA	Final Examinations
	Financial Aid to Students, use “Student Aid Programs”
	Financial Disclosure, if required for school board membership, 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
DBD	Five-Year Forecast
DID	Fixed Assets
INDB	Flag Displays
	Flexible Scheduling, use “Scheduling for Instruction”
EFH	Food Allergies
EFA	Food Purchasing
EFD	Food Sanitation Program
EFF	Food Sale Standards
	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
EFF	Food Sale Standards
	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
	Fundraising Activities , if appropriate use "Student Fundraising 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
DECA	Administration of Federal Grant Funds
DFAA	Use of Surplus Funds

G

JFCEA	Gangs , also see "Secret Societies" JFCE
	Garnishments , use "Payroll Deductions"
DFE	Gate Receipts and Admissions
GB	General Personnel Policies
C	General School Administration
	Genetic Information Nondiscrimination Act (GINA) , see "Nondiscrimination"; "Staff Health and Safety"
	Gifted Students , use "Programs for Students Who are Gifted"
	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
GA	Personnel Policies Goals
KA	School-Community Relations Goals
AE	School District Goals and Objectives
JA	Student Policies Goals
EA	Support Services Goals
	Grade Level Organization , use "Organization of Instruction"
IKA	Grading Systems
	Graduation
IKFA	Early Graduation
IKFC	Graduate Competency
IKFB	Graduation Exercises
IKF	Graduation Requirements

IKFB	Graduation Exercises Graduation Requirements for Students with Disabilities, break out a new descriptor in IKF sequence or add to “Graduation Requirements” policy as a subheading
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	Grouping 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

CHCA	Handbooks, use “Approval of Handbooks and Directives” or break out a new descriptor under that term Handicapped Students, use as appropriate “Programs for Students with Disabilities” 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 students with disabilities
AC	Harassment, Nondiscrimination, see also “Sexual Harassment” Hazards, use “Reporting of Hazards” Hazardous Waste, see “Reporting of Hazards”
JFCF	Hazing and Bullying (Harassment, Intimidation and Dating Violence)
	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”
GBS	Health Insurance Portability and Accountability Act (HIPAA)
	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 Suspension,” “Budget Hearings and Reviews” when procedures pertain to special types of hearings
	Hearings
DBC	Budget Hearings and Reviews

BDE	Special Procedures for Conducting Hearings Heterogeneous Grouping, use “Grouping for Instruction” High School curriculum, use “Basic Instructional Program” or break out new descriptor in IGA sequence
GBS	(HIPAA) Health Insurance Portability and Accountability
GCD	Hiring Professional Staff Hiring
CBB	Recruitment and Appointment of Superintendent
GDD	Support Staff Hiring HIV (Human Immunodeficiency Virus) use “Bloodborne Pathogens” Holidays, use “School Calendar,” “Professional Staff Vacations and Holidays,” and “Support Staff Vacations and Holidays” as appropriate
IGBG	Homebound Instruction
IGCF	Home Education or Home Schooling
IGCF	Home Instruction or Home Schooling
IGCF	Home Schooling, Home Education or Home Instruction
JHEA	Home Visits
JECAA	Homeless Students, Admission of
IKB	Homework Homogenous 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 Human Immunodeficiency Virus, use “Bloodborne Pathogens”
IGAB	Human Relations Education

I

	Illness Leave, see “Leaves”
JHCB	Immunizations
HN	Impasse Procedures Imprest Fund use “Types of Funds”
CBAA	Incapacity of the Superintendent
BCCA	Incapacity of the Treasurer 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	Individualized Instruction Industrial Arts, break out a new descriptor in the IGA series Inhalers for Asthma, use “Administering Medicines to Students”

	Injuries on School Property, use “First Aid” or “Accident Prevention and Safety Procedures”
	Innovative Programs, use “Pilot Projects”
JHCB	Inoculations of Students, use “Immunizations”
JFCIAA	Inpatient Treatment Policy
	In-School suspension, use “Student Suspension” 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” or “Relations with Booster Organizations” to establish official school district insignia or seal and any controls on its use
	Inspection of Buses, use “School Bus Safety Program”
	Inspections
FG	Board Inspection and Acceptance of New Facilities
EBA	Buildings and Grounds Inspections
I	Instruction
IH	Instructional Arrangements
IA	Instructional Goals
IAA	Instructional Objectives
IIA	Instructional Materials
IIBC	Instructional Materials Centers
EDBA	Maintenance and Control of Instructional Materials
KLB	Public Complaints about the Curriculum or Instructional Materials
IIAB	Supplementary Materials Selection and Adoption
	Instructional Program
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 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
ECG	Integrated Pest Management
	Integration, use as appropriate “Equal Educational Opportunities,” “School Attendance Areas,” and/or “Nondiscrimination”

	Interdistrict Open Enrollment, use “Admission of Interdistrict Transfer Students”
	Interdistrict Relations, use “Relations with Other Schools and School Districts”
	Interdistrict Transfer Students, use “admission of Interdistrict Transfer Students”
	Intergroup Education, use “Human Relations Education”
	Internet, see “Computer/Online”
	Interns, use “Administrative Intern Program” and/or “Student Teaching and Internships”
	Interoffice Communications, use “Office Communications Services”
JFG	Interrogations and Searches
	Interscholastic Activities, use “Cocurricular and Extracurricular Programs” and subcategories as appropriate
IGDJ	Interscholastic Athletics
IGDK	Interscholastic Extracurricular Eligibility
IGBE	Intervention Services
	Interviews, use “News Conferences and Interviews”
JECBD	Intradistrict Transfer Students
IGDI	Intramural Programs
DID	Inventories
	Investigations of Student Misconduct, use “Interrogations and Searches”
	Investments, use “Revenues from Investments” or “Use of Surplus Funds”

J

	Job Actions, use “Staff Job Actions”
	Job Descriptions, use “Qualifications and Duties of the Superintendent” or “Qualifications and Duties of the Treasurer for the descriptions of the position of the chief school administrator and chief financial officer; 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”
	Junior High School Curriculum, use “Basic Instructional Program” or break out new descriptor in IGA sequence
	Junior Reserve Officer Training Corps exemption, use “Graduation Requirements”
	Jury Duty, see “Leaves”

K

	Keys to School Buildings, use “Building and Grounds Security”
	Kindergarten
	Kindergarten Orientation

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 sequence
	Language Instruction, for statements on foreign or classical language instruction, break out a new descriptor in the IGA sequence
IGBK	Latchkey Programs
	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 Premises” or “Authorized Use of School-Owned Materials”
	Leaves
GBR	Family and Medical Leave
G CBD	Professional Staff Leaves and Absences
G DBD	Support Staff Leaves and Absences
	Legal Age, use “Students of Legal Age”
	Legal Counsel, use “School Board 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 Boards 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”
IGBI	Limited English Proficiency, see “English Learners
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 the Superintendent”; for employees other than superintendent, incorporate the requirement into the qualifications statement in job descriptions; see “Job Descriptions”

Lunch Program, use “Food Services Management” and appropriate subcategories

Lunch Workers, see “Job Descriptions”

M

EGAB	Magnet Schools, break out new descriptor under “School Attendance Areas”
	Mail and Delivery Services
	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 Maintenance
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”
JEB	Mandatory Kindergarten
CD	Management Team
	Manpower Training Programs, use “Adult Occupational Education” or break out a new descriptor 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 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 Governmental 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 Students with Disabilities” or
break out a new descriptor under that term Merit System

GCBA

Merit System, Professional Staff

GCBA

Merit System, Support Staff

Metal Detectors, use “Buildings and Grounds Security”

Method of Determining Staff Negotiating Organizations, use “Staff Negotiating
Organizations”

Methods of Instruction, use “Teaching Methods”

Metrics Education, break out a new descriptor 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 new descriptor in IGB sequence

Mileage Allowance, see “Expenses”

Military Leave, see “Leaves”

KKA

Military Recruiters use “Recruiters in the Schools”

IHJ

Minicourses

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
JEE	Missing and Absent Students see “Student Attendance Accounting”
	Modular Schedules, use “Scheduling for Instruction”
	Moment of Silence, use “School Ceremonies and Observances/Patriotic Exercises”
	Moral Education, break out a new descriptor in IGA sequence
	Motorbikes, use “Student Automobile Use” or break out new descriptor under that term
	Motor Pool, use “Use of School-Owned Vehicles”
	Multi-cultural 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	Procedures Following Ratification
HL	Preliminary Negotiated Agreement Disposition
HP	Negotiated Amendments and Renegotiations Procedures
	Negotiating Organizations
HH	Privileges of Staff Negotiating Organizations
HG	Employee Organizations
H	Negotiations
HA	Negotiations
	Negotiations Costs, use “Payment of Negotiations Costs”
HJA	Negotiations Deadlines for the Board
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
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” 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”
ACB	Nondiscrimination on the Basis of Disability
ACA	Nondiscrimination on the Basis of Sex
IHL	Nongraded Classrooms Nonprofessional Personnel, use “Support Staff”
JECB	Nonresident Students, Admission of
GCQA	Non-School Employment by Professional Staff Members
GDQA	Non-School Employment by Support Staff Members
JHH	Notes and Bonds Payments, use “Payment Procedures”
BDDA	Notification About Sex Offenders 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	Education 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”
	Occupational Education, use “Career-Technical Education”
	Occupational Health and Safety Requirements, use “Emergency Management and Safety Plans” 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 Communications Services Office Manager, see “Job Descriptions” Officer of the Board, use “Board Officers”

EG	Office Services Management
EGC	Office Services Records and Reports
	Official Seal, use “School District Legal Status” or 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
	Open Enrollment, for interdistrict, use “Admission of Interdistrict Transfer Students”; for intradistrict, use “Admission of Intradistrict Transfer Students”
	Opinion Polling, use “Public Information Program” or break out new descriptor in KB sequence
	Order of Business, use “Agenda Format”
	Organizational Meeting, use “Board Organizational Meeting”
CCA	Organizational Chart
	Organization of Grade Level, use “Organization of Facilities for Instruction”
IE	Organization of Facilities for Instruction
BC	Organization of the Board
	Organizations, see “Association” 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
GCF	Professional Staff Orientation
FH	Staff Orientation to New Facilities
GDF	Support Staff Orientation
	Outdoor Education, use “Extended Instructional Programs” and/or appropriate subcategories or break out new descriptor in IGC sequence
	Overtime Pay, see “Professional Staff Extra Duty” and/or “Support Staff Extra Duty”

P

	Paid Holidays, use “Professional Staff Vacations and Holidays” and “Support Staff Vacations and Holidays”
	Paraprofessional Personnel, use “Support Staff”
	Parental Leave, see “Leaves”
IGBL	Parent and Family Involvement in Education
IKAD	Parent Conferences
KMA	Parent Organizations, Relations with
	Parking Lots, use “Traffic and Parking Controls”
KNAH	Park Authorities, Relations with
BDDEA	Parliamentarian
	Parochial Schools, use “Relations with Other Schools and School 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 Temporary 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	People and Their School District 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 Premises” as appropriate
JEGA	Permanent Exclusion
JFCL	Persistently Dangerous Schools (Unsafe Schools)
G	Personnel Personnel Director, see “Job Descriptions”
GA	Personnel Policies Goals
GAA	Personnel Policies Priority Objectives
GBL	Personnel Records Pest Control see “Integrated Pest Management”
DJB	Petty Cash Accounts
AD	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 Education Exemption, use “Graduation Requirements” Physical Examinations of Staff Members, use “Staff Health and Safety”
JHCA	Physical Examinations of Students Physically Handicapped Students, use “Programs for Students with Disabilities” 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 Management and Safety Plans
FECC	Equipment Plans and Specifications
FEC	Facilities Development Plans and Specifications
FECA	Site Plans and Specifications

	Playgrounds, as appropriate to content, use “Building and Grounds Maintenance,” “Facilities Development Plans and Specifications,” “Student Supervision,” “Community use of School Premises” or subcategories; use a new descriptor if necessary
	Pledge of Allegiance, use “School Ceremonies and Observances/Patriotic Exercises”
KNAJ	Police Authorities, Relations with Policies
BFE, CHD	Administration in Policy Absence
BF	Board Policy Development
BFC	Policy Adoption
AD	Development of Philosophy of Education
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
BFGA	Policy Manual Accuracy Check
BFG	Policy Review and Evaluation
	Political
KMI	Political Organizations, Relations with: see also “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”
	Portable Classrooms, use “Temporary School Facilities”
	Positions
GCA	Professional Staff Positions
GDA	Support Staff Positions
JP	Positive Behavioral Intervention and Supports (Restraint and Seclusion)
	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
IGCH, LEC	Postsecondary Enrollment Options, use “College Credit Plus”
	Poverty Agencies, use “Relations with Anti-Poverty Authorities”
	Powers
HD	School Board Negotiating Powers and Duties

BBA	School Board Powers and Duties
	Practice Teaching, use “Student Teaching and Internships”
	Prayer, use “School Ceremonies and Observances”
JFE	Pregnant Students
IGBD	Programs for 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
IGCG	Preschool Programs
	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”
JFCIA	Prevention of Chemical Abuse
	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
	Procedures, see “Regulations”
HM	Procedures Following Ratification
	Professional Growth, see “Development Opportunities”
IIBDA	Professional Libraries
GCQD	Professional Organizations
	Professional Practices, see “Ethics”
GCQB	Professional Research and Publishing
GC	Professional Staff
GCI	Professional Staff Assignments and Transfers
GCBDA	Professional Staff Assault Leave
GCQAA	Professional Staff Consulting Activities
GCB	Professional Staff Contracts and Compensation Plans
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 Probation and Tenure
GCO	Professional Staff Promotions
GCC	Professional Staff Recruiting
GCBA	Professional Staff Salary Schedules
GCH	Professional Staff Seniority
GCBB	Professional Staff Supplemental Contracts
GCP	Professional Staff Termination of Employment
GCJ	Professional Staff Time Schedules
GCBE	Professional Staff Vacations and Holidays
GCLA	Professional Staff Visitations and Conferences
GCK	Professional Staff Workload
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 Disadvantaged Students
IGBB	Programs for Students Who are Gifted
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
EBCE	Protection for Reporting Safety and Fraud Violations (Whistleblowers)
	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 Participation at Board Meetings
KGA	Public Sales on School Property
KI	Public Solicitations in the Schools
KBA	Public's Right to Know
KGC	Smoking on District Property
AB	The People and Their School District
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
IGDB	Student Publications
JFCD	Underground Student Publications
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
	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
	Public Use of School Facilities, use "Community Use of School Premises"
	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"
	Purchasing
DJ	Purchasing
DJE	Cooperative Purchasing
EFA	Food Purchasing
DJD	Local Purchasing

DJA	Purchasing Authority
DJF	Purchasing Procedures (Also see “Bidding”)
DJA	Purchasing Authority Purchasing Guides and Vendor Lists, use “Purchasing Procedures” or “Vendor Relations”
DJF	Purchasing Procedures

Q

	Qualifications
BBBA	Board Member Qualifications
CBA	Qualifications and Duties of the Superintendent (Also see “Job Descriptions”)
BCC	Qualifications and Duties of the Treasurer (Also see “Job Descriptions”)
	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”

R

	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
IGBEA	Reading Skills Assessments and Intervention (Third Grade Reading Guarantee)
	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”
EEACCA	Recording Devices on Transportation Vehicles
	Records Retention , use “Data and Records Retention”
	Records
	Board Records, if appropriate use “Public’s Right to Know” or one of the terms below; otherwise break out a new descriptor in Section B
ECE	Buildings and Grounds Records and Reports
FEI	Construction Project Records and Reports
EHA	Data and Records Retention
EFE	Food Services 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
KKA	Recruiters in the Schools
CBB	Recruitment and Appointment of the Superintendent
GDC	Support Staff Recruiting
GCPA	Reduction in Professional Staff Work Force
GDPA	Reduction in Support Staff Work Force
	Re-employment 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 (Also see “Policy Implementation”)
	Reimbursements of Expenses, use “Expense Reimbursements”
KMB	Relations with Booster Organizations
LE	Relations with Colleges and Universities
KM	Relations with Community Organizations See subcategories KMA through KMI of classification system for relations with specific community organizations
KNB	Relations with County Governmental Authorities
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 governmental authorities)
LB	Relations with Other Schools and Educational Institutions
KMA	Relations with Parent Organizations
	Relations with Private Schools, use “Relations with Other Schools and School 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, use “Community Use of School Premises”
	Repairs, see “Maintenance”
	Report Cards, use “Student Progress Reports to Parents”
BDDK	Reporting Board Meeting Business
JHG	Reporting Child Abuse
EBAA	Reporting of Hazards
	Reporting Periods, use “Student Progress Reports to Parents”
	Reports
EBBB	Accident Reports
AG	Reporting Accomplishments to the Public
CL	Administrative Reports
ECE	Buildings and Grounds Records and Reports
ECAC	Campus Safety and Security Reports
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 materials, use “Copyright”
	Requisitions, use “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”
JP	Restraint and Seclusion, see “Positive Behavioral Interventions and Supports”
	Retarded Students, see “Programs for Students with Disabilities”
	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
FL	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
DFE	Royalties
	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	Student 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
DFE	Royalties
BDDE	Rules of Order

S

	Sabbatical Leaves, see “Leaves”
	Safety
ECAC	Campus Safety and Security Reports
EB	Safety Program
EEAC	School Bus Safety Program
GBE	Staff Health and Safety
JHF	Student Safety
JHFB	Student Safety Patrols
EB	Safety Program
EBBA	First Aid
DLB	Salary Deductions
	Salary Schedules
GCBA	Professional Staff Salary Schedules
GDBA	Support Staff Salary Schedules
	Sales
DFG	Income from School Shop Sales and Services
KGA	Public Sales on School Property
DN	School Properties Disposal
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 Time Schedules
IHC	Scheduling for Instruction
	Scholarships, use “Student Awards and Scholarships”
JEC	School Admissions
JC	School Attendance Areas
BCG	School Board Attorney
	School Board: The user of the OPS/OSBA policy classification system will, of course, employ the appropriate term as supplied by statutes or local usage in reference 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	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 Associations, 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 Maintenance
	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, Use of
	School Physician, use “Student Health Services and Requirements,” if appropriate; also see “Job Descriptions”
DN	School Properties Disposal
	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 career-technical 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”
	Secondary School Curriculum, see “Basic Instructional Program” or break out new descriptor in IGA sequence
JFCE	Secret Societies, see also “Gangs”
	Secretary to the Board, use “Board Officers” or “Appointed Board Officials”
	Security, use “Buildings and Grounds Security”
IIAA	Selection and Adoption of Textbooks
IIAC	Selection and Adoption of Library Materials
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 Animals, use “Animals in the Schools”
	Service Charges, use “Rentals and Services Charges”; but for fee schedule related to public use of school facilities, use “Community Use of School Premises”
GCPCA	Severance Pay
IGAI	Sex Education
JHH	Sex Offenders, Notification About
ACAA	Sexual Harassment
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/Use or Possession of Tobacco Products
KGC	Smoking on District Property at Public Functions
GBK	Smoking on District Property by Staff Members
	Snow Days, use “Emergency Closings”
	Social Events, use “Student Social Events”
	Social Networking, see “Staff-Student Relations” and “Data and Records Retention”

	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 “Students with Disabilities”
BCJ	Special Information
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”
	Sports, use “Interscholastic Athletics”
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
GBCC	Staff Dress and Grooming
GBC	Staff Ethics
GBJ	Staff Funds Management
GBI	Staff Gifts and Solicitations
GBE	Staff Health and Safety
	Staff Insurance Program, see “Fringe Benefits”
ABB, GBB	Staff Involvement in Decision-making
FH	Staff Orientation to New Facilities
GBF, KE	Staff Participation in Community Activities
GBG	Staff Participation in Political Activities
	Staff Protection, use “Staff Health and Safety”

	Staff Residency Requirements, use as appropriate “Recruitment and Appointment of the 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 Administration
LG	State Education Agency Relations
	Stores, see “School Stores”
	Strikes, use “Work Stoppage” or “Student Demonstrations and Strikes”
JED	Student Absences and Excuses
	Student Achievement, use “Academic Achievement”
	Student Activities, use “Cocurricular 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
JEE	Student Attendance Accounting
JHFD	Student Automobile Use
JI	Student Awards and Scholarships
JHFC	Student Bicycle Use
	Student Clubs, use “Student Organizations”
JFH	Student Complaints and Grievances
JFC	Student Conduct (Zero Tolerance)
EEACC, JFCC	Student Conduct on District Managed Transportation
IKAC	Student Conferences
JFI	Student Demonstrations and Strikes
JG	Student Discipline
JEDB	Student Dismissal Precautions
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	Student Fundraising Activities
JL	Student Gifts and Solicitations
JFBA	Student Government
JHC	Student Health Services and Requirements
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
JF	Student Rights and Responsibilities
J	Students
JHF	Student Safety
JHFE	Student Safety and Assault Prevention
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”
IGDC	Student Social Events
JHE	Student Social Services
JFD	Students of Legal Age
	Student-Staff Relations, use “Staff-Student Relations”
JOA	Student Surveys
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
EEAE	Student Transportation in Private Vehicles
EEAF	Student Transportation Insurance
EEAG	Student Transportation Records and Reports
EEA	Student Transportation Services
JFCK	Student Use of Electronic Equipment
JJ	Student Volunteers for School and Public Service
JH	Student Welfare
EFG	Student Wellness Program
JECE	Student Withdrawal from School (Loss of Driving Privileges)
	Substitutes
GCEA	Arrangements for Professional Staff Substitutes
GDEA	Arrangements for Support Staff Substitutes
GCE	Part-Time and Substitute Professional Staff Employment
GDE	Part-Time and Substitute Support Staff Employment

CI	Temporary Administrative Arrangements Substitute 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 the Superintendent
CBB	Recruitment and Appointment of Superintendent
CB	School Superintendent
CBD	Superintendent’s Compensation and Benefits
CBC	Superintendent’s Contract
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
CBAA	Superintendent, Incapacity of the
CBHA	Superintendent’s Retirement
HF	Superintendent’s Role in Negotiations
CBH	Superintendent’s Termination of Employment
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 Supplemental Contracts
GDBB	Support Staff Pupil Activity Contracts
E	Support Services
EA	Support Services Goals
EAA	Support Services Priority Objectives
GD	Support Staff
GDI	Support Staff Assignments and Transfers
GDB	Support Staff Contracts and Compensation Plans
GDL	Support Staff Development Opportunities
GDKA	Support Staff Extra Duty
GDBC	Support Staff Fringe Benefits
GDD	Support Staff Hiring
GDBD	Support Staff Leaves and Absences
GDKB	Support Staff Meetings
GDBAA	Support Staff Merit System

GDF	Support Staff Orientation
GDA	Support Staff Positions
GDG	Support Staff Probation and Tenure
GDO	Support Staff Promotions
GDC	Support Staff Recruiting
GDBA	Support Staff Salary Schedules
GDH	Support Staff Seniority
GDBB	Support Staff Pupil Activity Contracts
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 Workload
	Surety Bonds, use “Bonded Employees and Officers”
	Surplus
DN	School Properties Disposal
EFAA	Use of Surplus Commodities
DFAA	Use of Surplus Funds
	Surveillance Cameras, use “Buildings and Grounds Security”
JOA	Surveys, Student
	Suspension
	In-School Suspension, use “Student Suspension” or break 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”
	Taping, see “Videotaping and Broadcasting”
	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 Taxation Authorities
	Tax Collection, use “Revenues from Local Tax Sources”
	Tax Deductions for Senior Citizens, break out a new descriptor under “Revenues from Local Tax Sources”
DBH	Tax Budget
FD, KBE	Tax Issues
	Tax-Sheltered Annuities, use “Salary Deductions” or break out a new descriptor under that term
	Teacher, see “Professional Staff”; 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, see “Career-Technical Education” Technology, see “District Websites” or “Computer/Online Services”
EGAC	Telephone Services
	Television, use “Instructional Television”
CI	Temporary Administrative Arrangements
FJ	Temporary School Facilities
	Tenure
GCG	Professional Staff Probation and Tenure
GDG	Support Staff Probation and Tenure
	Termination of Employment
GCP	Professional Staff Termination of Employment
CBH	Superintendent’s Termination of Employment
GDP	Support Staff Termination of Employment
	Term 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, or us “Acceleration”
ILB	Test Administration
IL	Testing Programs
ILC	Use and Dissemination of Test Results, see “Examinations”
IL	Testing Programs
	Textbook Maintenance and Control, use “Maintenance and Control of Instructional Materials”
IIAA	Textbook Selection and Adoption
AB	The People and Their School District
IGBEA	Third Grade Reading Guarantee, see “Reading Skills Assessments and Intervention (Third Grade Reading Guarantee)”
	Time Schedules
G CJ	Professional Staff Time Schedules
GDJ	Support Staff Time Schedules
IGBJ	Title 1 Programs
JFCG	Tobacco Use by Students, see “Smoking on District Property by Staff Members” and “Smoking on District Property”

	Tornado Warnings, use “Warning System,” “Emergency Plans” or a subcategory as appropriate
	Tract 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 to 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
EEAA	Walkers and Riders, use “Eligibility Zones for Pupil Transportation”
EE	Transportation Services Management
EE	Transportation Services Management
	Travel Expense, see “Expenses”
IGCB	Travel Study, use “Educational Options”
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 (Board Vacancy)
	United States Office of Education, use “Federal Education Agency Relations”
JFCL	Unsafe Schools (Persistently Dangerous Schools)
ILC	Use and Dissemination of Test Results
JFCK	Use of Electronic Equipment by Students
AFG	Use of Independent Evaluators
EEBB	Use of Private Vehicles on School Business
	Use of School Facilities, use “Community Use of School Premises”
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 Use of 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
GBO Verification of Employment Eligibility
IGEE Veterans, use "Awarding of High School Diplomas to Veterans of War"
EEACCA Video Cameras on Transportation Vehicles, use "Recording Devices on Transportation Vehicles"
Visitations
GCLA Professional Staff Visitations and Conferences
LJ Professional Visitors and Observers
GDLA Support Staff Visitations and Conferences
KK Visitors to the Schools
Vocational Education, use "Career-Technical Education" or "Adult Occupational Education" as appropriate
Volunteers
IICC School Volunteers
JJ Student Volunteers for School and Public Service
BDDF Voting Method at Board Meetings

W

EEAA Walkers and Riders, use "Eligibility Zones for Pupil Transportation"
Walkouts, use "Staff Job Actions"
Warehousing, use "Receiving and Warehousing"
EBAB Warning Systems
JFCJ Weapons in the Schools
IIBH Website, use "District Websites"
KNAG Welfare Authorities, Relations with
EFG Wellness, use "Student Wellness Program"
EBCE Whistleblower, Protection for Reporting Safety Violations
Women's Rights, use "Nondiscrimination"

IGADA	Work Experience Opportunities
	Workload
GCK	Professional Staff Workload
GDK	Support Staff Workload
	Working Conditions, use appropriate subcategories of “Professional Staff” and “Support Staff”
	Workmen’s Compensation, use “Staff Health and Safety”
	Work Sessions, use “School Board Work Sessions and Retreats”
	Workshops, use “Conferences”
HO	Work Stoppage
	Work Study Programs, use, as appropriate to program, “Employment of Students,” “Student Aid Programs” or “Work Experience Opportunities”

Y

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

Z

JFC	Z ero Tolerance (Student Conduct)
KNAO	Z oning Authorities, Relations with